

## Microsoft Office 365 – Pro Plus Benefit for Students

Microsoft provides Microsoft Office 365 to UC Santa Cruz students at no cost.

UCSC students have access to latest version of full Microsoft Office for up to 5 devices for school and home use while they are enrolled. Included is a 1TB OneDrive for file storage needs.

Please follow the Steps below to get your free Microsoft Office Pro Plus Software and ensure you “Activate” per the last step.

Staff & Faculty enrolled in the MCCA program are also eligible for Office 365. See if your dept. is enrolled:  
<http://its.ucsc.edu/software/mcca.html>



(Microsoft may have change some parts of this set up process)

### Steps to Get your Free Microsoft Office 365 Software

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.



1. **GO TO** <http://aka.ms/UCSCGetOffice365>

**CLICK** Get started for free

Enter your **UCSCusername@ucsc.edu** school email address so we can check your eligibility.

2. **CHECK YOUR UCSC Email account for an activation email. Activate ASAP.**

3. **CLICK ON THE Complete Office 360 Signup LINK in your email**

4. **CREATE YOUR ACCOUNT: use your @ucsc.edu email address**  
You will be prompted to create a **unique password** and enter your birthdate.

5. **CLICK INSTALL NOW**

If you are prompted to Run or Save the file, **select Run\***.

Microsoft Office will install in the background and after a few minutes you will receive notice stating "Welcome to your new Office". At this screen **click Next**.

Follow the prompts through the installation, selecting the options you want.

## 6. ACTIVATE

Once install is complete, **CLICK** 

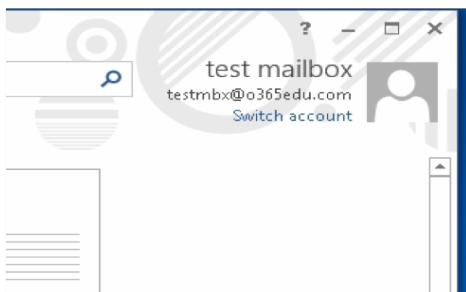
At the Sign In prompt enter your @ucsc.edu address and password you have chosen for this service, **click Next**.

Follow the remaining prompts to complete activation.

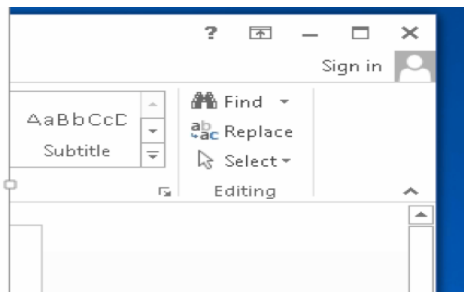
*NOTE: Office installs the 32-bit version on your PC by default, even if your computer is running a 64bit version of Windows.*

## Is My Subscription Activated?

Launch Microsoft Word. If you see your email address in the right hand corner similar to this view, **YES YOU ARE ACTIVATED**, Enjoy Microsoft Office Pro Plus!



\*If you see this below, stating **Sign in**, click it and enter your **email** and **password** to activate your subscription.



***UCSC Support Center cannot help with access, passwords or activation of Office 365. Microsoft is hosting this service for our campus tenant.***

If you are having problems please call Microsoft at:

1.800.642.7676

Select Home User and following prompts for Office Install help

Alternate Phone Support:

1.800.865.9408

Office 365

options, 4,1,5 for Office Pro Plus

Call or visit the closest Microsoft Store:

2855 Stevens Creek Blvd.

Santa Clara, CA 95050

(408) 454-5940

<http://content.microsoftstore.com/en-us/lookup?code=95064>

***Every year you will be asked to reauthorize your academic status with your @ucsc.edu account. After graduation you can purchase Office to continue using the software and have access to edit your files.***