

Office 365 Personal Use Benefit for Staff and Students

As an employee or student of Evergreen Catholic Schools, you are licensed to have \$0 cost access to full versions of the following Office 365 ProPlus products:



Word



Excel



Power
Point



Access



Publisher



Skype
for
Business



OneDrive
for
Business



Outlook

Office 365 ProPlus Home/Personal Use for Staff and Students (background)

- In 2013, Microsoft introduced the Office 365 ProPlus Student Benefit, which provides eligible students the ability to download the Office 365 ProPlus applications (Excel, Word, PowerPoint, etc.) on up to five PCs and/or Macs for their personal use. The following year, we extended this benefit to faculty and staff of qualified educational institutions. This is a \$0 benefit and has become the primary solution for providing Microsoft Office productivity tools to faculty, staff and students, replacing the older Office Home Use Program, or HUP. Customer feedback has been positive, as the new offering is a no cost option for staff, and can be delivered as a self-serve download.
- Earlier this year, Microsoft began to shut down the older Office Home Use Program, thus requiring customers to move to the \$0 Office 365 ProPlus download for their personally owned PCs or Macs.

What does this mean for me?

- As a staff member or student of Evergreen Catholic Schools, you receive Microsoft Office 365 ProPlus for free as long as you continue to be employed by, or are a student of Evergreen Catholic Schools. You do not have to buy a copy of Office for your personally owned PC or Mac computer.
- If you previously purchased a Microsoft Office Home Use Program license, this license is no longer valid. You must migrate to the new \$0 cost program.
- Please note: As this benefit is provided by Evergreen Catholic Schools, use of the benefit is governed by the Appropriate Use Agreement, and all data stored in your account is subject to monitoring and review as required to maintain school division user safety and security.

How do I use my benefit?

- Go to <https://portal.office.com/account> and sign in **with your Evergreen Catholic Schools Username and Password**. This is the same username and password you use to access Email or log into a workstation with. In the large square section called “Install status”, click on Install Office. This will provide you a download to setup Office. Follow the instructions on the screen. This setup process will take a bit of time. You must have an active internet connection throughout the installation process.

Who can use my benefit?

- **Only you!** This is a personal use license granted to you. You must be logged in to Office using your Evergreen Catholic Schools username and password to remain licensed. If you log out of Office, it will prompt you to sign back in. As per school division policy, you may not share your Evergreen credential with anyone. Anyone that uses your installation of Office **will be able to see and access any files you have stored in your account.** Keeping your account secure is your responsibility.
- You may use the benefit on up to 5 PCs or Macs, 5 tablets, and 5 smartphones at the same time.

What if I'm having trouble installing?

- Get help directly from Microsoft: <https://go.microsoft.com/fwlink/?linkid=875486>. If you are unable to solve your issue, unless the issue is related to your user account credential, please contact a support vendor. Evergreen technical support does not provide support for personally owned devices.