



# Office 365 Student Advantage

Revision 7/30/2019

## FREE Microsoft Office for Students

JCCC Academic Technology Services (a division of JCCC Information Services), in partnership with Microsoft, will begin providing Microsoft Office to credit students at **no cost** via the Microsoft Student Advantage program. This program allows students to download and install full versions of Microsoft Office. You can install the latest version of Office on up to five PCs/Macs, five tablets and five smartphones that you use.

This program includes Word, Excel, PowerPoint and OneDrive.

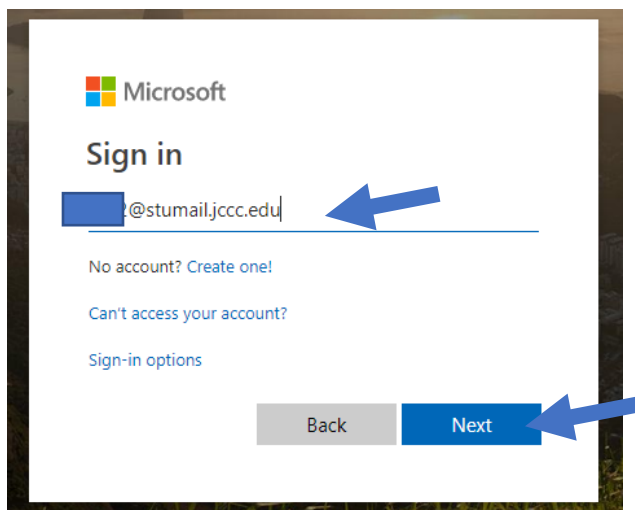
Students enrolled for one or more credit classes at JCCC are eligible for the Office 365 Pro Plus license. Access to the program is integrated to your @stumail.jccc.edu e-mail address.

Students who graduate or are no longer enrolled for credit courses will lose their license.

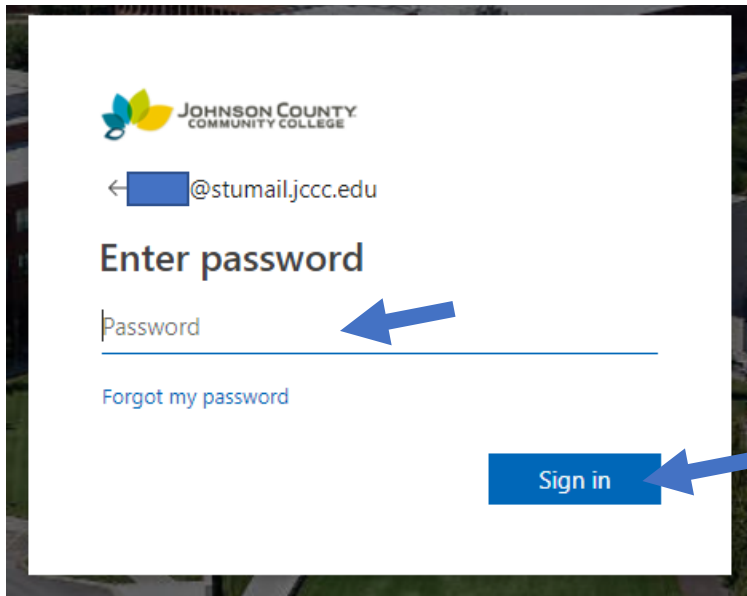
Continuing education and /or non-credit students are not eligible for this program

## How do I install Office through the program?

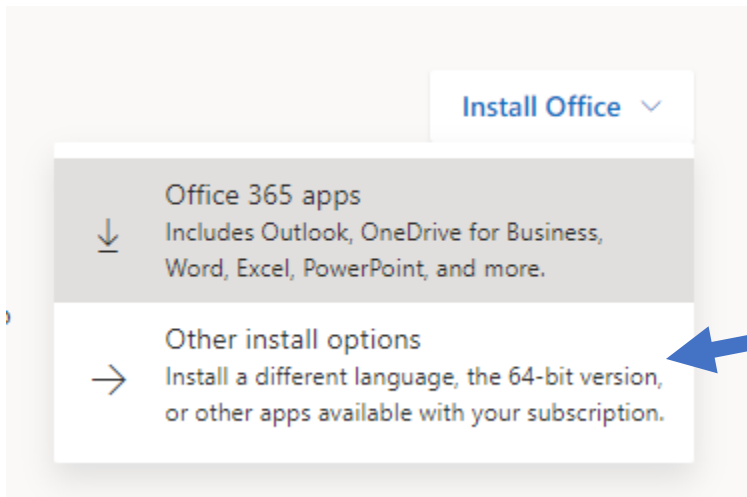
1. Log in to [Office 365 Student Advantage](#)  
**Login:** UserName@stumail.jccc.edu (UserName is the same as your MyJCCC, Canvas, etc.)  
Ex: john.doe@ stumail.jccc.edu



2. **Password:** (same password as MyJCCC, Canvas, etc.)



3. Once logged in, click **Other install options**.

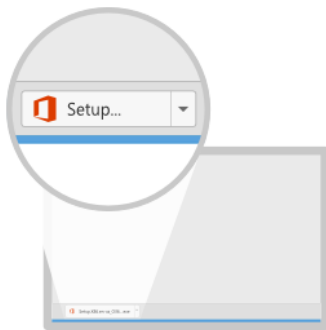


- Verify the version you want to install and click **Install Office**. If you are unsure which version of Office you should install, see [Which version is best for me?](#)



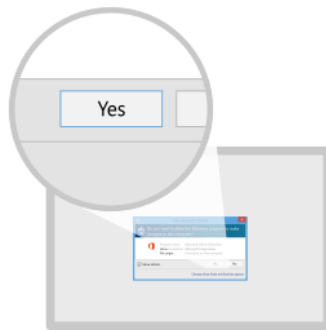
- Click **Close** on the popup.

