

# Office 365 Education for Students

## What is Office 365 Education for Students?

Office 365 Education for Students is an Office 365 plan that is available for free to students who attend academic institutions that have purchased Office for faculty and staff available at [www.Office.com/GetOffice365](http://www.Office.com/GetOffice365). This plan allows students to install Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access on up to 5 PCs or Macs and Office apps on other mobile devices including Windows tablets and iPads®. The plan also includes 1TB of OneDrive storage, managed by the school.

## How long can I use this plan for?

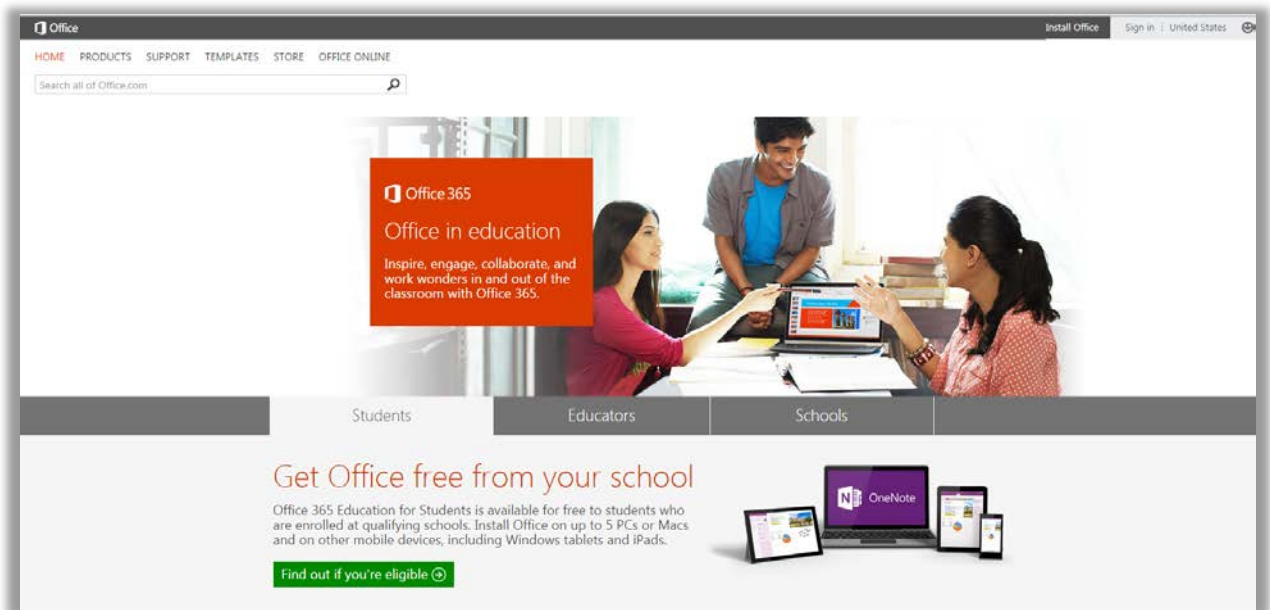
If you are eligible, you can use the plan until you graduate or are no longer enrolled at a qualified school. Student eligibility may be re-verified at any time. At expiration, the Office applications enter a reduced-functionality mode, which means documents can be viewed but it isn't possible to edit or create new documents. In addition, online services associated with the school email address, for example Office Online and OneDrive, will no longer work.

## Can I share the plan with others?

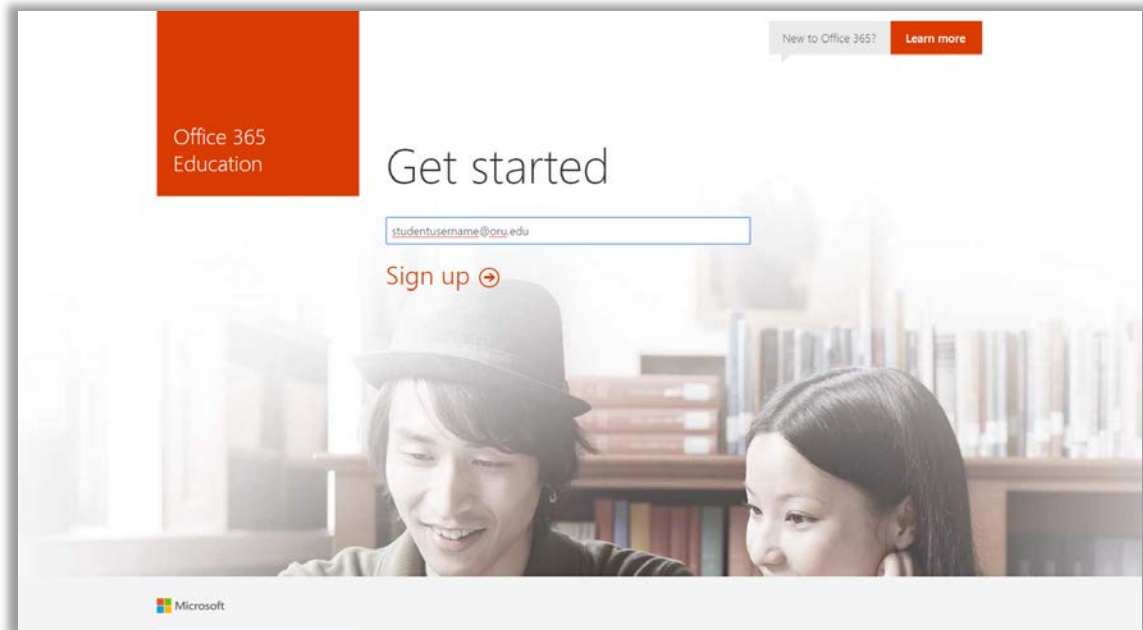
Office 365 Education for Students is licensed for use only by the eligible student at a qualifying school.

