



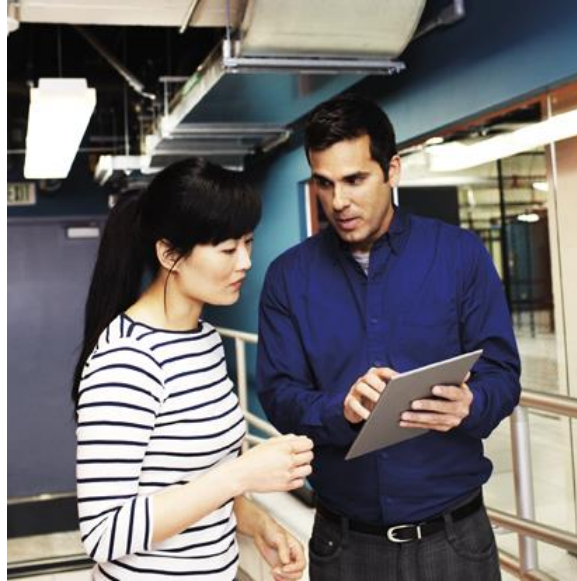
Office 365 ProPlus benefits

Previous Process



Institutions

- Purchase Office via VL program (EES or OVS-ES)



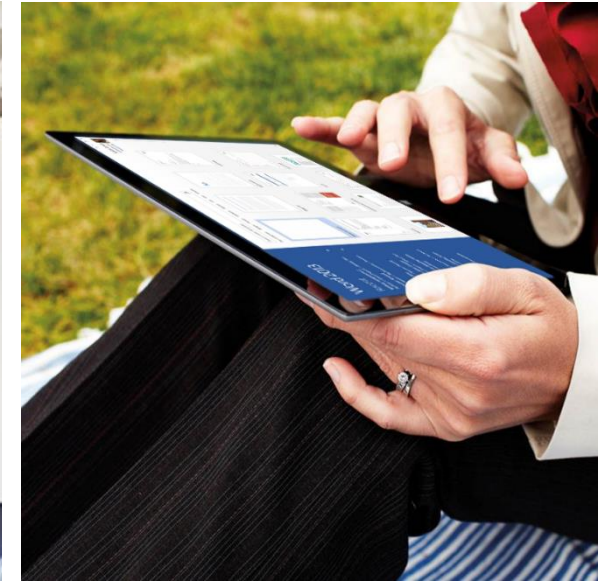
IT Pro

- Setup an Office 365 tenant
- Create Student Accounts



IT Pro/Reseller

- Order Office 365 ProPlus for students
- Reseller processes order
- Place licenses in tenant
- Assign licenses to students



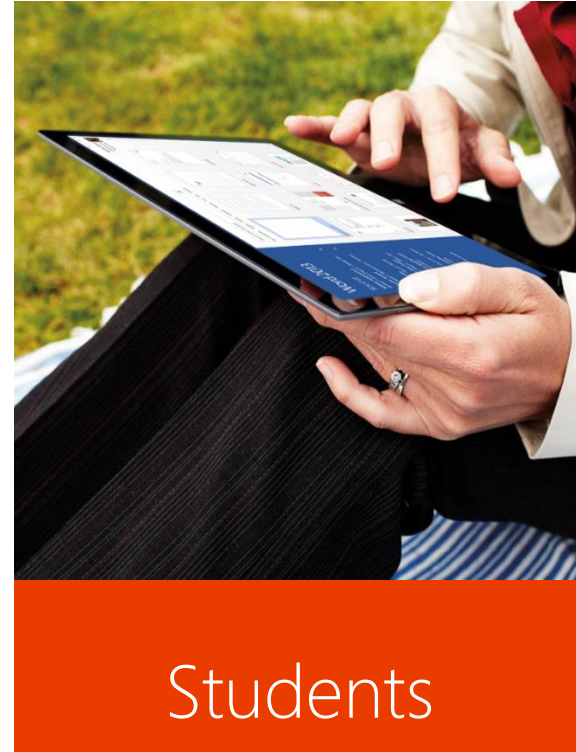
Students

- Communications to students
- Student signs in
- Navigate to download page
- Install Office 365 ProPlus

Office 365 Education for Students (self-service)



- Purchase Office via VL program (EES or OVS-ES)



- Communications to students
- Student signs in
- Navigate to download page
- Install Office 365 ProPlus

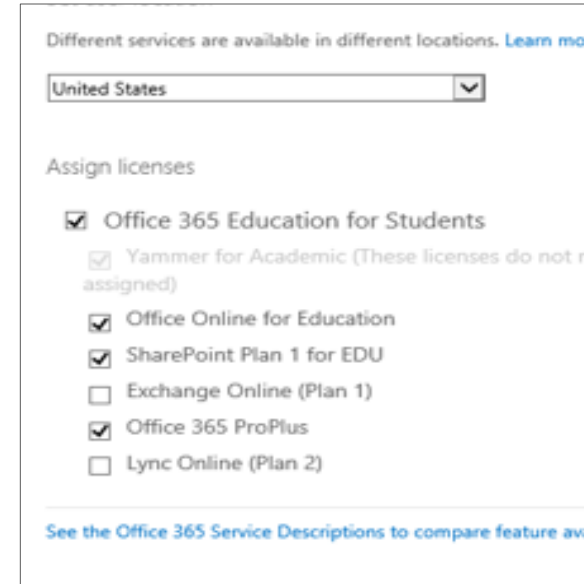
Office 365 Education for Students

Less friction to deploy, less work to manage



Self-sign up

- Students sign up at office.com/getoffice365
- Teachers sign up at office.com/teachers**
- Verify eligibility
- Create an account*



