



# Microsoft Advantage

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

## Initial PC/Mac Installation

---

- Pending Update

## Subsequent PC/Mac Installations

---

1. Log into your VSU Email via MyVSU at [www.valdosta.edu/myvsu](http://www.valdosta.edu/myvsu)
2. Click the **Settings**  icon located in top-right corner.
3. Under **Your app settings**, select **Office 365** from the right-bar menu.
4. Select **Software**.
5. Choose preferred **Language and Version**.
6. 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 Outlook, OneNote, and OneDrive for Business, and separate Word, Excel, and PowerPoint apps for mobile devices.

**OR** Follow the Subsequent PC/Mac Installation steps 1-3, then:

4. Choose **Phone & tablet** in the left-bar menu.
5. Choose *your* specific phone or tablet from the drop-down menu, and click **Get app**.
6. Enter your **phone number** or **email** and Microsoft will send a download link.

**\*Upon withdrawal, graduation, or end of employment from VSU, you agree to uninstall all software obtained through VSU-Microsoft Advantage Program.**

### DIVISION of INFORMATION TECHNOLOGY

LOCATION Pine Hall • PHONE 229.333.5974 • FAX 229.245.4349 • WEB [www.valdosta.edu/it](http://www.valdosta.edu/it) • ADDRESS 1500 N. Patterson St. • Valdosta, GA 31698-1095