


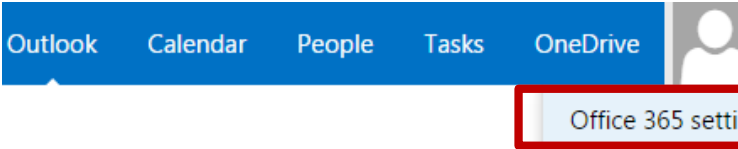
Students, faculty, and staff of VSU may install, at no charge, Office 2013, or Office 2011 for Macs, on up to five (5) personal computers; and Office Mobile apps on up to five (5) devices through the Microsoft Advantage program.

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

## Sign-up for Employees only

1. Visit [www.office.com/getOffice365](http://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](http://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.**