Auto licensing

- Plan: Office 365 Education for students / for teachers
- Auto Assigned: Office 365 ProPlus, Office Online; SharePoint Online, Yammer**
- Unassigned: Exchange and Lync

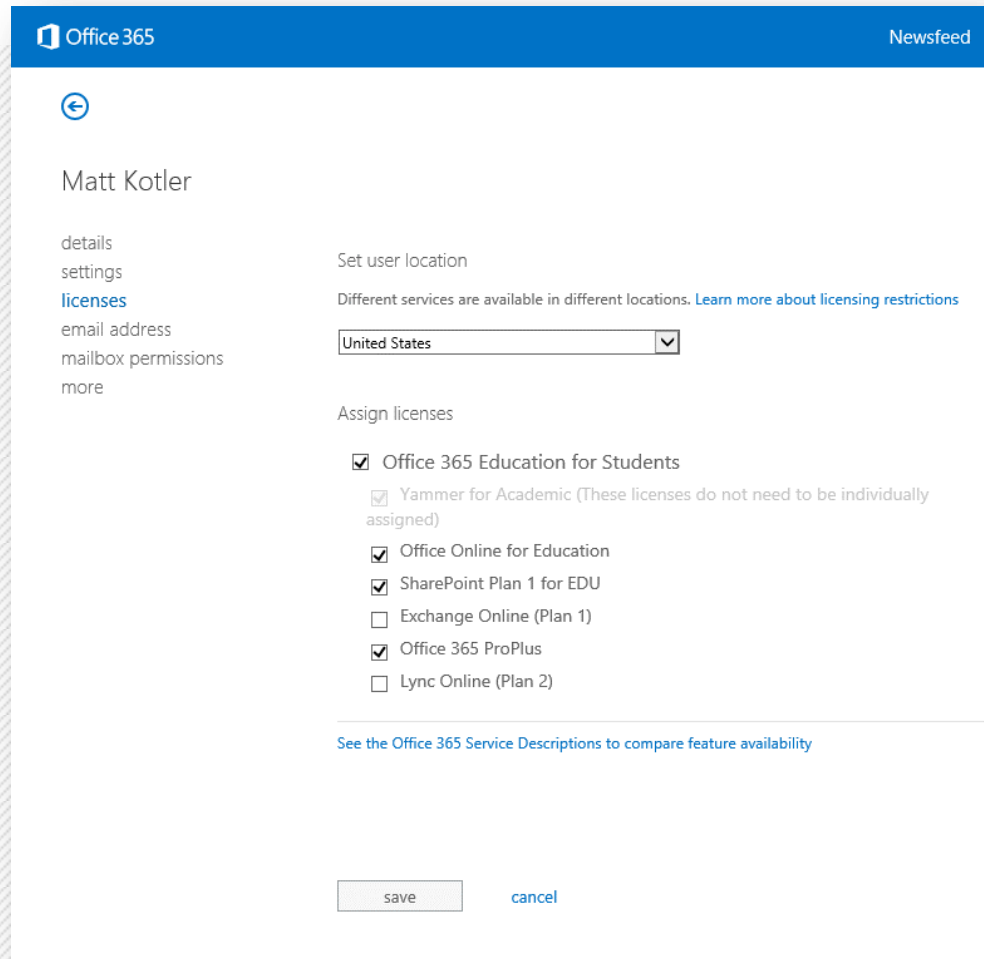
* must be over 13 years old

**not yet available



Office 365 Education for students*

For students who are eligible for the Office 365 ProPlus benefit
















The screenshot shows the Office 365 user settings page for Matt Kotler. The page is titled "Office 365" and "Newsfeed". The user's name is "Matt Kotler". The page has a navigation menu on the left with options: details, settings, licenses (highlighted), email address, mailbox permissions, and more. The main content area is titled "Set user location" and "Assign licenses". Under "Set user location", there is a dropdown menu set to "United States" and a link to "Learn more about licensing restrictions". Under "Assign licenses", there are several checkboxes: "Office 365 Education for Students" (checked), "Yammer for Academic (These licenses do not need to be individually assigned)" (checked), "Office Online for Education" (checked), "SharePoint Plan 1 for EDU" (checked), "Exchange Online (Plan 1)" (unchecked), "Office 365 ProPlus" (checked), and "Lync Online (Plan 2)" (unchecked). At the bottom, there is a link to "See the Office 365 Service Descriptions to compare feature availability" and two buttons: "save" and "cancel".

