

DeVry University is providing Microsoft Office to every student free of charge. This means the latest version of the full Office productivity suite, including Word, Excel, PowerPoint, OneNote, and more available for offline and online use to best prepare you for class. As long as you're a student here and the program continues, you'll be able to use this software for free.

## Featured Benefits

- It's FREE!
- Includes the latest version of Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access. (Publisher and Access are available on PC only.)
- Install on up to 5 devices including PCs, Macs, Android tablets, Android phones, iPad, and iPhone
- Free online training resources from Microsoft
- OneDrive Online Storage

To access your Office Subscription follow these simple steps:

- 1. For PC and Mac:
  - a. Login to the student portal (<u>http://my.devry.edu</u> or <u>http://my.chamberlain.edu</u>) from a web browser on your PC or MAC
  - b. Click the (envelope) found at the top of the page near your name to access your student email account
  - c. You will automatically be redirected to your student email account using Outlook.
  - d. To access your subscription, click on Office 365 in the upper left-hand corner.
  - e. To begin the installation of Office, click and follow the onscreen instructions.
- 2. For iOS and Android:
  - a. Download from your app store
    - i. <u>Windows</u>
    - ii. <u>iPhone& iPad</u>
    - iii. <u>Android</u>
  - b. Sign in using your school credentials for full editing capability (Please note that you will be prompted to enter you school email address and then sign-in using your normal credentials)

For Technical Assistance, please contact the Help Desk at 877-784-1997.