

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 Word, 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).

OTAGO POLYTECHNIC
Te Kura Matatini ki Otago

Email your feedback Log in Print Search

Home > Student Hub

OneDrive Email Log in

Student hub
You are not logged in.
Having trouble logging in?

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Results & Awards
Enrolment
Documents
Financials

Quick links
H and I drives
Student Success Website
Learning Advice
The Robertson Library
Lynda.com
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OP Academic policies
Rights & responsibilities
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OPSA
Student job search

iD Fashion Week Scholarship
Are you planning to study Fashion Design next year?
We are offering a scholarship for one outstanding applicant!
Applications open

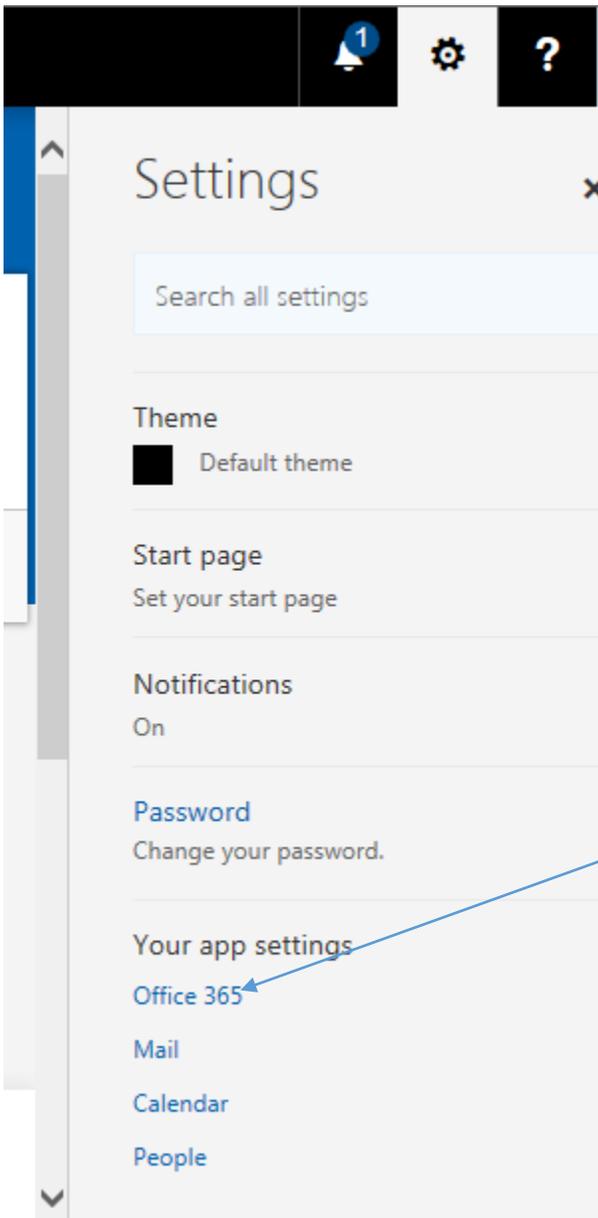
Wednesday 27
Queen's Birthday
8 June 2016
Semester One ends
24 June 2016
International Orientation (Dunedin)
11 July 2016
View all important dates