- Single Plan: "A2 + ProPlus"
- Includes:
 - Office 365 ProPlus
 - Office Online
 - SharePoint Plan 1
 - Yammer
 - Exchange Online
 - Lync Online
- IT-managed tenant required to assign Exchange or Lync

**Identical to Office 365 Education for teachers*

End user scenarios for self service and auto licensing

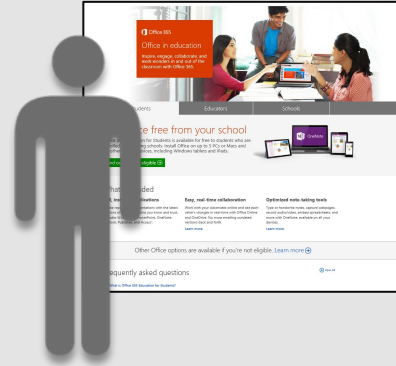
	Scenario	Initiate service	Add users to service	Assign License
1	No established service No account No license	 Office 365	 Office 365	 Office 365
2	Existing service No account No license	 School  Office 365	 Office 365	 Office 365
3	Existing service Existing account No license	 School	 School	 Office 365
4	Existing service Existing account Existing license	 School	 School	 School

- Tenant established based on user email extensions
- User creates an account with school-provided email
- Automatically assigned an Office 365 Education for student (or teacher) license
- School IT can sign up and start managing the service at any time.
- Tenant established by the school, or Microsoft created through self-service

Example Scenario: Managed Single Tenant, with Self Sign-up and Auto Licensing



- Organization-established tenant
- Adds all desired domains, sub domains



- Student creates an account
- License is automatically assigned



- Admin manages all new user accounts
- Maintains full control of licenses and permissions

- Organization creates and manages tenant
- Student can sign up and create an account at office.com/getoffice365
- Student added to existing tenant based on email extension (student@student.myschool.edu)
- Student is auto-assigned Office 365 Education for student (ProPlus, OneDrive, SharePoint Online, Office Online, Yammer*)
- IT can add users, order and assign licenses, add services as normal

Resources

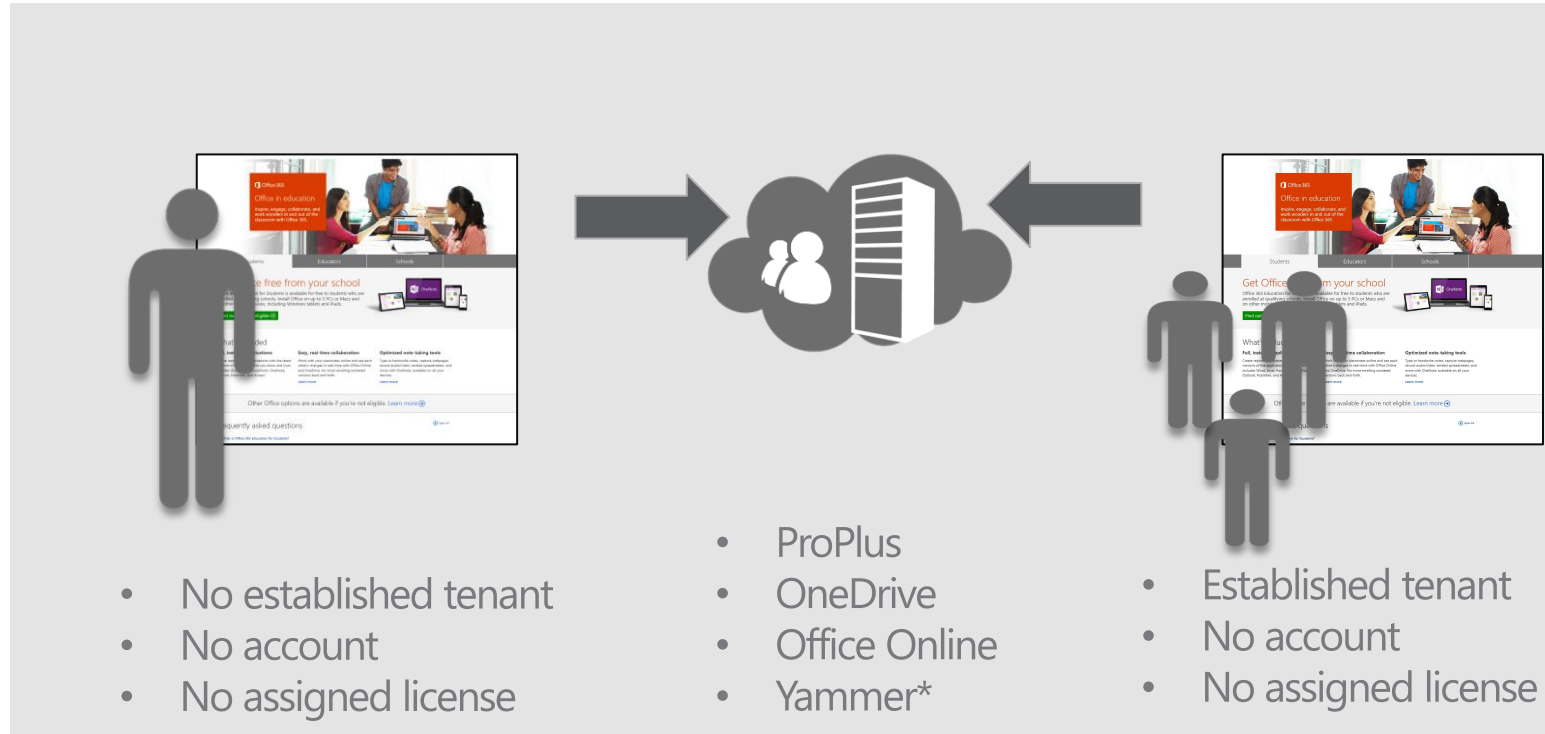
- [Office365 ProPlus benefits announcement blog post](#)
- [Office 365 ProPlus benefits technical FAQ](#)
- [From within your tenant admin portal](#)
- [Microsoft Support](#)
- Student Landing Page: [Office.com/GetOffice365](#)
- Free student marketing resources: [Office.com/GetOffice365resources](#)
- Yammer discussion groups:
 - [Higher Ed SharePoint and Office 365](#)
 - [K-12 Education - O365 Solutions and Challenges](#)
- [Weekly webcast series](#) – live interactive calls basics to deployment
- [Office 365 Roadmap](#) – lists updates currently planned
- [Office 365 Service Descriptions](#)



