

# Office 365 Pro Plus

## for Students

### Office at ODU

Students at Old Dominion University may download and install Office 365 Pro Plus as part of our campus agreement with Microsoft.

This package includes free downloads of the latest versions of Office, currently:

- Microsoft Office 2013 for Windows
- Microsoft Office 2016 for Mac OSX Yosemite (10.10)
- Microsoft Office 2011 for earlier Mac OSX versions

Office 365 Pro Plus may be installed on up to 5 PC or Mac computers with a single license, which remains active as long as you are an employee or student at ODU.

### Installation Instructions

1. Go to <https://portal.microsoftonline.com/OLS/MySoftware.aspx>
2. Enter your ODU email address as your organizational account.



Sign in with your organizational account

Keep me signed in

[Can't access your account?](#)

### Information Technology Services

[www.odu.edu/its](http://www.odu.edu/its)

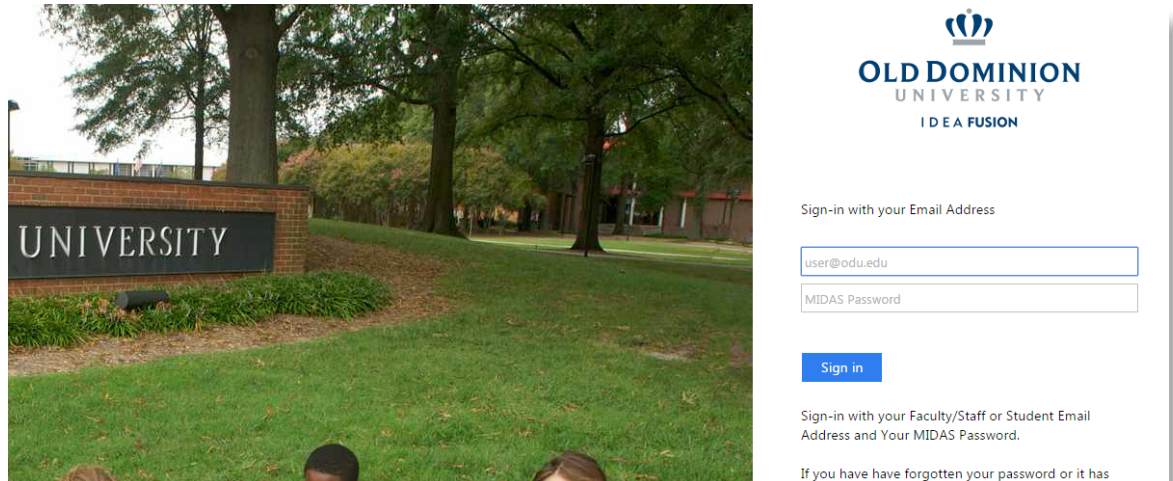
 (757) 683-3192

 [itshelp@odu.edu](mailto:itshelp@odu.edu)

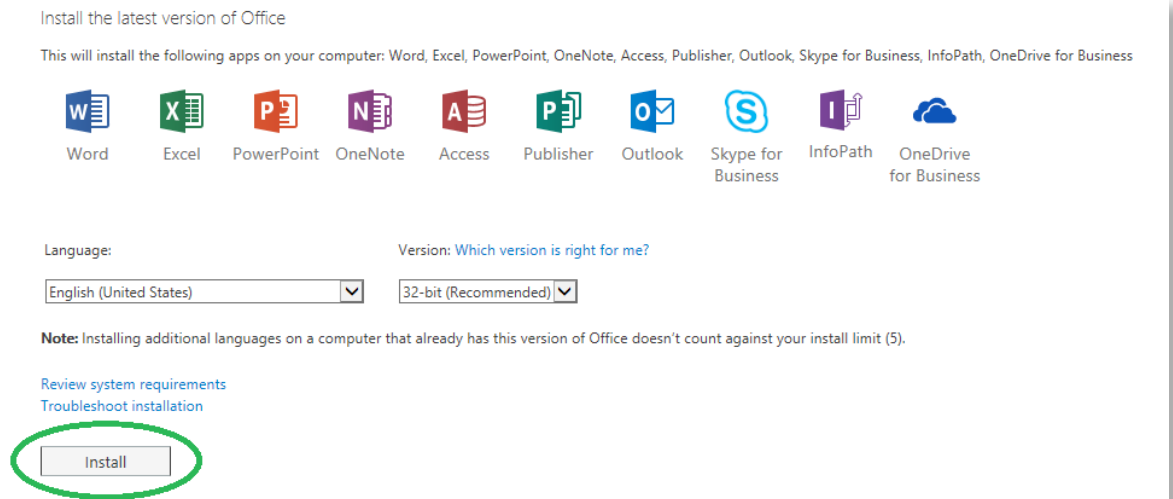
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3. Click outside of the field, and you will be directed to ODU's login page. On the ODU Login page, enter your full ODU email address and MIDAS password.



4. You will then see a list of the applications included in your 365 package. Click install.



You will be asked to activate the software by selecting the option to register with your university account. **Do not select the option for a Microsoft account.** You will be directed to an ODU login page where you can enter your ODU email and MIDAS password.

Your copy of Office will remain active as long as you are a student or employee of the University. Once you leave, you will be given the option to continue using the software by purchasing a personal license.

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