Office 365

Otago Polytechnic has an agreement with Microsoft which allows all students to access a Microsoft Office 365 ProPlus License. This entitles all students to receive free copies of Microsoft Office 2013/2016 for their PC and Mac, which you can install on up to **five devices**.
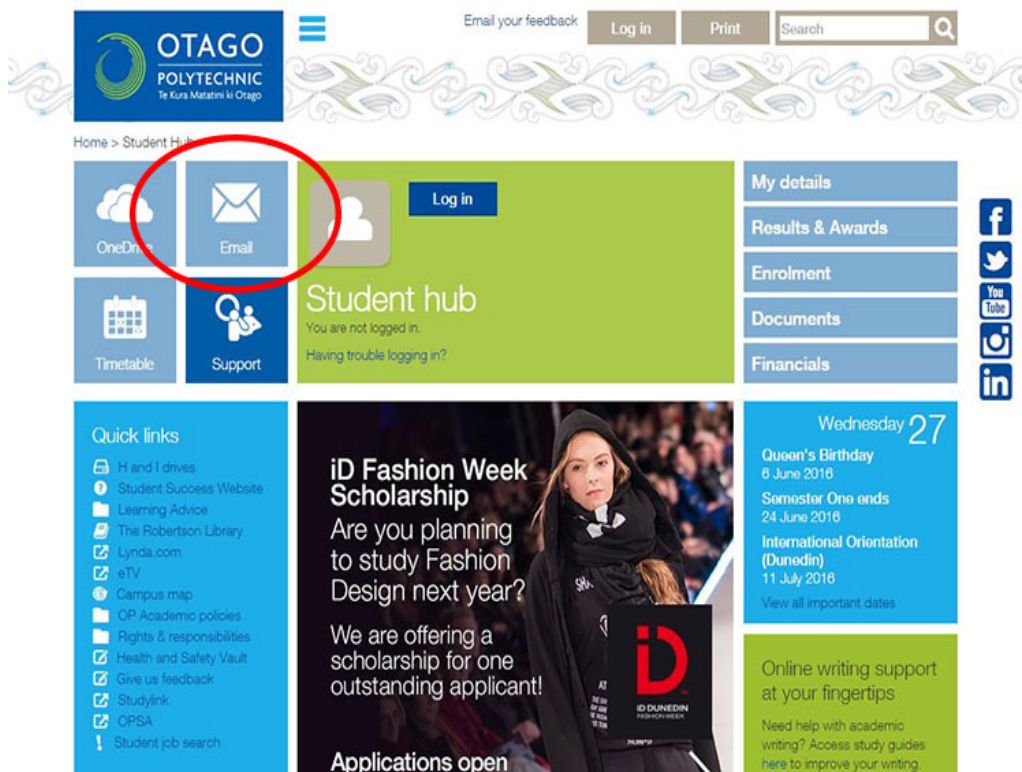
These cloud-based productivity tools will let you access assignments in shared workspaces, synchronise your notes with OneNote, and communicate and collaborate on projects with familiar applications like Work, PowerPoint, and Excel – anywhere, anytime and across virtually any device.
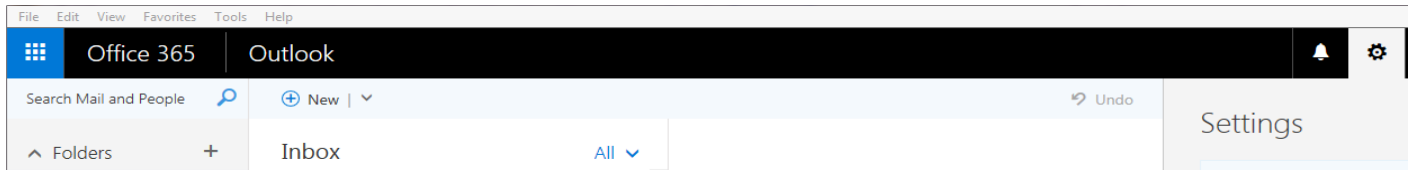
Office 365 ProPlus comes with:

- Word
- Excel
- PowerPoint
- OneNote
- Access
- Publisher
- Outlook
- Skype for Business
- InfoPath
- OneDrive for Business