Appendix

Sample Scenarios

Example Scenario: Unmanaged Tenant with Self Sign-up and Auto Licensing

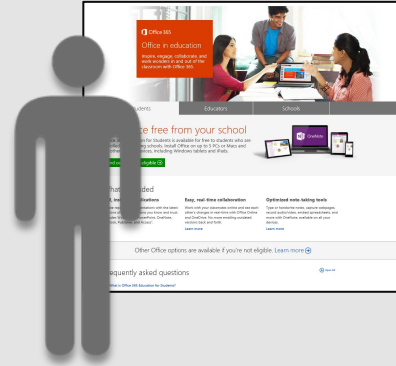


- Users self sign up
- Tenant creation based on email extension of first sign up (student@**student.myschool.edu**)
- Future users with same domain are added to the existing tenant
- Student is assigned Office 365 Education for student (ProPlus, OneDrive, SharePoint Online, Office Online, Yammer*)
- IT can sign up and manage individual tenant any time
- No tenant merge available

Example Scenario: Managed Single Tenant, with Self Sign-up and Auto Licensing



- Organization-established tenant
- Adds all desired domains, sub domains



- Student creates an account
- License is automatically assigned



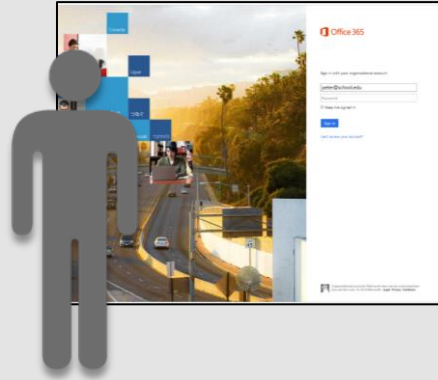
- Admin manages all new user accounts
- Maintains full control of licenses and permissions

- Organization creates and manages tenant
- Student can sign up and create an account at office.com/getoffice365
- Student added to existing tenant based on email extension (student@student.myschool.edu)
- Student is auto-assigned Office 365 Education for student (ProPlus, OneDrive, SharePoint Online, Office Online, Yammer*)
- IT can add users, order and assign licenses, add services as normal

Scenario: Managed Single Tenant with Auto Licensing and Self Sign-up blocked



- Organization-established tenant
- Adds all desired domains, sub domains
- Organization creates user accounts



- Student logs in using Org ID account
- License is automatically assigned



- Admin manages all new user accounts
- Maintains full control of licenses and permissions

- Organization creates and manages tenant; runs PowerShell script to turn off Self Sign-up
- Organization creates and distributes student accounts
- Student logs in with org ID at portal.microsoftonline.com
- Student is auto assigned Office 365 Education for student (ProPlus, OneDrive, SharePoint Online, Office Online, Yammer*)
- IT can add users, order and assign licenses plus add services as normal

Marketing resources for schools

Promotion Kit to Help You Tell Students!

Marketing Materials for institutions (K12 & Higher Education version)

[Office.com/GetOffice365Resources](https://www.office.com/GetOffice365Resources)

- Email templates
- Web banners
- Blog posts
- Social media posts (Tweets, Facebook)
- Homework folder inserts
- Student FAQs
- Posters
- Ads



Microsoft Office 365

We're giving you Microsoft Office at no charge.

You get Office 365, just for being a student here.

Learn more below

Office 365

The banner features a red background with a white box at the bottom. In the center, a hand holds a tablet displaying a bar chart and text. The Microsoft logo is in the top right corner.



Microsoft

Stock up for academic success with free Office.

We're giving our students a complete version of the latest Microsoft Office for free to use for as long as they're a student here! Visit [Office.com/GetOffice365](https://www.office.com/GetOffice365) to download.

