

New Campus Wide FREE Microsoft Office Software Rolling Out Nov 1, 2017 - Office 365

2017-10-24 - Ira Hanson-Ralph - 0 Comments - in General

FREE Microsoft Office Suite for All Students, Faculty and Staff - Fall 2017

In addition to our summer rollout of O365 for email, ACAD is pleased to offer all faculty, staff, and students access to the rest of the Office suite for free.

What's included?

You can install Microsoft Office 2016 products on up to 5 devices, including computers, smartphones, and tablets, and you can access Microsoft Office products online through most internet browsers for the following:

- Word (Windows and Mac)
- Excel (Windows and Mac)
- PowerPoint (Windows and Mac)
- Outlook (Windows and Mac)
- OneNote (Windows and Mac)
- Access (Windows only)
- Publisher (Windows only)

how do I access Microsoft Office Online?

After logging into the ACAD mail portal on November 1 you will see additional applications in your O365 "waffle".

(The waffle is located in the upper left corner of your browser beside the word "Office 365")



- Log into O365 at mail.acad.ca using your ACAD username (firstname.lastname@acad.ca) and password
- Click on the waffle in the upper left corner of your browser
- Click on the applicaiton you wish to use

How do I install Microsoft Office 2016 on my computer?

Beginning November 1 you will see an "Install Office 2016" link after logging in.



- Log into O365 at mail.acad.ca using your ACAD username (firstname.lastname@acad.ca) and password
- Click on the word "Office 365" to the right of the waffle in the upper left corner of your browser
- Click on the "Install Office 2016" link on the right side of your page to download Office 2016
- Install Office 2016 according to your computer manufacturer's instructions for downloading software
- Note: beyond providing links and instructions, the Help Desk cannot install applications on personal devices

How do I install Microsoft Office 2016 on my mobile device(s)?

- Visit your device's app store (Android Play, Windows Store, iTunes App Store)
- Search for "Office 365"
- Download the O365 apps you wish to install (Outlook, Word, Excel, PowerPoint, etc.)
- Log into any O365 apps using your ACAD username (firstname.lastname@acad.ca) and password
- Note: beyond providing links and instructions, the Help Desk cannot install applications on personal devices

How can I get help?

For assistance using Office 365 applications:

- Visit the Help Desk Knowledge Base at <https://helpdesk.acad.ca>
- Make use of the free Microsoft Office Help Center at <http://www.office.com/training>
- Make use of the extensive O365 learning library at www.lynda.com

For technical issues with accounts or passwords:

- Visit the Help Desk on the 4th floor
- Call the Help Desk at 403-338-5555
- Email the Help Desk at helpdesk@acad.ca