

Hello Students,

Good news, all enrolled students get Microsoft Office 365 for free. Please read the details below for more information on accessing and installing Microsoft Office.

If you have trouble installing Office, this guide may resolve your issue: <http://aka.ms/office365help> or contact the Yeshiva HelpDesk at 1.800.829.7418.

## What is Office 365

Microsoft Office 365 is a hosted productivity suite of applications. Your Yeshiva Office 365 subscription includes access to the desktop, and mobile versions of Word, Excel, PowerPoint and OneNote, as well as OneDrive for Business, a cloud file storage. With Office 365, you can work from anywhere, on any device and seamlessly collaborate and share documents.

## What are the benefits of Office 365

### **Microsoft Office free!**

Yeshiva students can download and install up to 5 copies of either Office Professional 2016 for the PC or Mac and Office Mobile Apps for smartphones and tablets.

### **Access to Microsoft Office applications and files from anywhere on any device**

As a cloud service, you have access to Word, PowerPoint, Excel, and OneNote in real time—anywhere, anytime, on any device. With 1TB of OneDrive for Business storage, you can keep all your schoolwork online for easy access.

### **Seamlessly sync, share and collaborate**

Work online with your classmates and see each other's changes in real-time with Office Online applications (Word, Excel, PowerPoint, and OneNote) and OneDrive. No more emailing outdated versions back and forth.

## How to Download and Install Microsoft Office

As part of Yeshiva's Enterprise licensing agreement with Microsoft, all Yeshiva students have a subscription to Microsoft Office 365 **FREE** of charge! This subscription allows you to install the most current version of the Microsoft Office suite of applications (Word, Excel, PowerPoint, Outlook and One Note) on your home computer, tablets, and mobile devices.

**DO NOT** install Office applications on computers or mobile devices that you are not personally using. To install any application, you must tie that installation of Office to your of Yeshiva's Office 365 account. The installation will link all Office applications to your account. Do not share this access with any other individual.

- Install on up to 5 devices: compatible PCs, Macs, mobile devices, iPads, and tablets
- Includes 1TB of cloud storage from OneDrive for Business where you can store, share, and easily access your files
- Your Office 365 subscription continues as long as you are an active enrolled Yeshiva Student and the program continues

## PC and Mac Download Instructions

**NOTE:** If you have a version of Microsoft Office installed on your computer that includes additional applications, such as Publisher, and Visio, **you may not want** to install this version, as you may be required to uninstall your current version. However, you may download and install the mobile versions of Word, Excel, PowerPoint and OneNote for your smartphone and tablets.

If you have an older version of Microsoft Office, such as 2007, 2010, 2013, etc., you may want to consider uninstalling the previous version and downloading this version of Microsoft Office.

**Follow these easy steps to get Office 365 for your computer.**

1. Visit <http://office.com>
2. Choose Sign in
3. Your credentials to logon are as follows:
  1. At the email or phone, enter your **Gmail Email Address**.
  2. At the in the password prompt, DO NOT ENTER YOUR GMAIL PASSWORD. Instead. enter your password that you use to sign on to YU wireless or Yeshiva computers in the classroom. This is referred to as your **YUAD ID password**.

**NOTE:** If prompted to select an account, select the “Work or school account” option.

3. Click **Sign in**
4. Click **Install** on the download page
5. Follow the online instructions for downloading and installing on your PC, Mac, or Laptop.

**NOTE for MAC Users:** You will be prompted with an activation screen after installation. Please select the second option which is “Sign in with a 365 account” rather than the first option which is “Enter a product key”. Log in with your Yeshiva Gmail email address and YUAD password to activate your copy of Office.

Before you install any Microsoft Office 365 application, we recommend that you verify that your computer meets or exceeds the minimum system requirements for the product. Please review the information regarding *Office 365 subscription plans for use on multiple PC's or Mac's and included cloud services* – System Requirements.

**NOTE:** If you have an earlier version of Microsoft Office (i.e., 2010 or earlier) installed on your home personal computer and have problems installing the Office 365, you may need to uninstall the previous version of Office from your machine. Refer to the following [Microsoft Office Support Documentation](#).

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