Office 365

The poster has an orange background and is filled with school-related icons: a notepad, a paperclip, a laptop with a bar chart, a calculator, a ruler, pencils, a glue bottle, a notebook, and a pen. The Microsoft logo is in the top right corner.

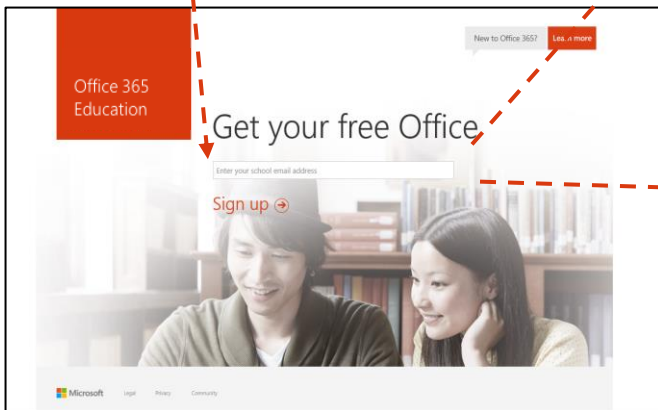
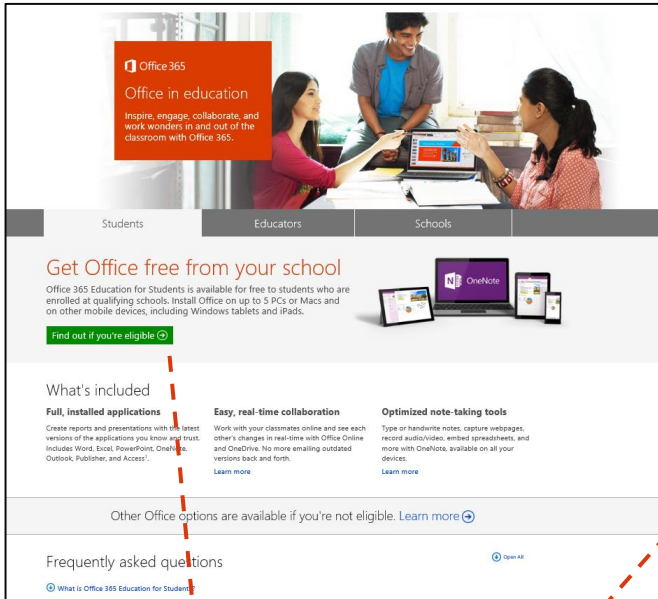
Student Experience

New Student Experience

Student Goes to Web Landing Page:

Office.com/GetOffice365

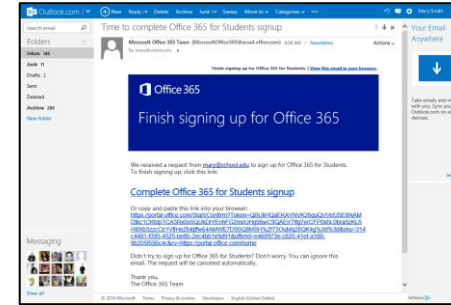
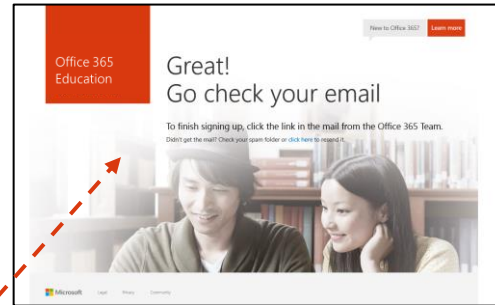
And selects "Find out if you're eligible" link



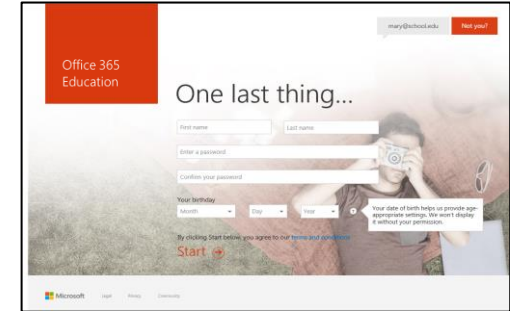
Student submits school provided email address

Student is *already* eligible for free Office from their school:

Scenario 1: A student already attends a qualifying school and is eligible for free Office, but doesn't yet have an Office 365 account. Student enters email address, which is verified.



Email received

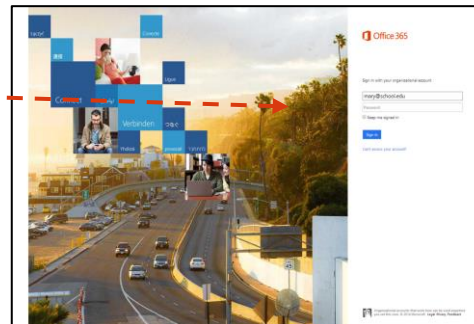


>13 age verification check

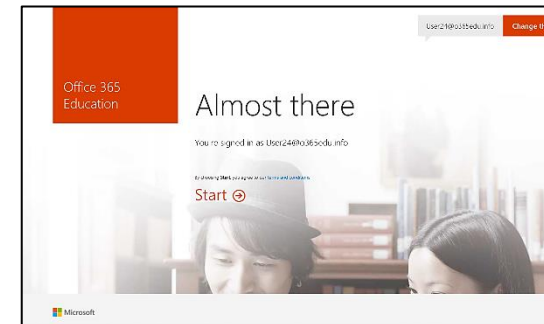


Office 365 ProPlus Download page

Scenario 2: A student already attends a qualifying school, is eligible for free Office, and already has an Office 365 account (i.e. for email, etc.)



