Microsoft Office available at no charge to NDSCS students

NDSCS students can now obtain Microsoft Office at no charge through Microsoft's Student Advantage program.
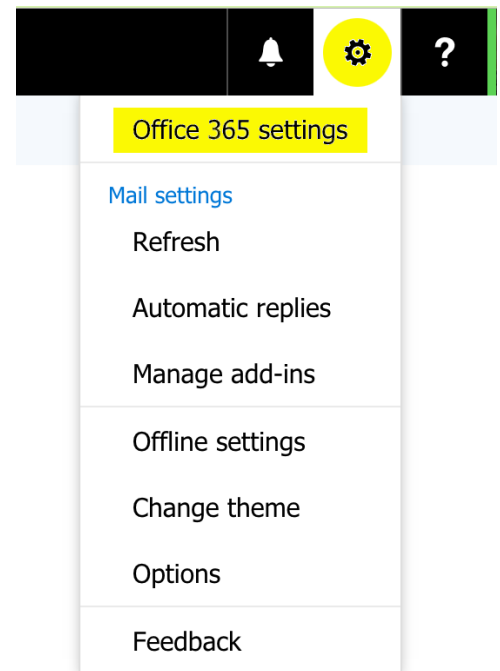
The program provides access to a full version of Office that includes Word, PowerPoint, Excel, Outlook and more. Students enrolled for one or more credits at NDSCS are able to install the software on up to five computers and five mobile devices.

The software has the same features and functions as other versions of Office and can be used offline; however, students must connect to the Internet once every 30 days to verify they are still eligible for the program.

If you are currently an NDSCS student, follow these steps to download and install Office for personal use:

1. Go to http://outlook.office365.com
2. Log in using your student email address (typically firstname.lastname**@ndus.edu**) and password
3. Click on the gear icon in the upper right corner of the screen, (see image at the right) and then select **Office 365 settings**
4. Click **Software** in the left menu
5. Select your desired Language
6. If you are installing Office for Windows, Microsoft recommends using the 32-bit installation
7. Click **Install** to download and install the latest version of Office

Frequently Asked Questions About Office365 ProPlus

What software is available to students?
The following software is available:
- Office for PC
- Office for Apple
- Office Mobile for iPhone, and Office Mobile for Android

How many computers/devices can I use this on?
Each student can run up to five PC or Mac computers. Additionally, students can run Office Mobile for Android or iPhone on up to five mobile devices.

Is this a full version of Office and available for offline use?
Yes, this is a full version of Office on the PC, Mac, iPhone, and Android platform and all are available for offline use. However, students must connect to the Internet at least once every 30 days to verify that they are still eligible to use the software.

How long can I use this copy of Office?
Students can continue to use the software as long as they are enrolled for one or more credits at NDSCS (or any other N.D. University System institution). Students must connect to the Internet once every 30 days to verify they are still eligible for the program. Students who graduate or are no longer enrolled for credit will lose their license to use the software within a month or two. When the license expires, students retain read-only access to their Microsoft Office files.