CATAWBA COLLEGE
EST. 1851

ALL USERS Quick Reference Guide   **Need help?** Send text or email to ithelp@catawba.edu, or call the IT Help Desk at 704-637-4666
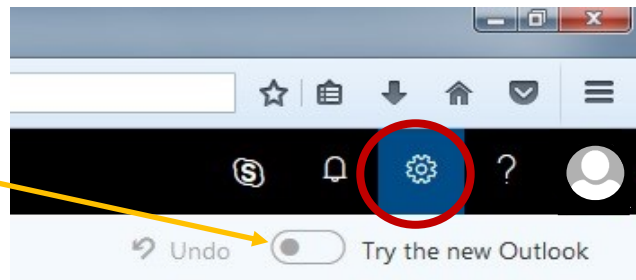
Catawba College provides Microsoft Office 365 to students, faculty and staff at no cost via the Microsoft Student Advantage program. Each Catawba user may install this software on a combination of up to five personal computers and/or mobile devices — PC, Mac, Apple iOS, Android, etc.

The Office 365 subscription is free as long as you're an active Catawba student, faculty or staff member. **When you graduate or leave Catawba, your Office 365 subscription will end and you will no longer be able to use the software for free.**
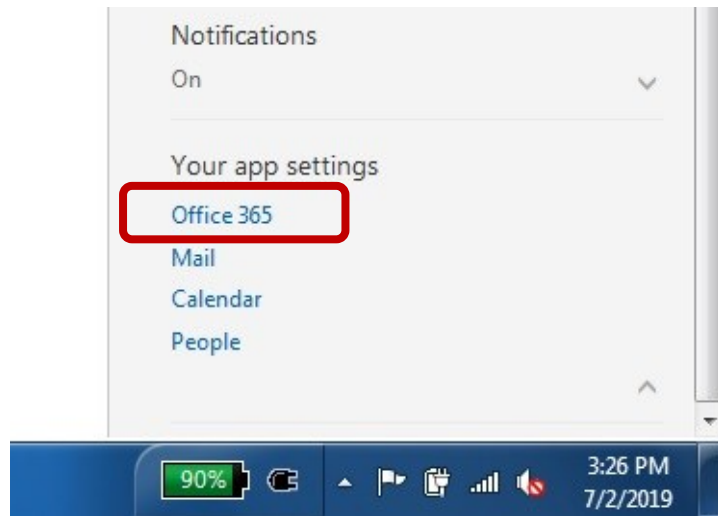
Access is tied to your @catawba.edu email address, so make sure you are able to login to your online Catawba email (go to webmail.catawba.edu to login). Downloading Microsoft Office 365 is easy — just follow the steps below.

1 Login to your Catawba Webmail at webmail.catawba.edu, then click the "gear" icon near top right of the screen

NOTE: If you don't see the "gear" icon, check to see if you have the new Outlook turned on — if you do, drag/slide the radio button to the right to turn new Outlook off and you should then see the "gear" icon
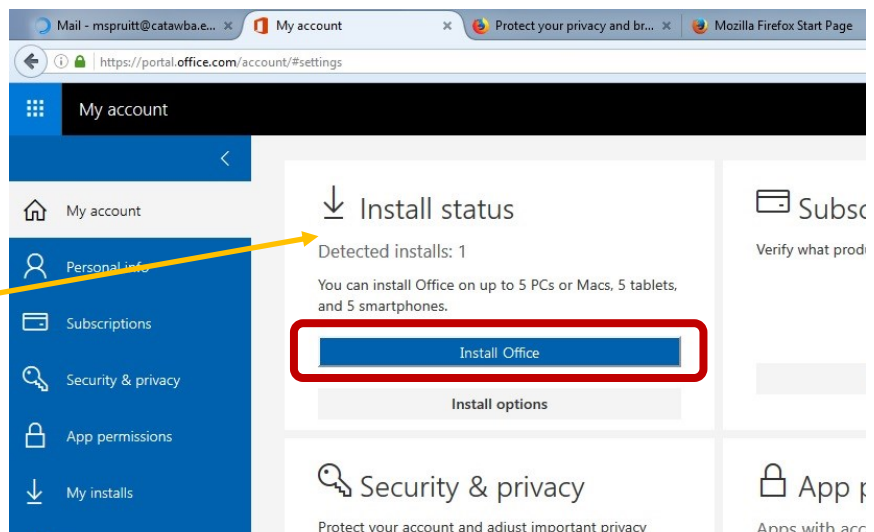