Login to user account



Confirming the student login



Office 365 ProPlus Download page

New Student Experience

Student Goes to Web Landing Page:

Office.com/GetOffice365

And selects "Find out if you're eligible" link

Office 365
Office in education
Inspire, engage, collaborate, and work wonders in and out of the classroom with Office 365.

Students Educators Schools

Get Office free from your school
Office 365 Education for Students is available for free to students who are enrolled at qualifying schools. Install Office on up to 5 PCs or Macs and on other mobile devices, including Windows tablets and iPads.

Find out if you're eligible

What's included

- Full, installed applications**
Create reports and presentations with the latest versions of the applications you know and trust. Includes Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access.
- Easy, real-time collaboration**
Work with your classmates online and see each other's changes in real-time with Office Online and OneDrive. No more emailing outdated versions back and forth.
[Learn more](#)
- Optimized note-taking tools**
Type or handwrite notes, capture webpages, record audio/video, embed spreadsheets, and more with OneNote, available on all your devices.
[Learn more](#)

Other Office options are available if you're not eligible. [Learn more](#)

Frequently asked questions [Open All](#)

[What is Office 365 Education for Students?](#)

Student is *not eligible* for free Office from their school

Scenario 3: A student does not attend a qualifying school, but checks to see if they are eligible before purchasing Office.

Office 365 Education

Get started

mary@fake-school.edu

Sign up

Sorry, your school isn't on our list of eligible institutions. Learn about other ways to get Office.
And just in case: check the email address you entered for typos, and try again.

Student submits school provided email address, but the domain is not recognized as eligible

Looking for Office for a student?

Office provides a range of options for students, making it easy to find the best fit for you.

	Office 365 Home	Office 365 University	Office Online
Office for households Get installed applications plus online storage and more. Try for free \$9.99 per month Learn more Buy	Office for students Get installed applications plus online storage and more. Buy \$1.67 per month Learn more	Collaborate in real time on shared projects. Works great with Office 365. Get started Free Learn more	
Full installed Office applications Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access	5 PCs or Macs	2 PCs, Macs, or tablets	
Tablets Stay in touch on the go with Windows tablets and iPads*	5 tablets		
Smartphones Easy access on Windows Phones, iPhones*, and Android phones			
Online versions of Office Word, Excel, PowerPoint, and OneNote			
Offline storage Save documents to your PC			

Student redirected to consumer offers

Office 365
Office 365 University
Office for your school work and everything in between
Office 365 University is a 4-year subscription built to help eligible students get things done from virtually anywhere and any device.

\$79.99 for 4 years
Less than \$1.67 per month
[Buy now](#)

Compatible with only Windows 7 or later, and Mac OS X 10.6 or later

Looking to collaborate in real time with Office?

What's included Benefits Features Frequently asked questions Related products Who's eligible

What's included

Full installed Office applications*
Get Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access

Access across devices
For up to 2 PCs, Macs, or tablets like Windows tablets and iPads 9, plus easy access on multiple smartphones.

Premium subscription benefits
1 TB of extra online storage, plus 60 Skype world minutes of calling per month to 60+ countries.

Benefits

Full Microsoft Office

Office 365 University enables you to install the latest full desktop version of Office applications, including Word, Excel, PowerPoint, OneNote and Outlook, for 2 devices like PCs, Macs, and tablets (iPad, Windows tablet)—so you can use all the features offline as well as online. You can also install Office on multiple smartphones.

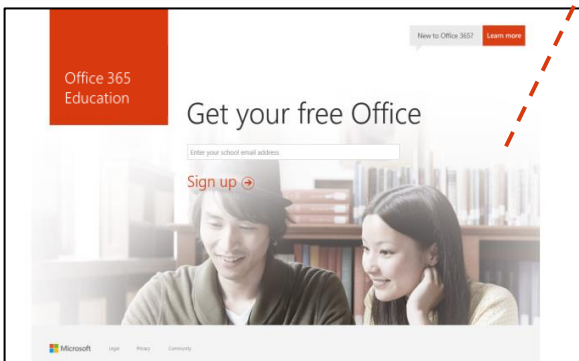
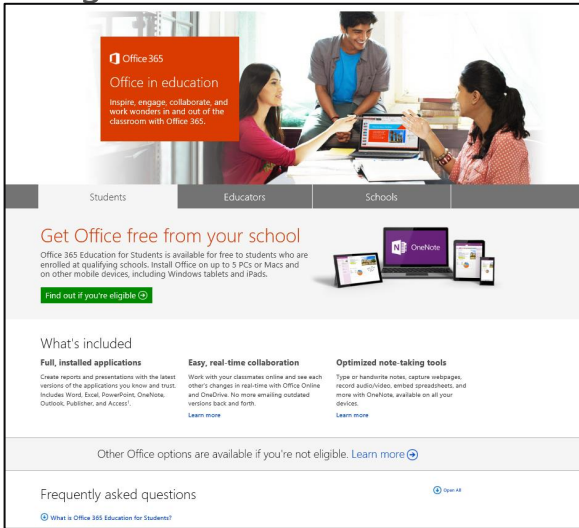
Such as Office 365 University

