


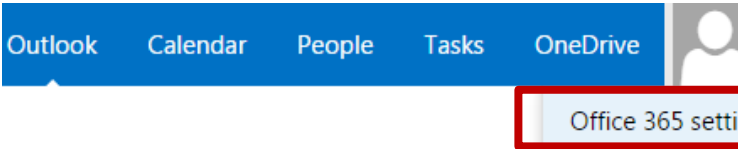
Students, faculty, and staff of VSU may install, at no charge, the latest Microsoft Office Suite on up to five (5) personal computers; and Office Mobile apps on up to five (5) devices through the Microsoft Advantage program.

Note: Employees of the university will need to sign-up prior to installation.

Sign-up for Employees only

1. Visit www.office.com/getOffice365 > Select **Teachers**
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.**