Microsoft Student Advantage

Microsoft have launched Student Advantage to provide eligible pupils with a **free** subscription of Microsoft Office 365 ProPlus. This allows pupils to install Microsoft Office ProPlus on up to 5 computers simultaneously.

This facility is available to all pupils in Dundee schools exclusively through their Dundee Microsoft Office365 account. Use of this account is covered by the Acceptable Use Policy.

Use is not compulsory and the facility is provided as-is.

The information below is from Microsoft's Student Advantage and Office 365 FAQ blog post.

What is included with Office 365 ProPlus subscription license?
- Office 365 ProPlus for PC (Office 2013 ProPlus base applications)
- Office 365 ProPlus for Mac (Office 2011 for Mac base applications)
- Office Mobile for iPhone/iPod Touch
- Office Mobile for Android

Office 365 ProPlus Details

Format	How to download / What you get?	Help and Support	System Requirements
Office 365 ProPlus for PC	**Download** the application via your web-based Dundee email account, See details at the bottom of this page. What you get: Word 2013 Excel 2013 PowerPoint 2013 OneNote 2013 Access 2013 Publisher 2013 Outlook 2013 Lync 2013 InfoPath 2013	**Below is a link to some excellent training guides on Office 2013:** What's new Learn the basics Quick start guides Video tutorials Microsoft online help resources	Windows Server 2008 R2 Windows 7 Windows Server 2012 Windows 8 32-bit Office can be installed on 32-bit or 64-bit operating systems. However 64-bit Office can only be installed on 64-bit operating system. To find out if you have 32-bit or 64-bit Windows, click the **start button**, right-click **Computer** then click **Properties**, then under **System Type** you should see either 32-bit or 64-bit operating system. **Computer and processor** 1 GHZ or faster x86 or 64-bit processor with SSE2 instruction set. **Memory**

			1 GB RAM (32-bit) 2 GB RAM (64-bit) recommended for graphics features, Outlook Instant Search, and certain advanced functionality. **Disk space** 3 gigabytes (GB) **Monitor resolution** 1024 x 768
Office 365 ProPlus for Mac	**Download** the application via your web-based Dundee email account, see details at the bottom of this page. What you get: Word 2011 Excel 2011 PowerPoint 2011 Outlook 2011	**Here are some excellent training guides on Office for Mac 2011:** Help for Word 2011 Help for Excel 2011 Help for Outlook 2011 Help for PowerPoint 2011	A Mac computer with an Intel processor. Mac OS X version 10.5.8 or later (see versions) 1 GB of RAM recommended 2.5 GB of available hard disk space HFS+ hard disk format (also known as Mac OS Extended or HFS Plus) DVD drive or connection to a local area network (if installing over a network) 1280 x 768 or higher resolution monitor
Office Mobile for iPhone/iPod Touch iPad users can download the iPhone version	Download the **Office Mobile for Office 365** application from the **App Store**. What you get: Word Mobile Excel Mobile PowerPoint Mobile OneNote and Lync Mobile (available as separate download) More options from Microsoft	**Here are some help guides on Office Mobile for iPhone/iPod Touch:** FAQs, share documents, connect to Skydrive or SharePoint, features of Word, Excel and Powerpoint, and more. Signing in, Navigating, Word, Excel, Powerpoint, Settings, FAQs	iPhone 4 iPhone 5 iPhone 5s iPod Touch 5th generation iPad users can download the iPhone version, however the resolution would be as detailed as applications developed for iPhone. **All devices above must be running iOS 6.1 minimum** (see versions)
Office Mobile for Android Phones*	Download the **Office Mobile for Office 365** app from the **Play Store**. What you get: Word Mobile Excel Mobile PowerPoint Mobile OneNote and Lync Mobile (available as separate download) More options from Microsoft	**Here are some help guides on Office Mobile for Android:** FAQs, share documents, features of Word, Excel and Powerpoint, and more. Signing in, Navigating, Word, Excel, Powerpoint, Settings, FAQs	Android phones running OS 4.0 or greater (see versions) (* not compatible with some Android devices that are not a phone) Android touch enabled smartphones only

Frequently Asked Questions:

How many machines/devices can I run this subscription on?
Each subscription license allows you to run Office on up to five machines, either Mac or PC. You can also run Office Mobile for Android or Office Mobile for iPhone on up to 5 mobile devices.

