

# Microsoft Office 365 for Students & Employees

Technical Services is thrilled to offer Microsoft Office to all UAPB students and employees at no additional cost! The O365 includes versions for PC, Mac, and mobile devices, such as Office for iPad and Office for Android!

Office 365 includes the following applications:



*Sign in with your UAPB e-mail address and password to install Microsoft Office.*

*Users can install Microsoft 365 Apps on up to five home or personally-owned PCs/Macs and up to five mobile devices.*

## Installation Instructions

Installation of Microsoft Office is available via download from the [Office 365 portal](#). No CDs, DVDs, or other media can be provided to students or employees.

### PC/Mac

1. [Log into your webmail](#). Your e-mail login is your username@uapb.edu, and your password is the same as Golden Gateway and Blackboard.
2. The default home page will show all your apps. Click **Install Office** in the top right.
3. Select Microsoft 365 Apps.
4. Your download will begin, and you will be prompted with instructions.
5. Follow the on-screen prompts, and when you are asked to sign in, use your e-mail login and password.

### Mobile Devices

Office mobile applications are accessible on iPhone and Android phones and are automatically included with all Windows phones.

1. Go to Microsoft and install Microsoft on a mobile device page.
2. Choose your mobile device.
3. Choose the apps you want to set up.
4. Follow the step-by-step instructions.

---

## Frequently Asked Questions (FAQs)

### **What's the difference between Office 365 and Office 2016/2019?**

Office 365 is Microsoft's subscription service that provides Microsoft Office for Windows or Mac. It also includes access to mobile versions, such as Office for iPad and Office for Android phones/tablets. UAPB provides an Office 365 ProPlus subscription for all students and employees at no cost.

### **Who is eligible?**

All enrolled students and current employees at UAPB are eligible for the free Office 365 subscription.

### **What is included with Microsoft 365 Apps?**

Microsoft 365 Apps is a full version of Office, which includes: Word, PowerPoint, Excel, OneNote, Outlook, and more. Microsoft 365 Apps also includes 1TB of OneDrive storage.

### **How many computers or devices can I install Office on?**

Each student or employee can install and activate the software on up to **5 computers** (a combination of PCs and Macs) and **5 mobile devices** (such as an iPad or Android). Each student or employee is limited to installing the software on their own personally-owned devices. The software cannot be shared with devices owned by others and cannot be installed on university-owned computers.

### **How do I deactivate or move one of my Office licenses?**

You can log in to the [Office 365 portal](#) to manage your licenses. From there, you can deactivate a device or computer and start the installation process on another device.

### **What happens when I'm no longer a UAPB student or employee?**

Once installed, Microsoft Office requires an Internet connection at least every 30 days to re-validate your student and/or employee status. The validation happens automatically in the background. When you are no longer a student or employee, the software will convert to "trial mode" and will allow read-only access to files and documents you have created.

To continue using Microsoft Office after you are no longer a student or employee, you must obtain a paid subscription to Office 365 by going to <http://office.microsoft.com>. You may also use the free Office Online tools available at [office.com](http://office.com).

## **Additional Microsoft Resources**

[Microsoft 365 Apps Articles on Tech Net](#)

[Student Advantage and Microsoft 365 Apps FAQ](#)