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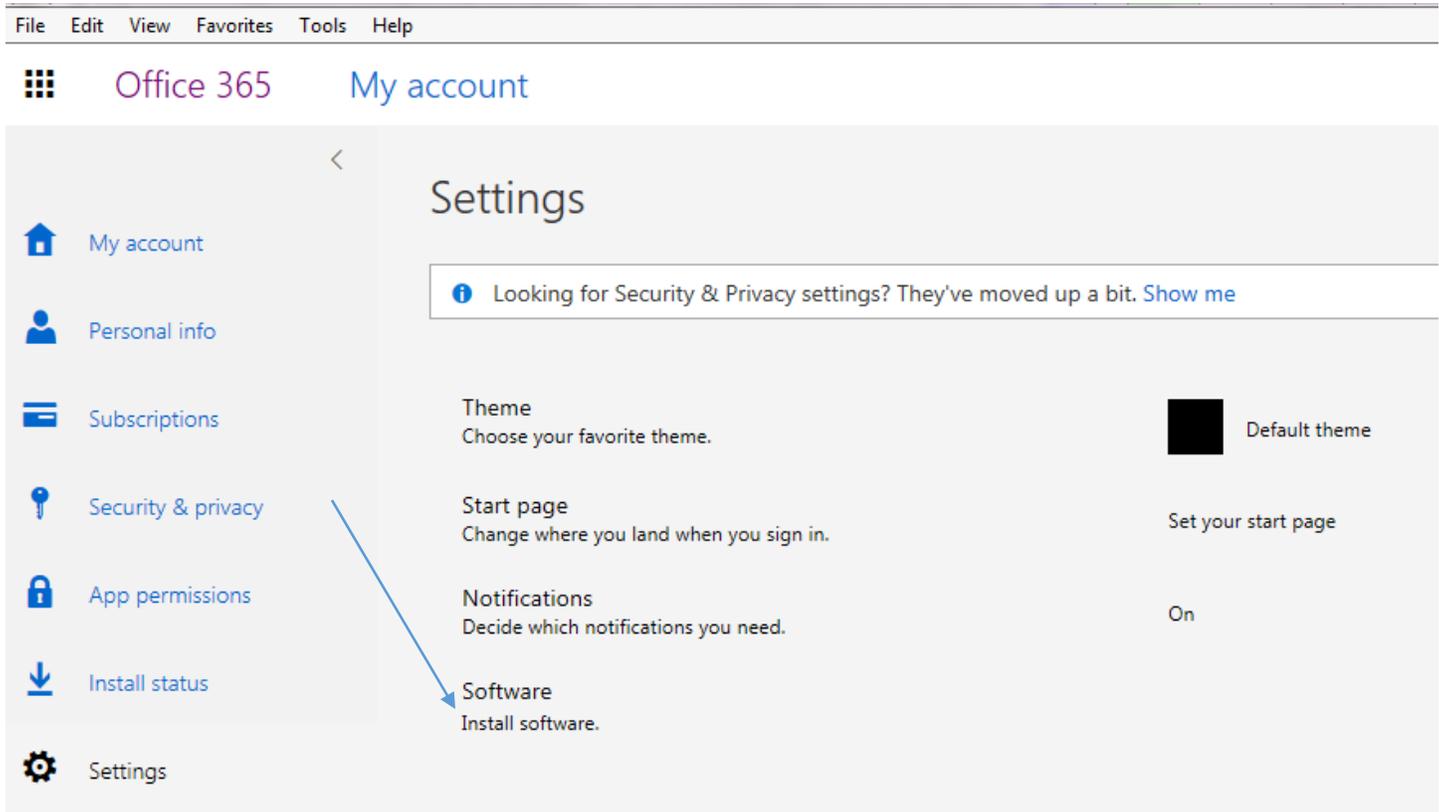
2. Click on the **Clog icon** at the top right hand corner of the email screen.



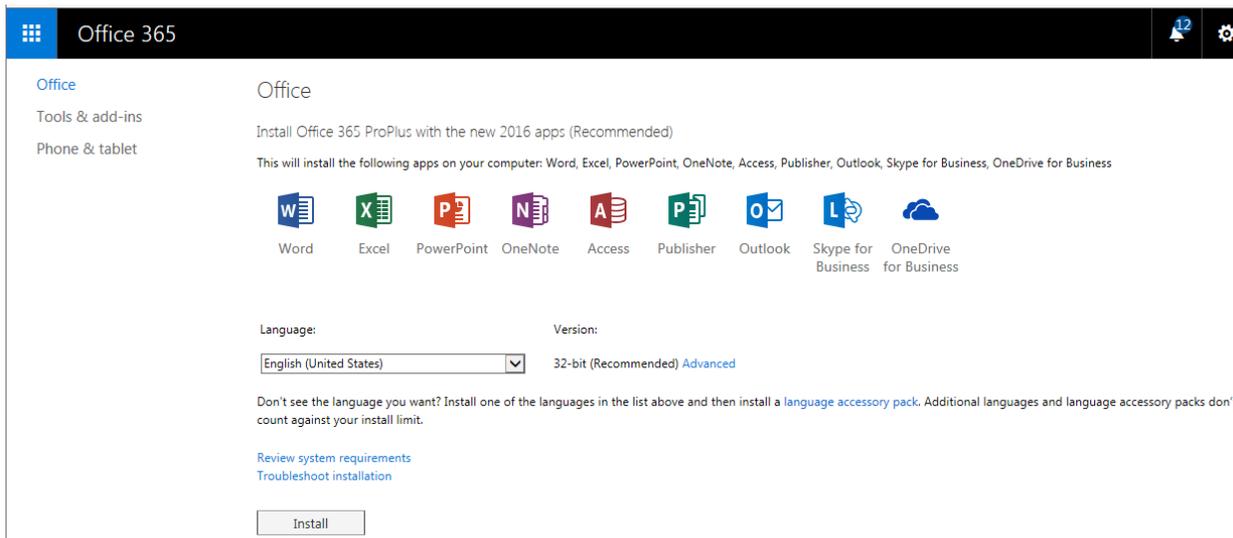
3. Click on **Office 365**



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).