Just a few more steps...



① Click Open

Click the **Setup** file at the bottom of the screen.



② Say "yes"

Click **Yes** to start installing.

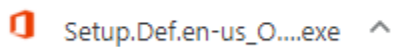


③ Stay online

Downloading all of Office might take a while.

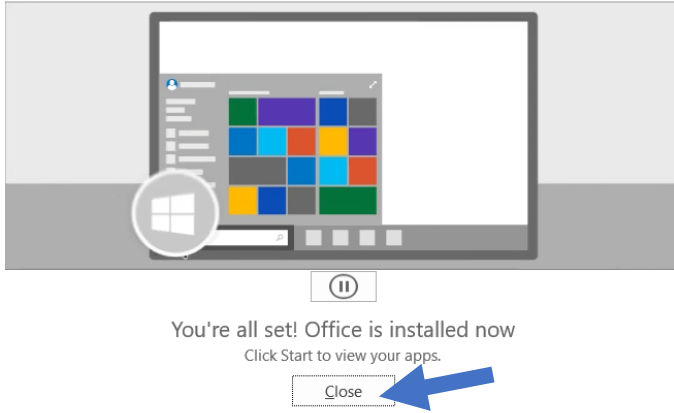


- Run the file that is downloaded.



- Office 365 will automatically run through the installation and will let you know when the installation is complete.

## Office



Watch [this video](#) to learn about using Office and Office Web Apps in Office 365 or learn more about [getting started with Office 365](#)

### **Troubleshoot your Office installation:**

If you get some errors during the installation, see [Troubleshoot installing Office](#).

### **More information:**

After you've completed the installation, make sure you have automatic updates turned on.

You can also install the latest version of Office on your Surface Pro. You'll have all the same programs as Office on a PC.

The latest version of Office with Office 365 is offered as a subscription. Also, the Office applications are packaged together for faster download and installation. Once you've installed Office, you can remove the short-cuts to the applications that you don't need.

# FAQ

## **How do I deactivate an installation on either a PC or a Mac:**

If you've already installed the latest version of Office with Office 365 on five computers that you use, and you want to install Office on a sixth computer, you can do that by first deactivating an installation on one of your current computers.

Go to **Other install options**. Click **Deactivate** next to the computer you want to deactivate the installation from.

## **How many machines/devices can I run this subscription on?**

Each subscription license allows you to run Office on up to five machines - Mac or PC. You can also run Office Mobile for Android or Office Mobile for iPhone on up to 5 mobile devices.

## **Is this a full version Office and available for offline use?**

Yes, this is full Office on the PC, Mac, iPhone, and Android platform and all are available for offline use.

## **What comes with Office Mobile?**

- Word Mobile
- Excel Mobile
- PowerPoint Mobile

See [here](#) for more options.

## What are the PC requirements for Office 365?

### Operating System

Windows 10 SAC, Windows 10 LTSC 2016, Windows 10 LTSC 2015, Windows 8.1, Windows 7 Service Pack 1, Windows Server 2016, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2.

Please note Office 365 will not be supported on Windows 10 LTSC 2019 at release.

Office 365 will not be supported on any Windows 10 LTSC/LTSB version or on Windows Server 2012 R2 or older after January 2020.

Office 365 will be supported on Windows Server 2016 through October 2025.

Product functionality and feature availability may vary on older systems. For the best experience, use the latest version of any operating system specified above.

**Note:** 32-bit Office can be installed on 32-bit or 64-bit operating systems and 64-bit Office can only be installed on 64-bit operating systems.

### Computer and processor

1.6 gigahertz (GHz) or faster, 2-core. 2

### Memory

2 GB RAM (32-bit)

4 GB RAM (64-bit)

### Disk space

4.0 GB of available disk space

### Monitor resolution

1280 x 768 screen resolution

### Graphics

Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update).

## **What are the Mac requirements for Office 365?**

### **Computer and processor**

A Mac computer with an Intel processor.

DVD drive or connection to a local area network (if installing over a network).

### **Operating System**

Office for Mac is supported on the three most recent versions of macOS. When a new version of macOS is released, the Office for Mac Operating System requirement becomes the then-current three most recent versions: the new version of macOS and the previous versions.

Product functionality and feature availability may vary on older systems. For the best experience, use the latest version of any operating system specified above.

### **Memory**

4 GB of RAM recommended.

### **Disk space**

10 GB of available hard disk space.

HFS+ hard disk format (also known as Mac OS Extended or APFS).

### **Monitor resolution**

1280 x 800 or higher resolution monitor

### **Graphics**

No graphics requirements

## **What are the iPhone requirements for Office Mobile for iPhone?**

All devices above must be running iOS 10.0 or later

## **What are the Android requirements for Office Mobile for Android?**

Android OS 4.0 or greater

Android touch enabled smartphones only

## **How long can a student leverage Office 365?**

The guidelines are such they can leverage this program until they graduate or are no longer attending JCCC. At that point, we must disable their Office 365 license.

**Where can I get training on Office 365?**

The [Office 365 Training Center](#) has resources to help with learning how to use Office 365.

**Where can I get help if I am having trouble with Office 365 Student Advantage account access: (Username / Password)?**

Support for Office 365 Student Advantage will be limited to account access only (username / password). Software distribution of Office 365 is a function of the Microsoft Office 365 Pro Plus Student Advantage program.

JCCC Technical Support Center:

Phone: 913-469-8500 x4357

Toll-Free: 866-896-5893, option 6.

Email: [techsupport@jccc.edu](mailto:techsupport@jccc.edu)