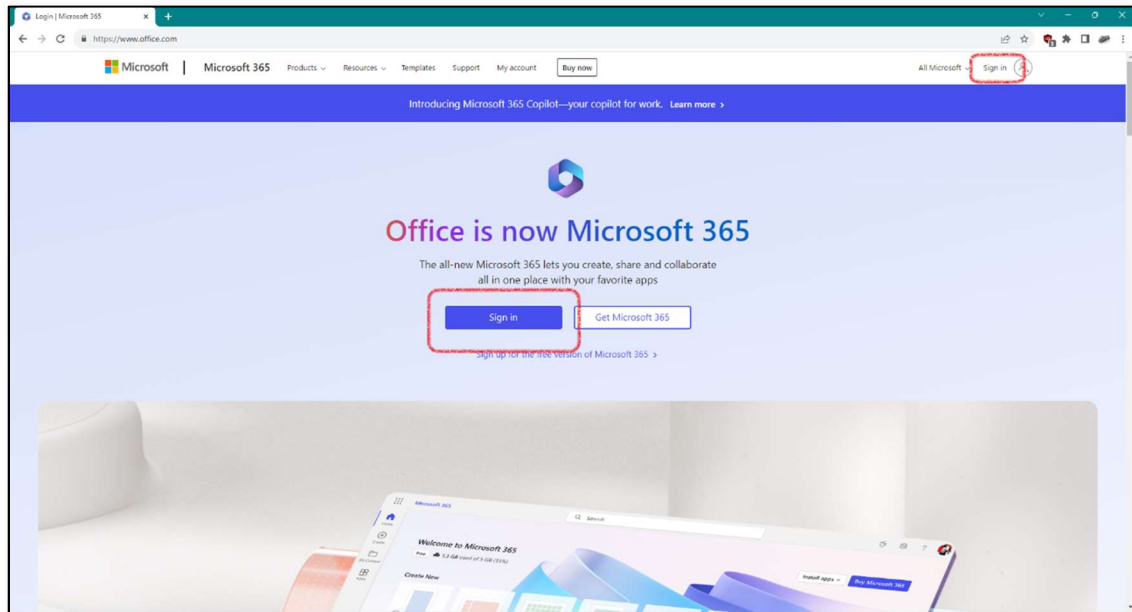


# Microsoft 365

For students and faculty of the College of DuPage

## Installing Microsoft 365

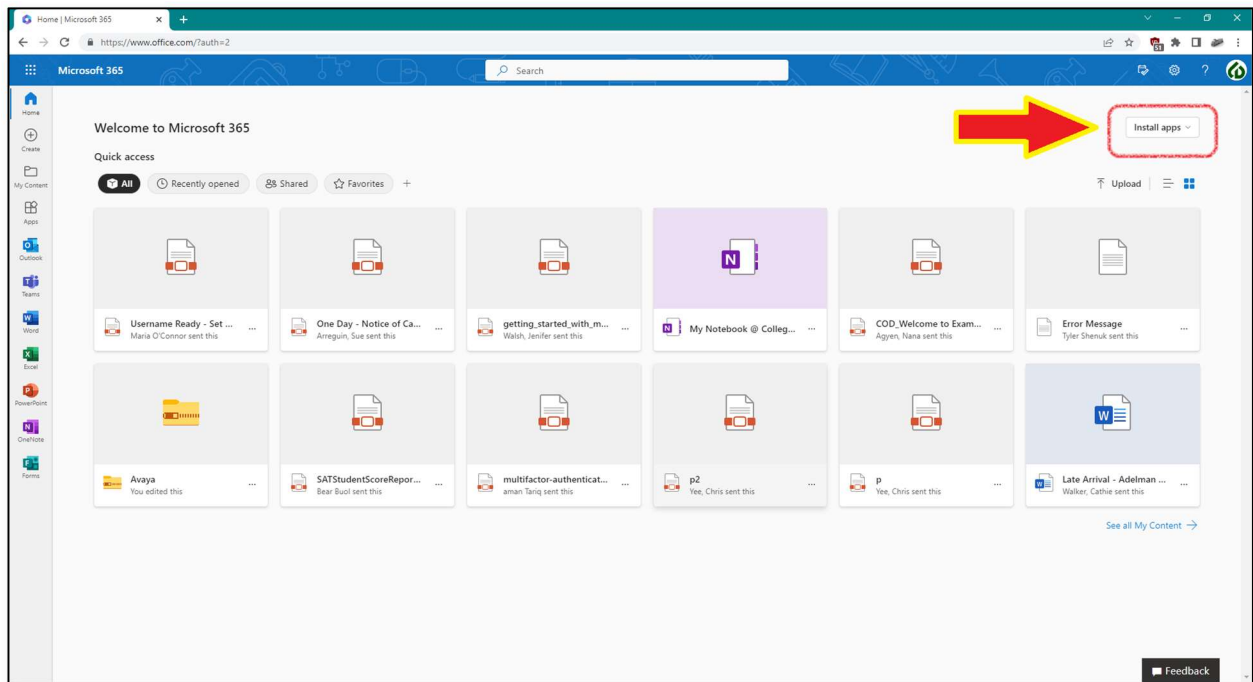
1. Go to <http://www.office.com> and click on the “Sign in” link.