New Tenant Admin Experience

IT Admin Goes to Web Landing Page:

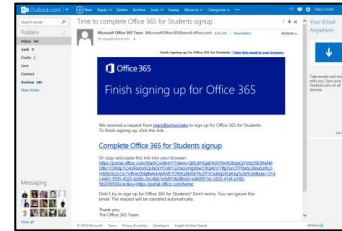
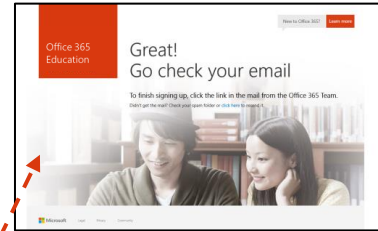
Office.com/GetOffice365

And selects "Find out if you're eligible" link

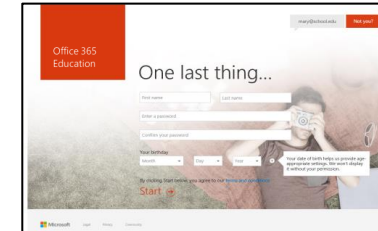


IT Admin signs in using their .edu email address from a qualifying institution

The school does not have a IT managed tenant for their institution's email domain.



Email received

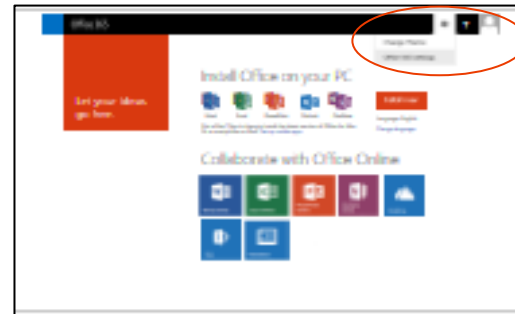


>13 age verification check



Office 365 ProPlus Download

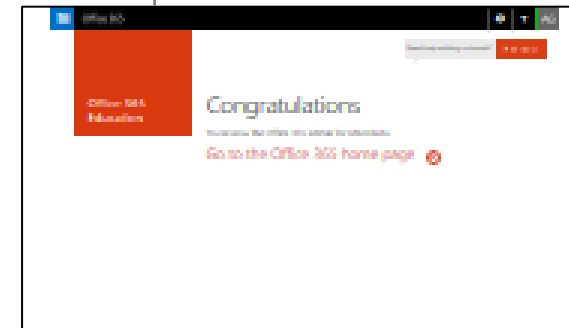
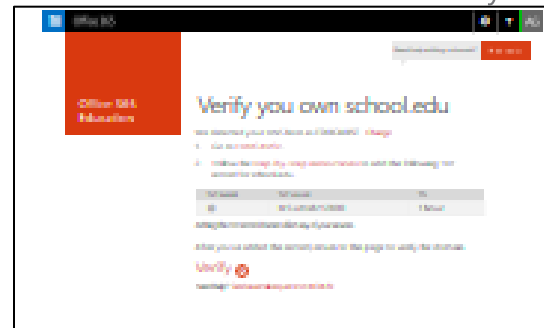
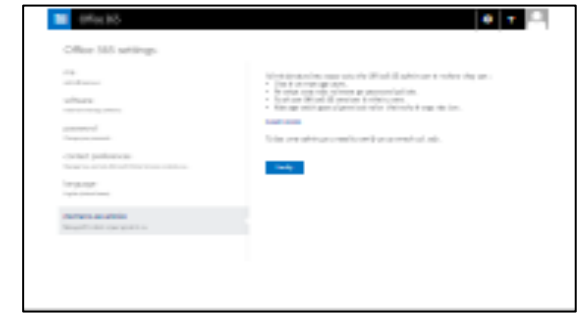
Upon sign in, IT admin verifies domain ownership via their user settings, and then has admin capabilities for that tenant



Select user settings



Verify domain ownership

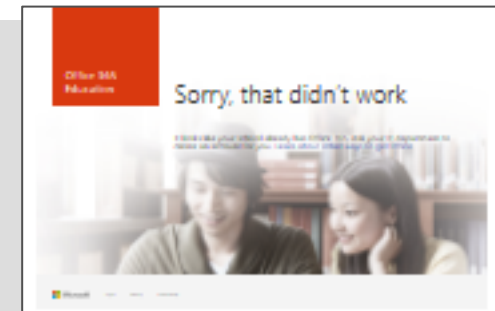


Student Sign Up: Errors

New Student,
Existing Closed
Tenant
(Admin blocked
adding self service
users)

