



Office of Information Resources Management



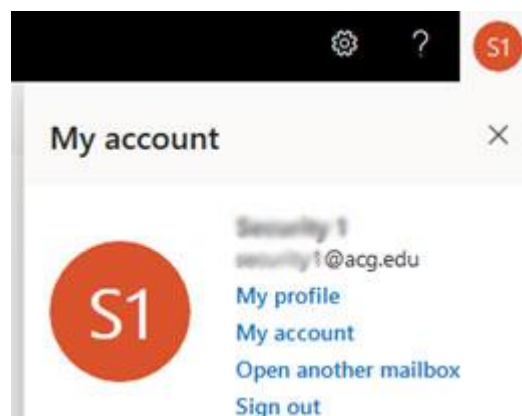
ANNOUNCING STUDENT ADVANTAGE Microsoft Office 365 Pro - No Cost for Student Use

Installing MS Office

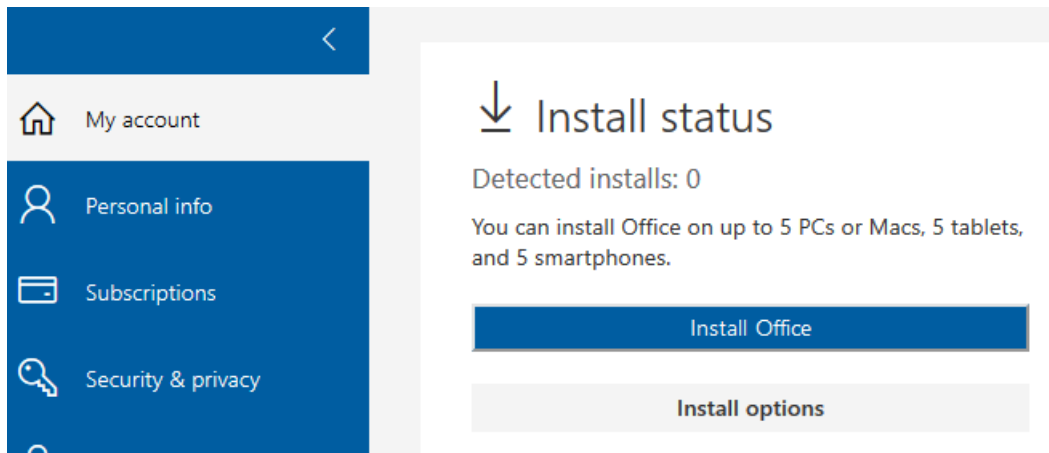
Starting January 2014. The American College of Greece, Information Resources Management department will begin providing Microsoft Office 365 Pro Plus at no cost via the Microsoft Student Advantage program. This agreement between ACG and Microsoft allows us to provide current students with the latest version of full Office at school and at home.

How to get it:

- You must be an active student/faculty/staff at ACG.
- Access is integrated to your @acg.edu e-mail address.
- Sign in to your acg.edu email account with your username and password:
 - Got to the top left part of the window and Open My Account, then click on My Account link:



- From the My Account tab select "Install Office".



- Follow the on screen instruction to download the install package and complete the installation. The process, depending on your Internet speed, may take up to 2 hours to complete.

NOTE: Office installs the 32-bit version on your PC by default, even if your computer is running a 64-bit version of Windows. If you are unsure which version of Office you should install, see Which version is best for me?

(<https://support.office.com/en-gb/article/choose-between-the-64-bit-or-32-bit-version-of-office-2dee7807-8f95-4d0c-b5fe-6c6f49b8d261>)

Important

Each subscription license allows you to run Office on up to **five** machines being Mac or PC. You can also run Office Mobile for Android or Office Mobile for iPhone on up to 5 mobile devices.

The software will check in automatically to make sure you are still an active ACG student. If you aren't able to log in for 30 days (for example, if you are not connected to the internet), the software will operate in read-only mode. You must connect to the internet and log in periodically to maintain your access. If you change your ACG password, you may be asked to re-enter your password. If prompted to log in, remember to use the same username with which you originally signed in (e.g., username@acg.edu)