2. Enter your COD e-mail address, followed by your password.

3. If you are prompted to select which type of account to use, select “Work or school account.”

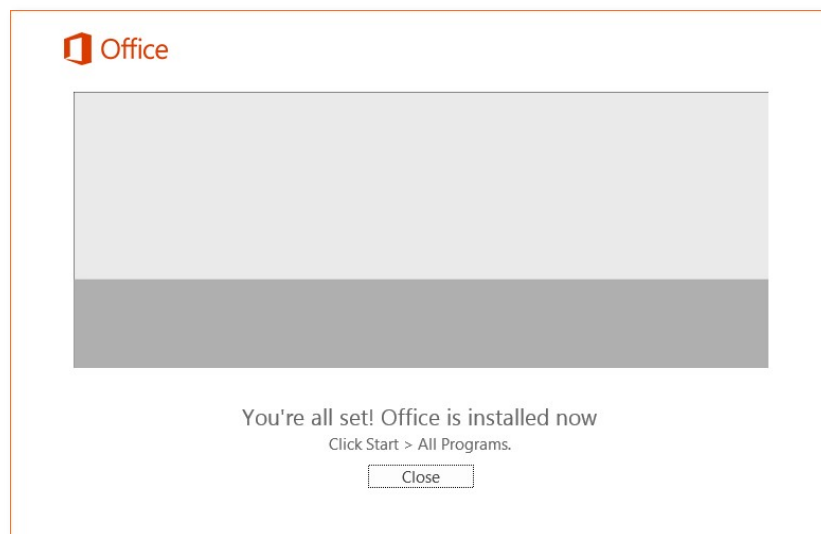
4. Click on the “Install apps” button located in the upper, right-hand corner of the page.



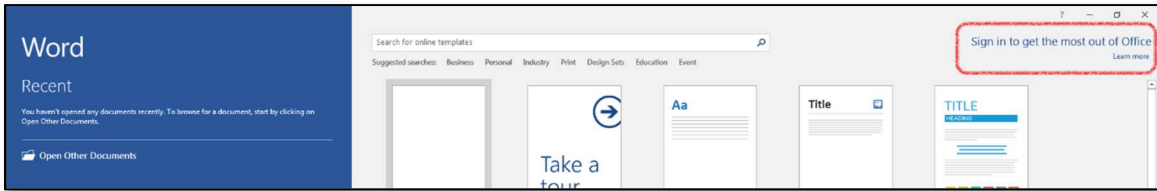
5. Click on “Run” to launch the installer. On some browsers, you’ll need to select “Save” instead. In that case, wait for the file to finish downloading, go to your Downloads folder, and then double-click the file to launch the installer manually.



