

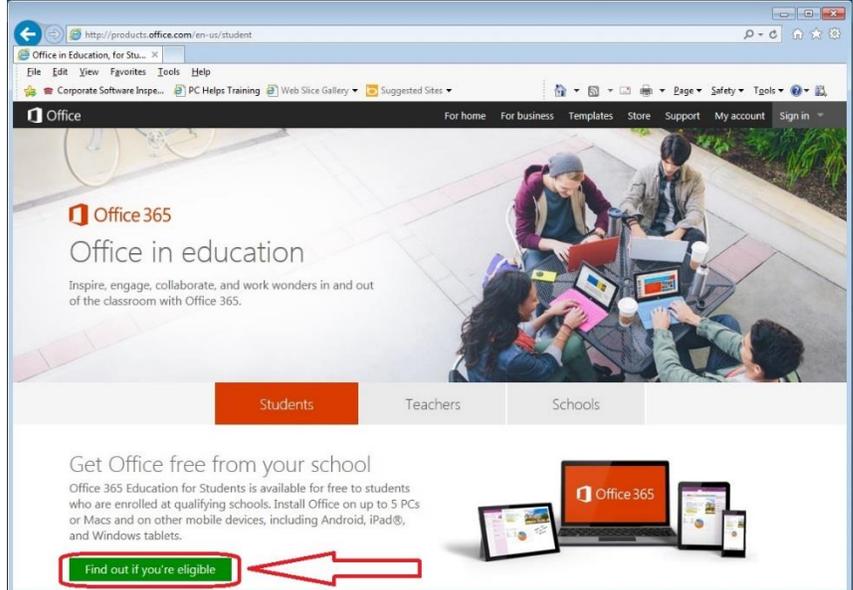
Sign up for Office 365 & download Microsoft Office

As a current student or employee of PCOM, you have the ability to sign up for Office 365 and download Microsoft Office (version 2013 for Windows systems, version 2016 for Macintosh systems, Office Mobile for Android devices, and individual apps for iPhone/iPad) on up to 5 personal devices. You can then access any documents you save to OneDrive (your cloud account connected with your PCOM E-mail address) from any Internet-connected device.

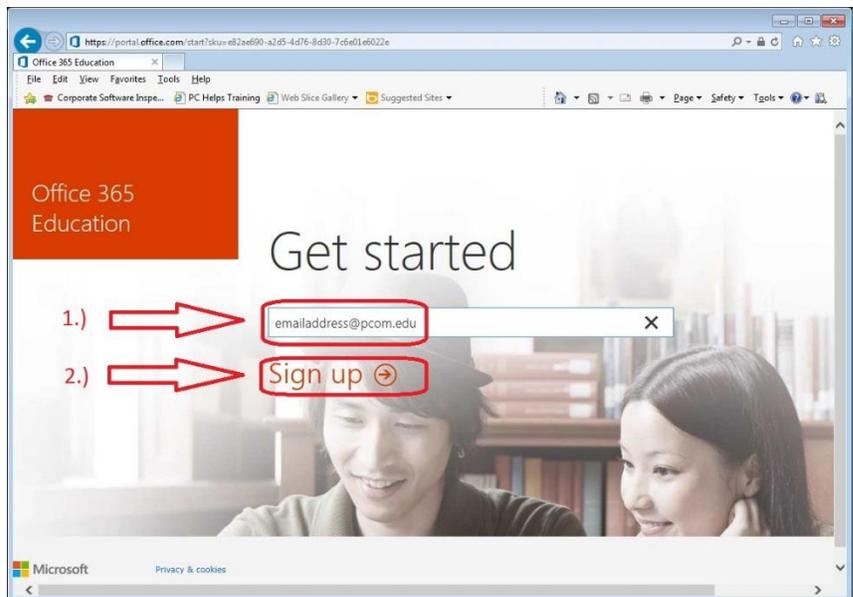
Upon graduation or termination from PCOM, you will no longer have access to any files saved online (in your OneDrive account) and Microsoft Office downloaded to any computer will only be accessible in Reduced Functionality (i.e. read-only) mode. Microsoft will allow you to purchase the software personally if you would like to continue to have full use of it after graduation or termination. Apps installed on a mobile device (Android, iPhone/iPad, etc.), however, will require a separate personal account to continue to function normally.

