

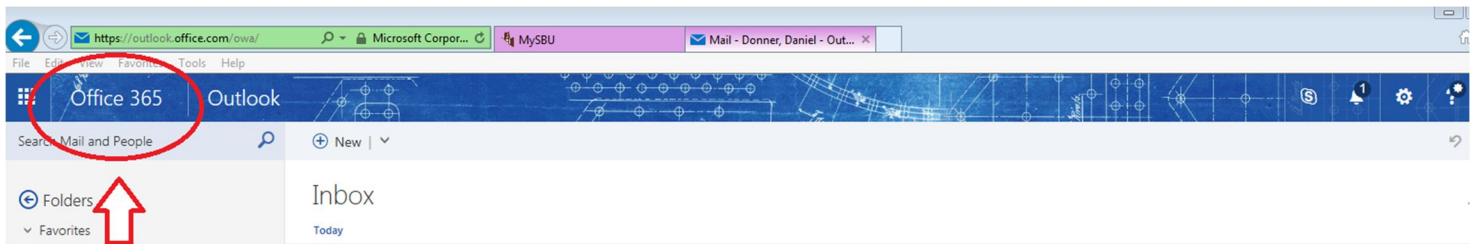


St. Bonaventure is providing Microsoft Office to every student free of charge. This means the latest version of the full Office productivity suite, including Word, Excel, PowerPoint, OneNote, and more available for offline and online use to best prepare you for class. As long as you're a student at St.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

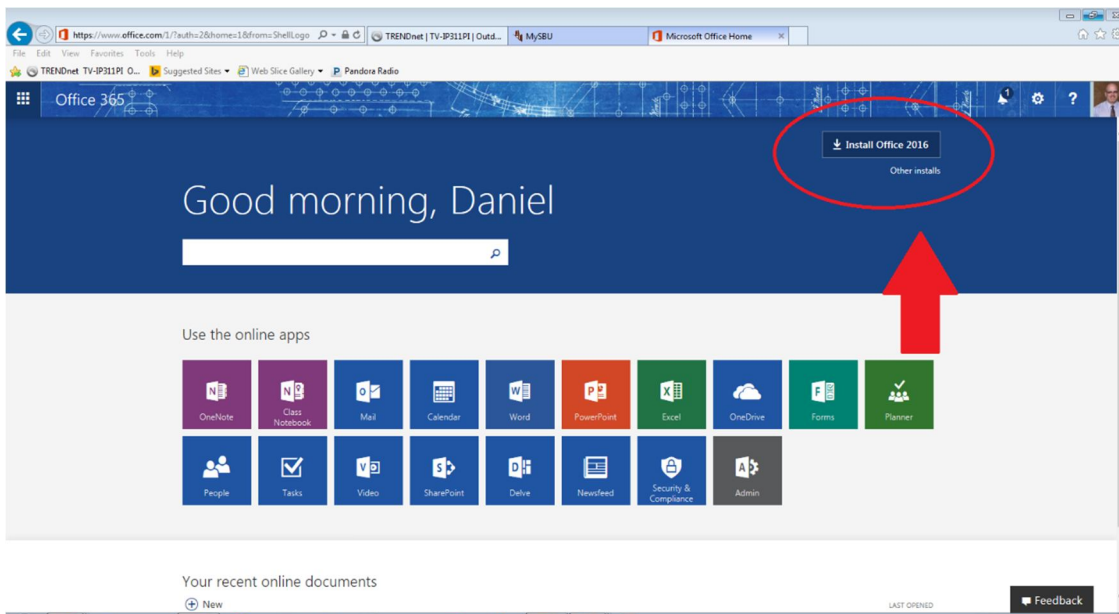
- Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad!)
- Use with OneDrive for automatic device syncing
- Gain valuable skills on the world's most popular productivity software
- Use the same programs as your professors to ensure full file fidelity

To get your Office follow these simple steps:

1. For PC and Mac:
 - a. Log into your Bonaventure (Office 365) email account from the computer you are trying to install this software from. The link to your Office 365 account can also be found at the top of our mysbu portal (<http://my.sbu.edu>)
 - b. Click on the "Office 365" in the upper left hand corner



c. Click on the "Install Office 2016" in the upper right hand corner



2. For iOS and Android devices:

- a. Download from your app store
 - iPad: [Word](#), [Excel](#), [PowerPoint](#)
 - [iPhone](#)
 - [Android](#)
- b. Sign in with your school credentials for full editing capability

Upon graduation or leaving from St. Bonaventure you will be notified that use of this software will be terminated. You will then need to purchase this software or subscribe to Office365 on your own.

If you have trouble, contact our helpdesk at 375 – 7600 or helpdesk@sbu.edu.

Sincerely,

Technology Services