2 Scroll down on pane that appears at right side of screen and **click Office 365**, near the bottom of the pane

3 In the larger, middle area of the screen, you'll see 4 blocks with information — in the one labeled **Install status**, click the blue bar that says **Install Office**

*TIP: Notice that immediately under the **Install status** heading, you'll see **Detected installs** and a number — this tells you how many devices on which you have already installed **Office 365***

Remember: you're limited to 5 Office 365 installs on your devices

4 You'll be prompted to **save a file** — save it*

You'll then be prompted to open the saved file — open it and **click Run to start the install**

> *Depending on the web browser you are using, you may find the saved file at the top of screen at the down arrow (Firefox);*
>
> *or at the bottom left of the screen (Chrome);*
>
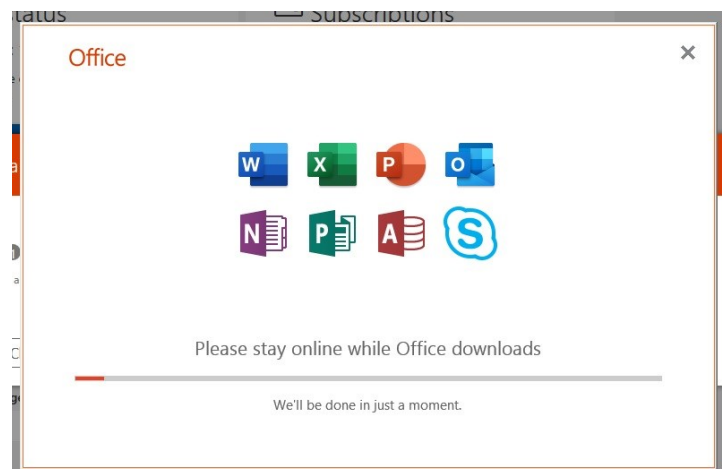> *or look in the Downloads folder on your computer for the file*

5 A pop-up window will appear with an install **progress bar** — wait until the installation finishes, which usually takes about 15 minutes or less (provided you remain connected to the internet)

You may close any open windows except the progress bar

The first time you open any Office 365 program/app (Word, etc.), you'll be prompted to click to **Activate Office 365**

That's it! You should now have Office 365 installed on your device

FAQs

"Which programs/apps do I get when I download Office 365 from Catawba?"
It varies depending on the device you are downloading Office 365 to. PCs and Macs get (at a minimum) Word, Excel, PowerPoint, and Outlook; OneNote, Access, Publisher and Skype for Business are also included on PCs. Mobile devices, such as iPhones and Android phones get Word Mobile, Excel Mobile, and PowerPoint Mobile.

"I purchased and already have an older version of Office (i.e. Office 2013) on my computer. Will I have to remove my older version of Office in order to download Office 365?"
Most likely, you should not have to remove your older version of Office, and the two will run side-by-side; your older version of Office is separate from the version of Office made available to you through your Catawba Office 365 license. If you do have a problem downloading Office 365, however, bring your computer to the Help Desk and we'll be happy to assist you.

"Somebody said we get a LOT of storage space when we download Office 365 — is that true?"
In a word, yes. You get 1 TB (terabyte) of storage through OneDrive for Business, which is an online (in the cloud) storage area — this ensures that you have access to all of your documents whenever you need them, via the internet. An easy way to get to OneDrive is to login to your Catawba webmail at webmail.catawba.edu, click the "waffle" icon near upper left of screen, then click OneDrive.

"What happens with my Office 365 from Catawba when I graduate or leave Catawba?"
Your Office 365 subscription through Catawba ends upon graduation or when you leave Catawba.

"If my access ends when I leave Catawba, how can I still keep and/or edit Microsoft files and documents?"
When you leave Catawba, Microsoft will reach out to you with options for purchasing your own Office 365 license — if you choose to do so, you will maintain full access to the Office that you downloaded when you were a student or employee, along with any online applications, or you may purchase a standalone version of Office here: https://products.office.com/en-gb/explore-office-for-home

Another option is to let your Office 365 subscription expire, and download **Apache OpenOffice**. Apache OpenOffice is a freeware suite of programs that looks and operates almost exactly like Microsoft Office. You can open, work with and save Microsoft Office files using OpenOffice apps with no problems. For more information on Apache OpenOffice, click here: Apache OpenOffice