In order to sign up for Office 365 and download Microsoft Office, please follow the instructions below. If there are any questions or you have issues signing up or downloading the software, please contact support at Helpdesk@pcom.edu or calling 215-871-6110.

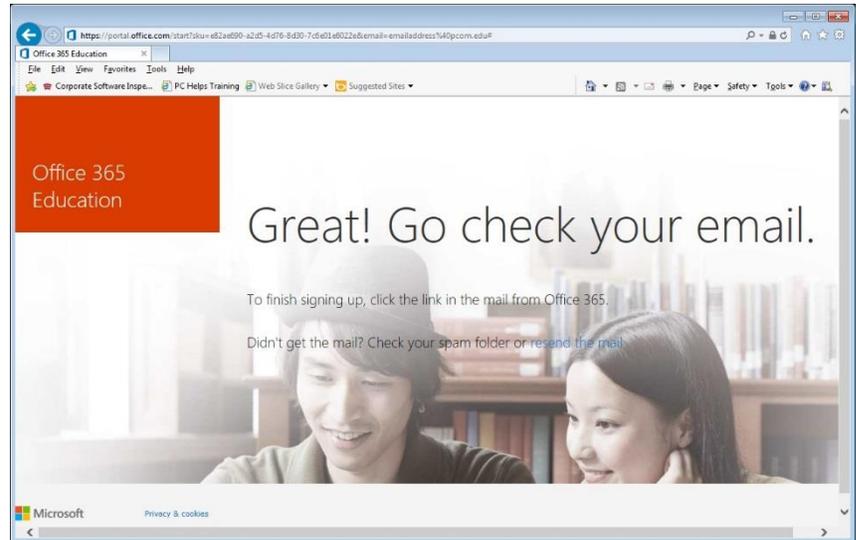
1.) Open a web browser and navigate to <http://www.office.com/getOffice365>. This will redirect you to the “Students” page (employees, click the “Teachers” tab) where you will then click the “Find out if you’re eligible” link



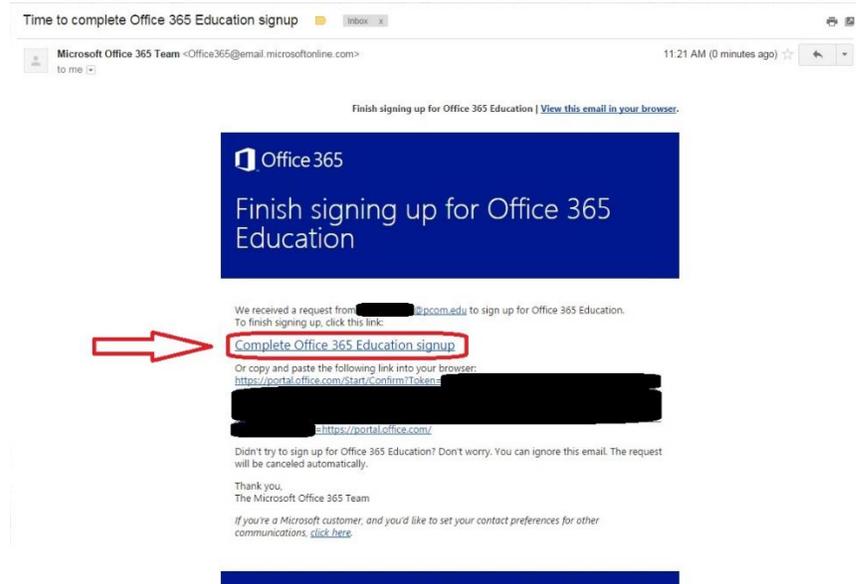
2.) Enter your PCOM E-mail address (1.) and then click “Sign up” (2.)