Is this a full version Office?
Yes, this is full Office on the PC, Mac, iPhone/iPod Touch, and Android platform and all are available for offline use.

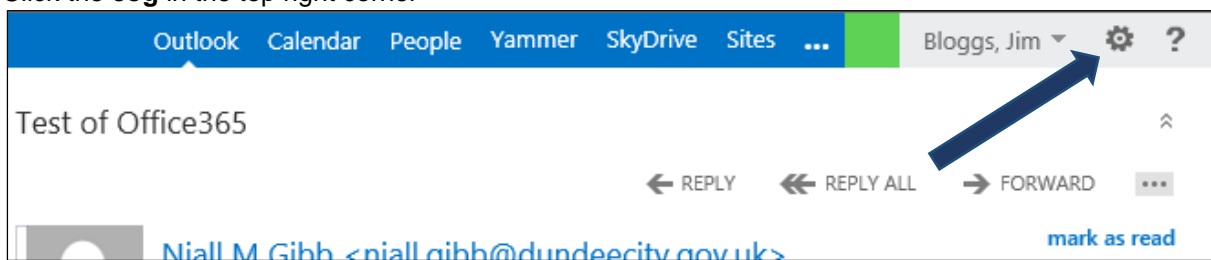**How long will the free subscription of Office 365 ProPlus last for?**
You will be licensed while you are a pupil in a Dundee school and Dundee maintains an Office365 environment. The license is linked to your live.ea.dundeecity.sch.uk email account.

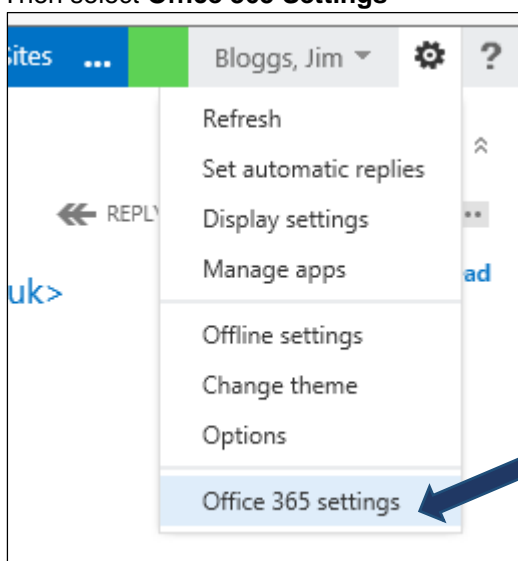**How can I get Office 365 ProPlus on Windows and Apple Mac?**

Note: for iPhone/iPod Touch/iPad and Android, see the download info in the table, above.

For **Windows** and **Mac OSX** follow through the rest of this guide:
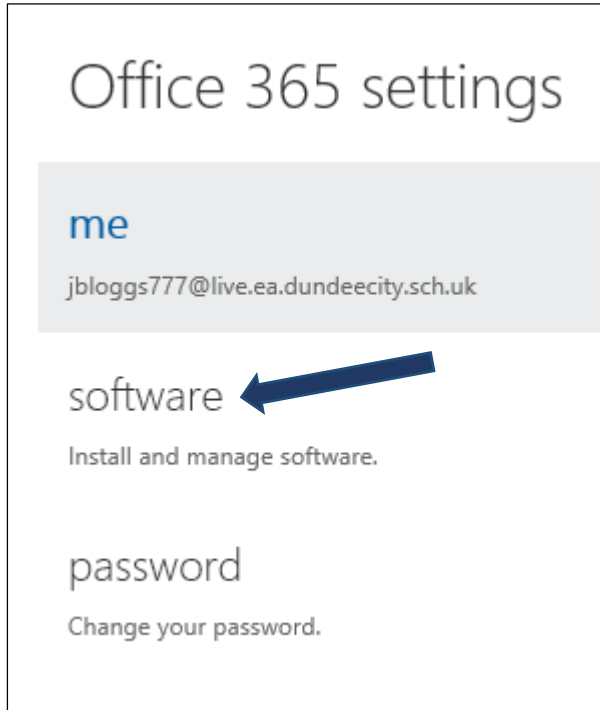
- Open your web-based Dundee schools email at http://portal.microsoftonline.com.
- Your login is the same login you use in school, e.g. jbloggs777, followed by @live.ea.dundeecity.sch.uk, so jbloggs777@live.ea.dundeecity.sch.uk.
- Your password is the same as the password you use in school.

