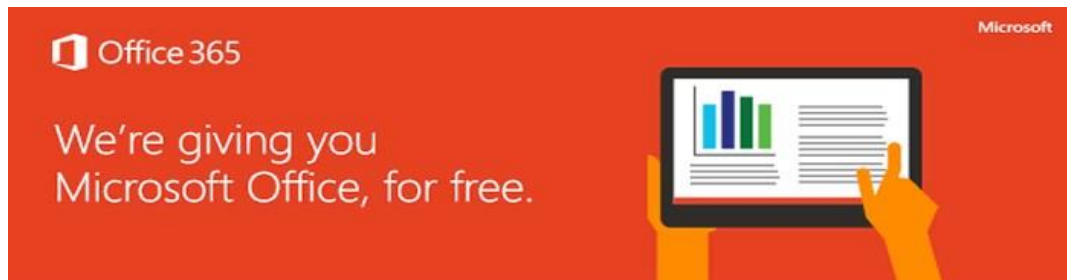
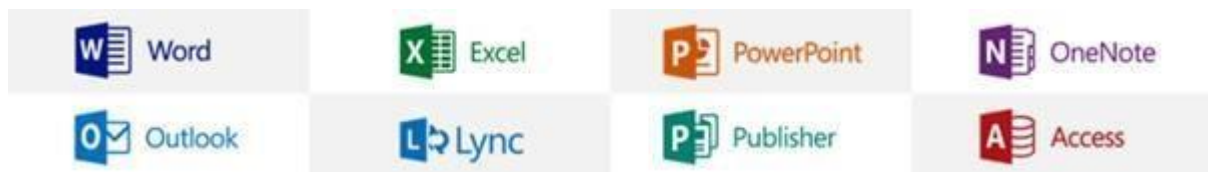


Office 365 for Students



St Martin's Students now have free access to Office 365 ProPlus through the Microsoft Office for Students program.

What's on Offer



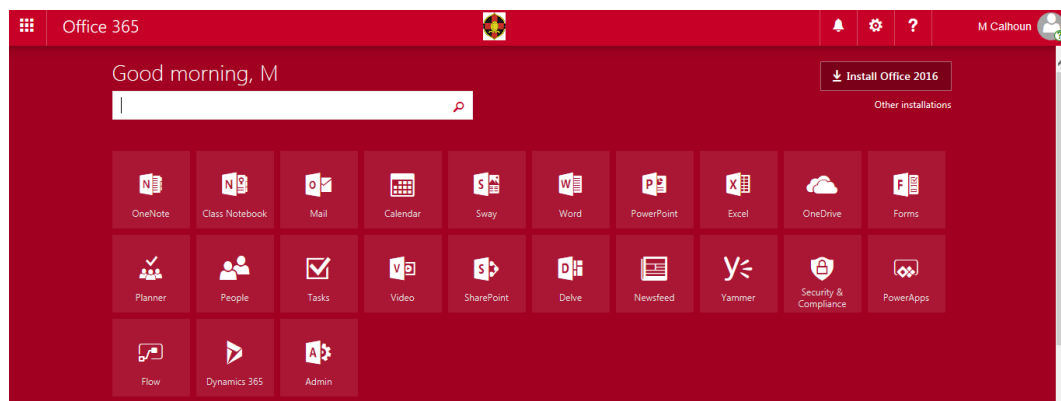
Office 365 ProPlus entitles Students to download a full version of Microsoft Office including the familiar applications like Word, Excel, PowerPoint, Outlook, OneNote, Access, Lync and Publisher on up to 5 Computers and/or Laptops.

You will also receive 1TB of storage in the form of a Microsoft One drive for business account. This is in the process of being rolled out by Microsoft so your account may only show 30Gb of space. Just login with your school credentials.

Installation

To install Office 365 ProPlus on desktops, Students should log on to <https://login.microsoftonline.com/>, using their St Martin's Email address and password.

You will be presented with the screen below:



Select **Install Office 2016** and follow the on screen commands

To install Office 365 ProPlus on mobile devices, go to the App Store or Google Play to find the applications.

Is this a fully-functioning version of Office 365 ProPlus? Can I use it offline?

Yes, this is the latest version of Office 365 ProPlus with complete functionality. You can install Office 365 ProPlus directly to your device without having to connect to the Internet for access. However, Students must connect to the Internet at least once every 30 days to for an automatic check of their license eligibility.

How long do St Martin's Students have access to Office 365 ProPlus?

Students have access to their Office 365 ProPlus license while they are employed at St Martin's. After that, Students will have read-only access to their Microsoft files. Office 365 can, of course, be purchased.