DATE: 4/22/15

SUBJECT: OFFICE FOR STUDENTS

In order to help our students prepare for success, Microsoft is providing the use of Office 365 for Moraine Park Technical College students free of charge. You will now be able to work in the latest version of Word, Excel, PowerPoint, OneNote, and the rest of the Office 365 Professional suite. You can install your Office 365 on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad!). All work can be saved online in OneDrive so it can be accessed no matter which device is being used. This Office 365 subscription will be available to you for as long as you are a student at Moraine Park Technical College*.

To access Office 365 follow these simple steps:

1. Visit Portal.Office.com/Home
2. Sign in with your student email credentials
3. On the site, select your language and click install

You will need your school email account (username@student.morainepark.edu) to sign in. If you don’t have your login information or need assistance, please contact the Central Help Desk at extension 4357 or 866-718-5169.

Please Note: Office 365, including OneDrive and Student email, is hosted and maintained by Microsoft. Moraine Park does not have the ability to backup or restore any content saved on that system. We strongly encourage you to have backup copies of any important documents in addition to the online storage.

*provided Microsoft continues to offer this program

NOTE: Moraine Park’s IT Department will post a communication on the myMPTC student tab regarding any changes relating to technology. Before clicking on links and responding to instructions in any email, please confirm on myMPTC that a request is expected.