## How to install Office products

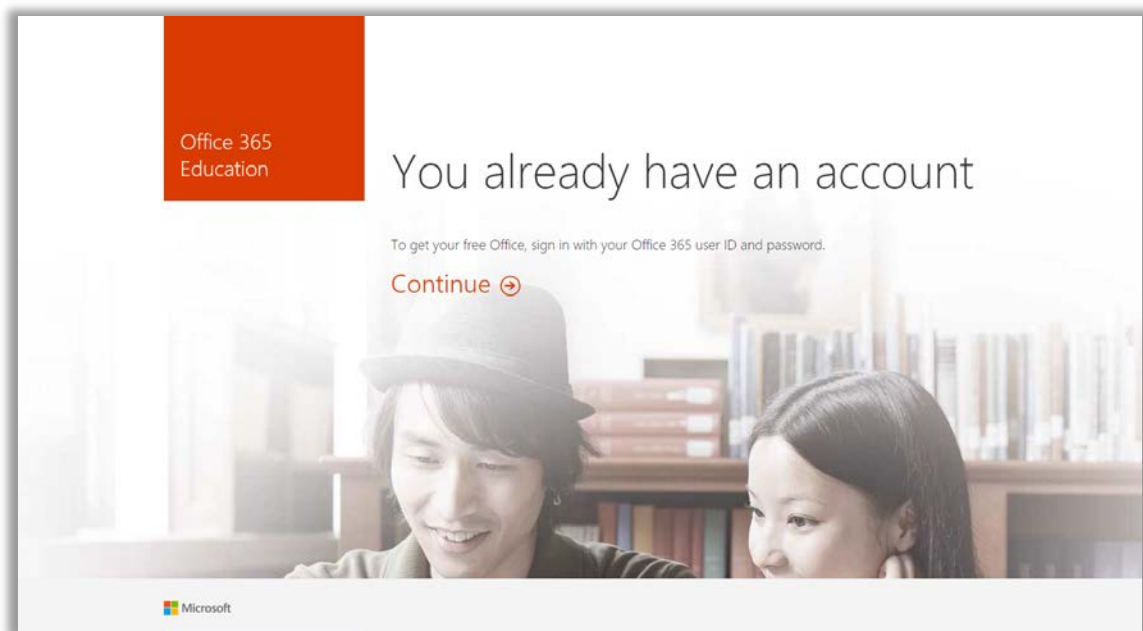
1. Go to Microsoft Office in Education website ([www.Office.com/GetOffice365](http://www.Office.com/GetOffice365))
2. Click on **Find out if you're Eligible**.