On commencement of your programme can download these tools to your computer. Follow these steps to download Office 365 ProPlus.
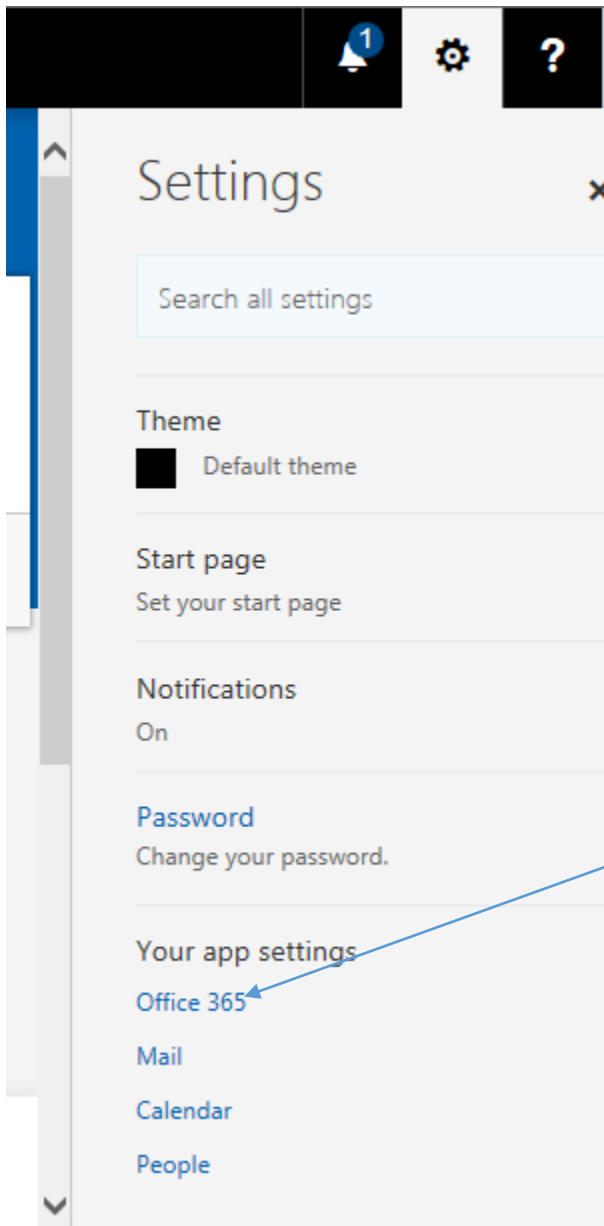
1. Go to the Student Hub (https://www.op.ac.nz/hub/) and click **Email**. (NOTE: You will not be able to follow this step until you have an individual Otago Polytechnic Log on course commencement).
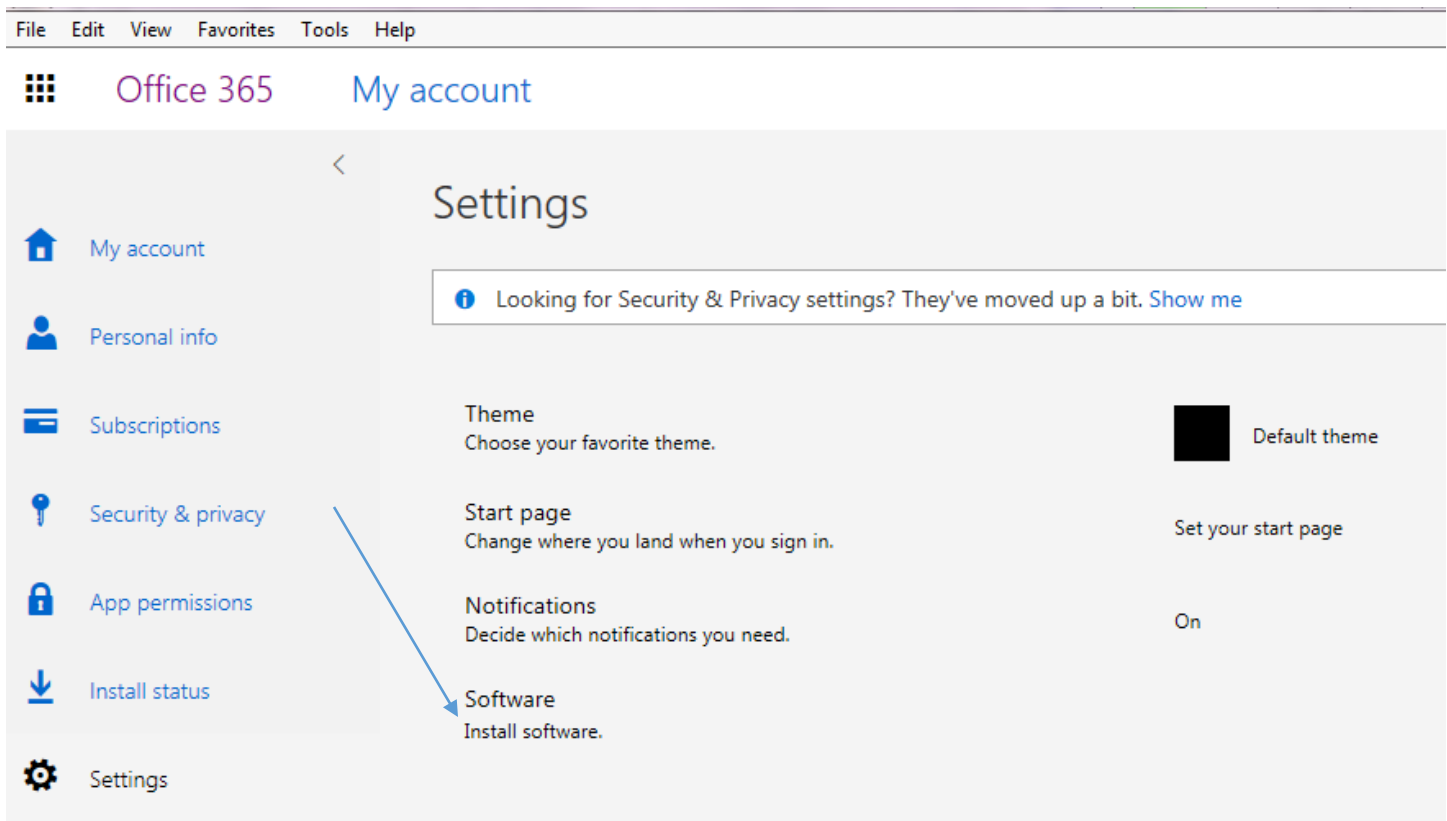
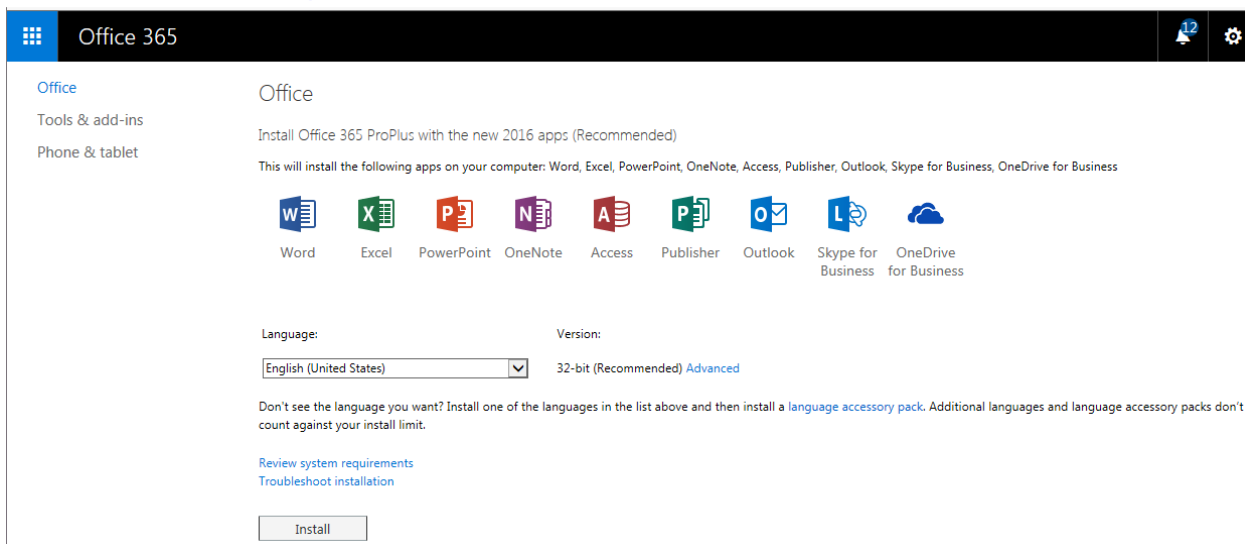2. Click on the **Clog icon** at the top right hand corner of the email screen.

File   Edit   View   Favorites   Tools   Help

▦   Office 365   Outlook   🔔   ⚙

Search Mail and People   🔍   ⊕ New | ⌄   ↺ Undo

⌃ Folders   +   Inbox   All ⌄   Settings

3. Click on **Office 365**

                    🔔¹   ⚙   ?

Settings   ✕

Search all settings

Theme
■   Default theme

Start page
Set your start page

Notifications
On

Password
Change your password.

Your app settings
Office 365

Mail

Calendar

People

4. Click on **Install software**

5. In the Office screen select **Install** and follow the instructions. If you have an Apple computer, sign in from there to install the Mac version.

6. Happy Studying!

7. Any questions? Contact servicedesk@op.c.nz or phone 0800 POLY IT **(0800 765 948).**