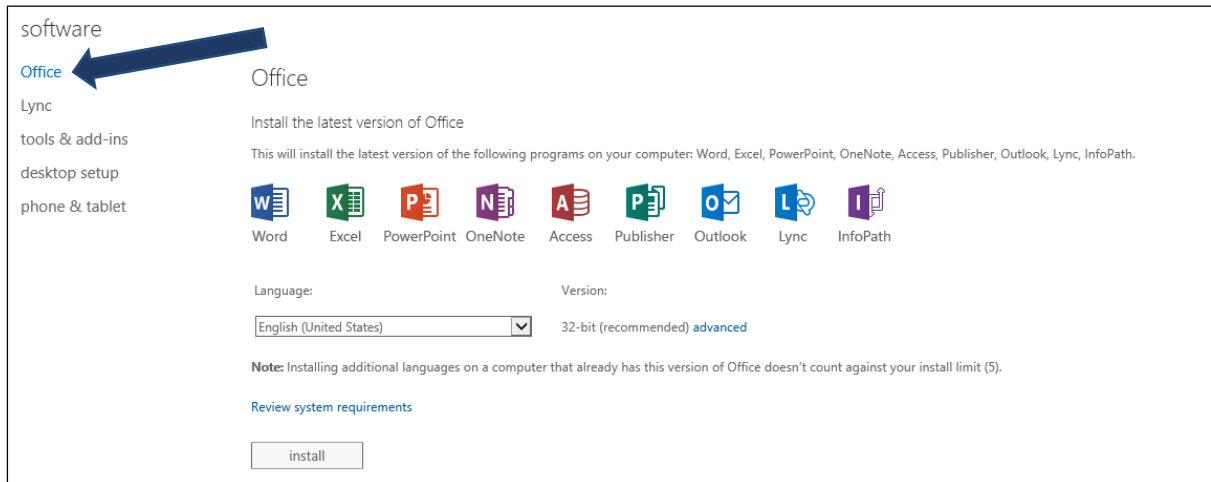- Click the **cog** in the top right corner

- Then select **Office 365 Settings**
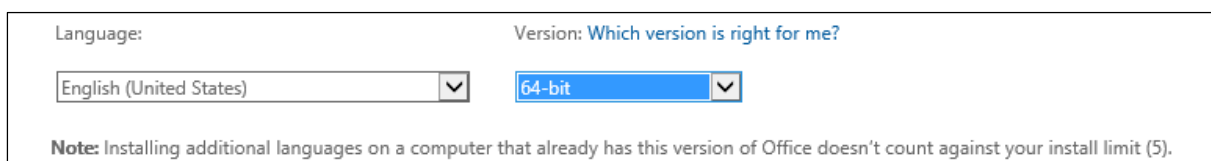
- Next choose **Software**

- Make sure **Office** is selected in the left menu

- Mac users can go ahead and click **Install.**
- If you are running Windows, and happy to install the default *32-bit version, then go ahead and click **Install**.

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* **Note for Windows users:** the 32-bit installer can be installed on both 32-bit and 64-bit versions of Windows. If you have 64-bit Windows then you may prefer to download the 64-bit version, you can do this by clicking **Advanced** then changing the dropdown list to **64-bit**, before clicking **Install**.

To find out if you have 32-bit or 64-bit Windows, click the **start button**, right-click **Computer** then click **Properties**, then under **System Type** you should see either 32-bit or 64-bit operating system

```
System
    Processor:               Intel(R) Xeon(R) CPU E3-1245 V2 @ 3.40GHz   3.39 GHz
    Installed memory (RAM):  12.0 GB (11.9 GB usable)
    System type:             64-bit Operating System, x64-based processor
    Pen and Touch:           No Pen or Touch Input is available for this Display
```

Summary

Access to Microsoft Office365 ProPlus is being provided to all Dundee school pupils for free.

It can be installed on up to five computers at any one time.

It is provided as-is.

Use of your Microsoft Office 365 account is covered by the Acceptable Use Policy.

You should obtain parental or carer consent before installing on home equipment.

Installation requires administrator-level privileges on the target computer.

NB: Your Office365 account is distinct from, and in no way related to, your Glow account.

Niall Gibb

IT Division

Dundee City Council

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