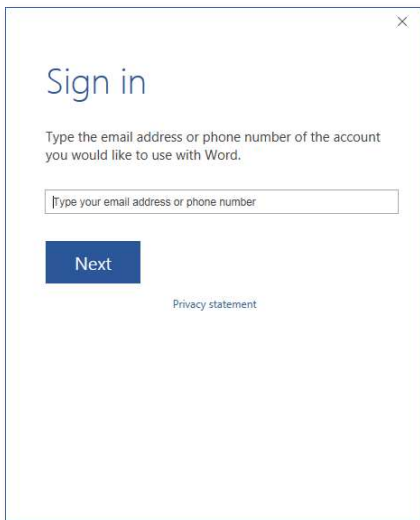
6. Follow the prompts and wait for the software to finish installing.



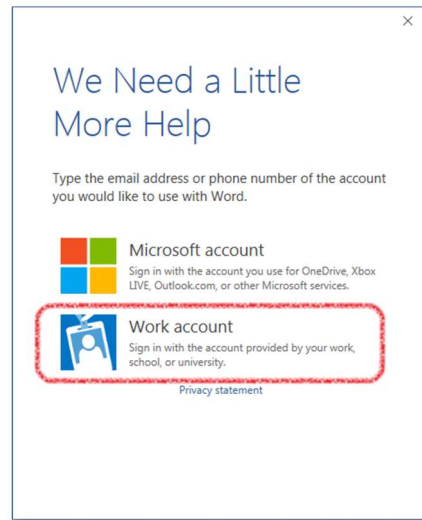
7. On some platforms you will need to activate the software before you can use it. To activate your software, launch one of the Microsoft 365 applications (in this case we used Word) and click on the “Sign In” link in the upper, right-hand corner of the window.



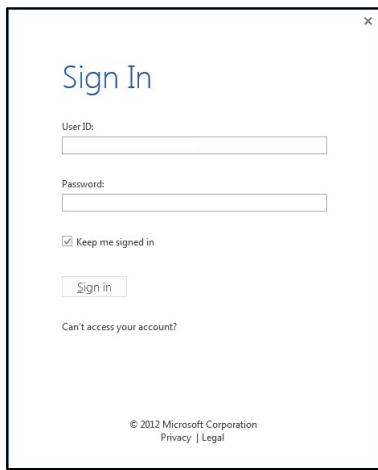
8. Enter your COD e-mail address.



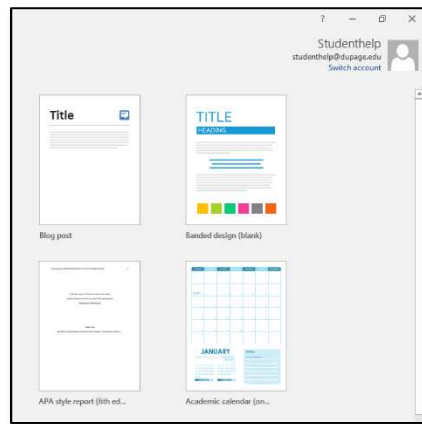
9. Select “Work account.”



10. Enter your login-ID and password.



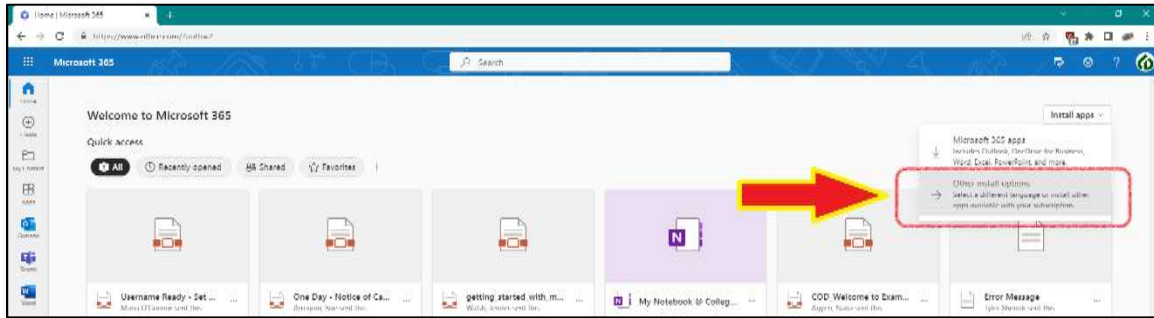
11. Your software should now be ready to use.



