
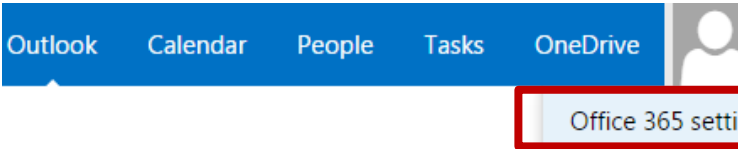


Students, faculty, and staff of VSU may install, at no charge, Office 2013, or Office 2011 for Macs, on up to five (5) personal computers; and Office Mobile apps on up to five (5) devices through the Microsoft Advantage program.

Sign Up

1. Visit www.office.com/getOffice365 > Select **Teachers or Students based on your role**
2. Click the **Find out if you're eligible** button > Enter your **VSU email address** > **Sign up**
3. Follow the prompts > When directed to **MyVSU** screen, enter **VSU email and password**

Installation

1. Log into your **VSU Email** via **MyVSU** at www.valdosta.edu/myvsu
2. Click the **Settings**  icon located in top-right corner 
3. Select **Office 365 settings** from the drop-down menu
4. Select **Software** from the left menu > Click **Install** to begin downloading and installing software

Activation

After the installation process has finished, you will need to activate the software. Although the activation screens may vary depending on whether you are installing software on a PC or MAC, be sure to **choose the following options when prompted:**

- **Activate Microsoft Office with an Office 365 account.** (Do not choose Activation Code!)
- **Use an Organizational Account.** (Do not choose Microsoft Account!)

Mobile Apps (Software options/availability will vary depending on device)

In your device's app store, look for **Office Mobile** apps, such as OWA (Outlook), OneNote, and OneDrive for Business, and separate Word, Excel, and PowerPoint apps for iPads.

***By installing the software, you agree to uninstall upon graduation or end of employment with VSU.**