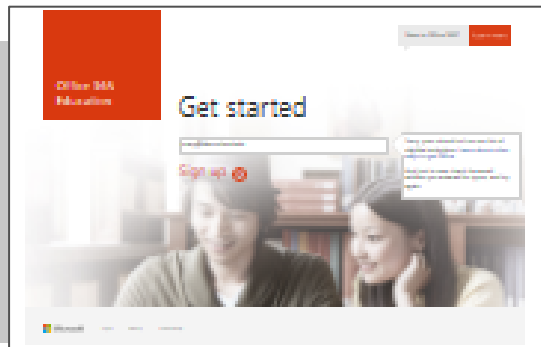


Student submits school provided
email address



Student receives eligibility denied
message

Institution
Not Eligible

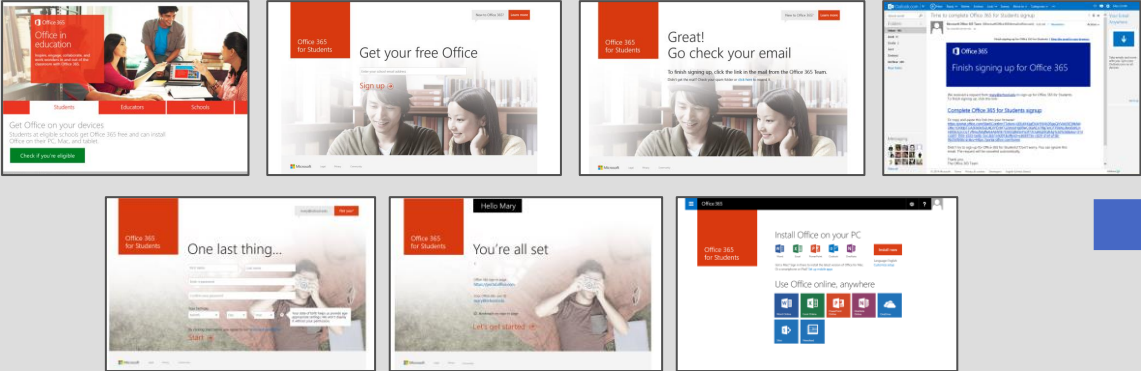


Message: Sorry, your school isn't on our list of eligible institutions. Learn about other ways to get Office. And just in case, check the email address you entered For typos, and try again.

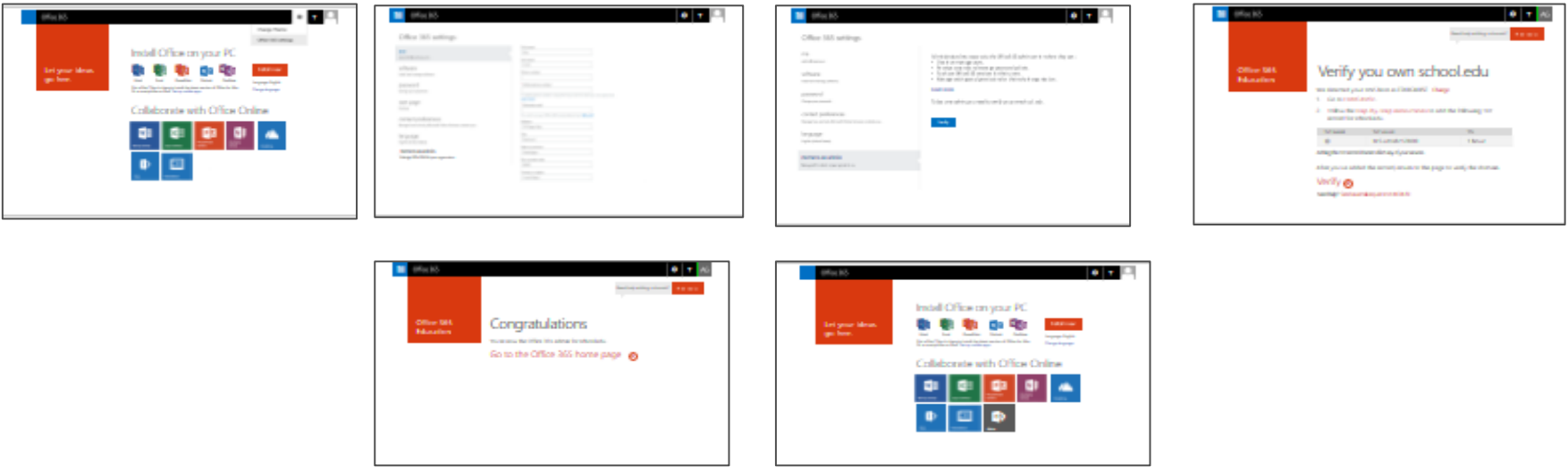
Admin Experience Taking control of Self Service Domain

Sign Up thru Student Sign Up Procedure

Existing Self Service Tenant,
New Admin
(Admin Takeover)
Sign Up like a student , then take over via user Settings



Access and Verify Domain via Settings



Sample Decision Flowchart