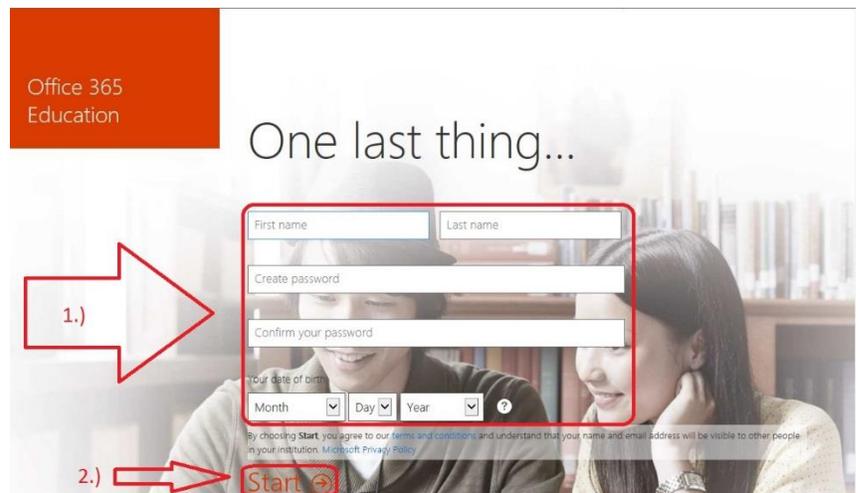
3.) You will then receive a page indicating to check your E-mail



4.) In your PCOM E-mail, you will receive an E-mail similar to the one shown here. Click on the link to "Complete Office 365 Education signup"

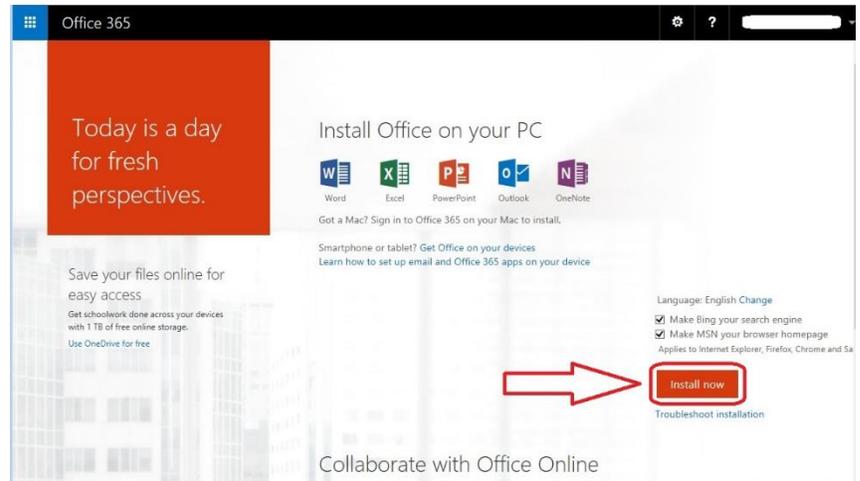


5.) Enter the requested information (First and Last Name, a password, confirm the password, and your date of birth – 1.) and then click “Start” (2.)



6.) Click “Install now”.

This will bring up the “Save” dialog box for you to save the installation file to your device. Proceed as usual in order to complete the download and installation procedures specific to your computer, tablet, or smartphone. If you need assistance, please contact the Helpdesk using the information above.



As a reminder, you will not have access to any files saved to the cloud upon graduation or termination from PCOM. Microsoft Office installed on any computer will also enter “Reduced Functionality Mode” after 30 days, as per https://technet.microsoft.com/en-us/library/gg982959.aspx#BKMK_ReducedFunctionalityMode