3. Enter your ORU email address (studentusername@oru.edu) and click **Sign up** →



4. It will tell you that you already have an account with Office 365, go ahead and click **Continue**.



5. It will take you to the ORU Student email login page. Go ahead and log into your email now.

## ORU - AD FS Authentication for Office 365

# ORU

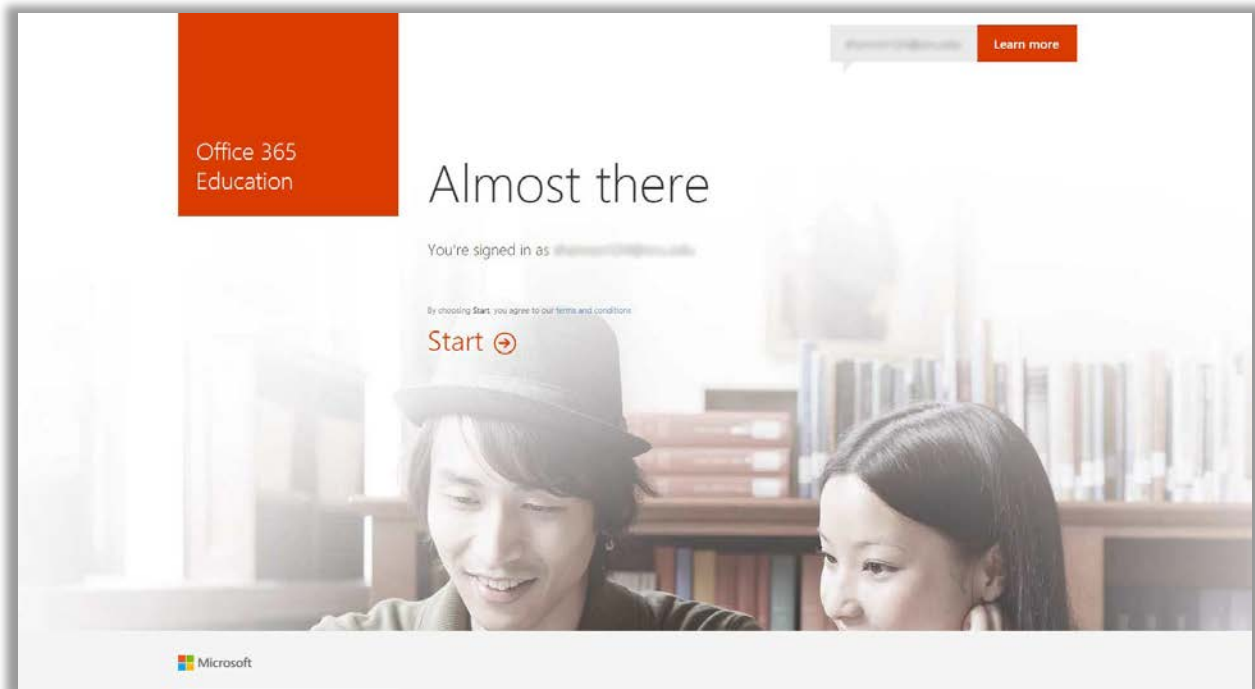
ORAL ROBERTS UNIVERSITY

Email Address:  username@oru.edu

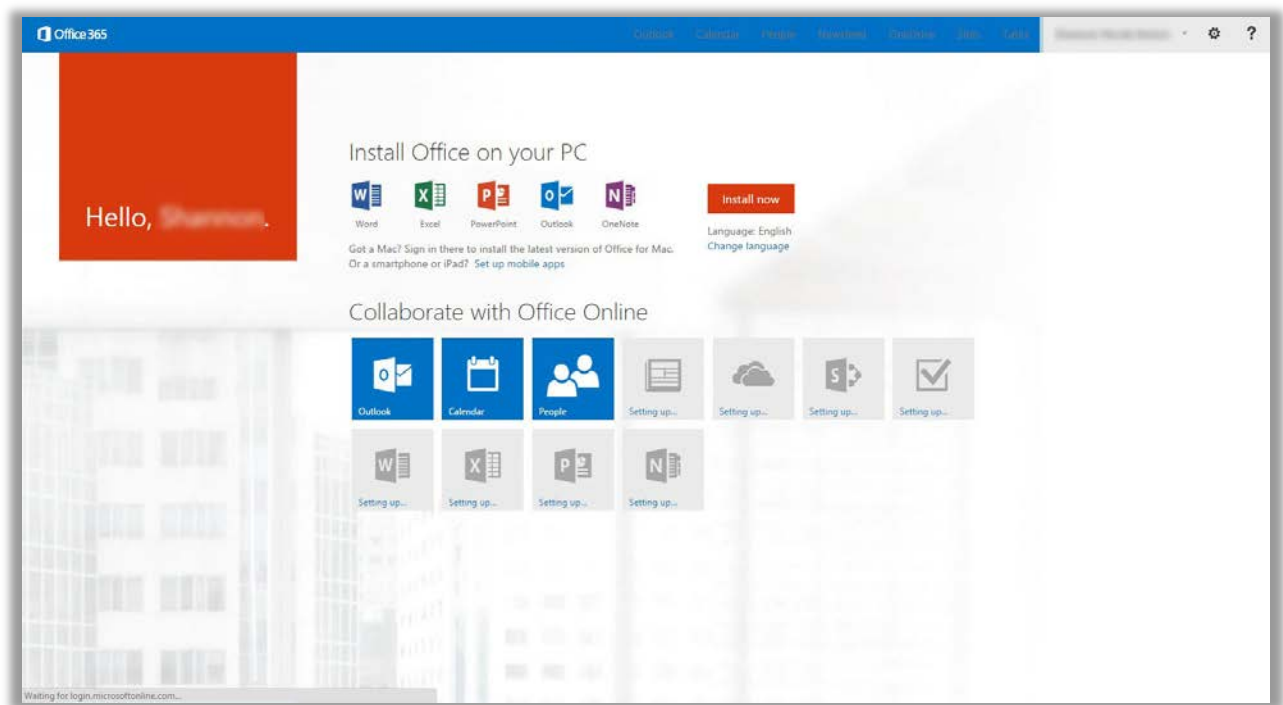
Password:

[Email & Office 365 Information](#)

6. This will return you to the Office 365 Education page. Click on **Start** →



7. Now you have access to download Office 365 for your laptop, Mac, smartphone or iPad.



**Note:** At any time after signing up you can return to the download page by click on Office 365 in the upper left corner of the web app to download it on the computer of your choice.