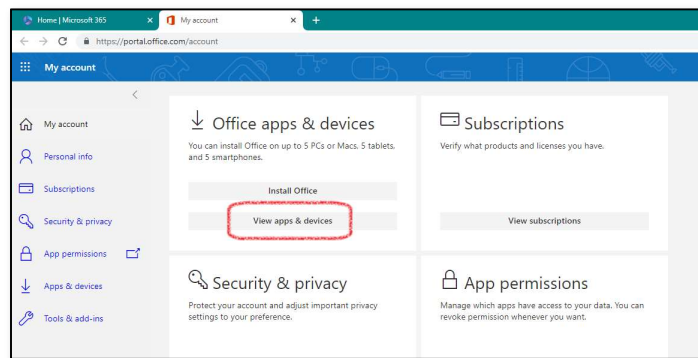
# Deactivating Microsoft 365

You can sign into up to five devices at the same time. If you no longer use a device, you can deactivate the license for that device so that it is available to be used on a new device.

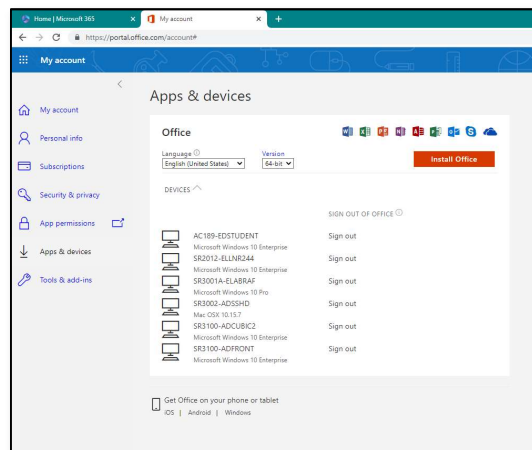
1. Log into your account at <http://www.office.com> and click on the “Other installs” link in the upper, right-hand corner of the page.



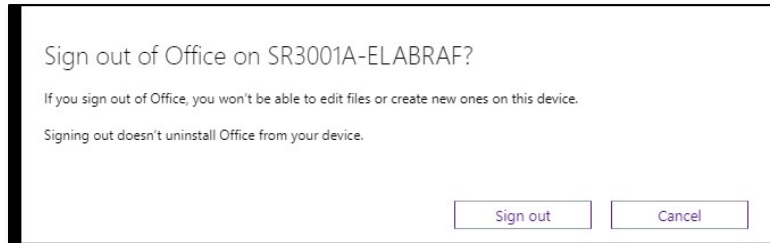
2. Under “Office apps & devices”, click on “View apps & devices”.



3. Expand the “Devices” drop-list; then click the “Sign out” link for the device you wish to deactivate.



4. Click "Sign out" to deactivate the license for the device.



5. The license has been deactivated and can now be used to install Microsoft 365 onto another device.

## Subscription Period

Your Microsoft 365 subscription will be active for the duration of your studies at the College.

Your subscription will transition to an Microsoft 365 Alumni subscription one year (three consecutive semesters) after the completion of your last course. Under the alumni subscription, you will have access to your COD-affiliated e-mail address and will be able to send and receive messages using it; but you will not have access to the Microsoft 365 applications.

Any files that you have stored on OneDrive should be downloaded or backed-up prior to this transition.

If you have installed the Microsoft 365 software on your device, you will need to uninstall the software or purchase a new subscription from an authorized reseller.

## Technical Support

Please be aware that the support services provided by your Microsoft 365 subscription are limited.

Web-based support is available through the Microsoft Community websites:

<http://support.microsoft.com> and <http://answers.microsoft.com>. Microsoft does not offer telephone-based support for these products.

College of DuPage Information Technology staff will provide a "best effort" assistance for problems regarding the installation, activation, or deactivation of an Microsoft 365 installation on your device.

Students should contact the Student Support Helpdesk at (630) 942-2999 or [studenthelp@dupage.edu](mailto:studenthelp@dupage.edu).

Faculty and staff should contact the Information Technology Helpdesk at (630) 942-4357 or

[helpdesk@cod.edu](mailto:helpdesk@cod.edu).