



Office 365 Applications



Instant Office – anywhere, for free.

Office 365 Overview and Getting Started	PCs and Macs	iPhone/ iPad or Android Device	Acceptable Use	FAQs and Troubleshooting
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Office 365 Applications at Notre Dame of Maryland University

Notre Dame of Maryland University (NDMU) provides Microsoft Office 365 applications (Office 365) to all faculty, staff and students free of charge. This means you have access to the full Microsoft Office productivity suite, including:

- Word, Excel, PowerPoint, OneNote, and more
- Compatibility with campus applications
- Installation on up to five devices (PCs, Macs, tablets and mobile devices)

*****DO NOT INSTALL THIS VERSION OF OFFICE ON YOUR NDMU OFFICE COMPUTERS!*****

Office 365 is available to you at no charge, as long as you are an active faculty or staff at NDMU. For information about [acceptable use](#) and [what happens to your Office 365 access once you leave NDMU](#), click link or see FAQs below. *NDMU does not provide support for personal devices.


Getting Started with Office 365 Applications

To access Office 365 applications, log in to the [Faculty/Staff Office 365 sign-in page](#) using your existing NDMU business email login (username@ndm.edu) and existing password. For Android and Apple devices you will also need a Google and/or Apple ID account for device installation.

For PC and Mac installation on personal devices:

1. Sign in to the [Faculty/Staff Office 365 sign-in page](#) using your existing NDMU business email address and password.
2. From the Office 365 portal, click **Install now** on the right and follow prompts.
3. Do not turn off or restart your computer until the installation is complete; installation will run in the background.
4. For more information, visit [Download and install Office using Office 365 for business on your PC](#).

*To set or change profile settings, click the  icon on the top right, then select **Office 365 settings**.

*To enhance navigation choices, click the  menu in the top left corner.

For iPhone and iPad installation:



1. Download Word, Excel, PowerPoint and or OneNote from your **App Store**. You may need your Apple ID to continue.
2. Tap any Office app to open it. Swipe through introduction and tap **Sign In**.
3. On the Sign In page, enter your NDMU business email (username@ndm.edu) and tap **Next**.
4. Enter your NDMU password and tap **Sign In**.
5. Tap **Create and Edit documents** to begin working on your documents.
6. For more information, visit [Install and set up Office on iPhone or iPad with Office 365](#).



For Android Device installation:

1. Install Office Mobile from **Google play**. You may need your Google account information to continue.
2. Tap Office Mobile to open it. Swipe through the introduction and then tap **Get Started**.
3. On the Sign In page, enter your NDMU business email (username@ndm.edu) and tap **Next**.
4. Enter NDMU password and **Sign In**.
5. For more information, visit [Install and set up Office Mobile on Android phone with Office 365](#).

Acceptable Use

In order to protect our faculty, staff and student services, the following guidelines provide acceptable use:

- i. Do not use the services to do anything illegal.
- ii. Do not engage in any activity that exploits, harms or threatens to harm children.
- iii. Do not engage in activity that violates the privacy of others.
- iv. Do not engage in activity that is harmful to others (e.g. viruses, hate speech, stalking, advocating violence against others).
- v. Do not send spam or use your account to help others send spam.
- vi. Do not publicly display inappropriate images.
- vii. Do not engage in false or misleading activity.
- viii. Do not violate copyright laws.

FAQs

What does Office 365 include?

Office 365 includes a full version of Office with familiar Office applications like Word, Excel, PowerPoint, OneNote and more (see chart below). It is a user-based service and allows faculty, staff and students to install on up to five PCs, Macs, phones and or tablets. Install Office Mobile applications on iPhone and Android phones to edit and review documents on the go. And, with Office Online edit and review documents on any computer, on any browser. [Click here for more on Office 365](#).

On what devices can I install Office 365?

Office 365 supports PC and Windows tablets running Windows 7 or higher, and Macs with Mac OS X 10.6 or higher. Office for iPad can be installed on iPads running version 7.0 or higher. For more information, see [Device Installation Chart](#) below. You may install Office 365 on up to five devices.

What happens when I leave NDMU?

Your Office 365 license will expire within 60 days after your last day at NDMU. Once your account expires, you will not be able to install or use new instances of Office 365, Office Online or Office Mobile. You will be able to view and print documents stored locally on personal computers and devices, but will be unable to create, save or edit files.

What are my options after my account expires?

If you wish to continue using Office 365 after your account expires, you may:

- Purchase your own Office 365 license – if you choose to do so, you will maintain full access to the copy of Office 365 that you downloaded while you were a faculty or staff.
- Purchase a standalone version of Office.





I recently purchased Office, now I am eligible for Office 365 at no charge. Can I receive any credit and/or compensation for the Office I purchased?

No. The Office purchased is a consumer offering. You may continue to take advantage of the purchased offer.

Device Installation Chart

***Note:** Successful installation of Office 365 on any device depends on the generation, its supported operating system and the amount of available space on the device. For example: 1st Gen iPads may not be supported because a later version of the iOS operating system is required. For information about mobile devices, visit [Get the free Office apps](#).

MS Office Product / Device	Windows PC	MAC	iPhone**	iPad**	Android**
Word	•	•	•	•	•
Excel	•	•	•	•	•
PowerPoint	•	•	•	•	•
Access	•				
Publisher	•				
OneNote	•		•	•	•
One Drive	NA	NA	NA	NA	NA
Lync	NA	NA	NA	NA	NA
InfoPath Designer	•				
Outlook Client	•	•			
Supported Operating Systems	Windows 7 and later	OS X 10.6 or later	iOS – LV	iOS – LV	OS - LV
Supported Browsers	Internet Explorer – LV Firefox – LV Chrome - LV	Safari 5 and later Firefox – LV Chrome – LV	Safari – LV	Safari – LV	

NA – not available at NDMU LV – Latest Version

Troubleshooting and more information:

- [Download and install Office using Office 365 for Business on your PC](#)
- [Install and set up Office on an iPad with Office 365 for Business](#)
- [What you can do in the Office apps on an Android, iOS, or Windows mobile device with Office 365](#)
- [Troubleshooting installing Office 365](#)

