

Office 365 for Students



Microsoft Office 365 is a hosted productivity suite of applications. Office 365 includes access to the web and mobile versions of Word, Excel, PowerPoint and OneNote, as well as OneDrive for Business, a cloud file storage. With Office 365, you can work from anywhere, on any device and seamlessly collaborate and share documents. You can also download and install the current version of Microsoft Office.

Microsoft Office 365* is free only to active students. Various Microsoft Office 365 features, functionality, and support may be limited or restricted. Once you graduate or leave the University, access to Office 365 will be deactivated.

**Skype for Business and Exchange for Office 365 are unavailable*

Please Note

These accounts do not come with any support from Information Technology Services. They are offered so users can have access to these Office apps the cost of a subscription.

How to Install Microsoft Office

Method 1

1. Go to office365.fairfield.edu and use your NetID and current password to login.
2. Select the **Install Office apps** button in the top right-hand corner of the screen and then select the **Office 2016** option. The installer file will then be downloaded to your default download location.

Method 2

1. Go to portal.office.com and put your Office 365 username (NetID@fairfield.edu) in the email field. You will be redirected to Fairfield University login page.
2. Remove the @fairfield.edu and login with your NetID and current password.
3. Select the **Install Office apps** button in the top right-hand corner of the screen and then select the **Office 2016** option. The installer file will then be downloaded to your default download location.

Office Activation

When opening any Microsoft Office application for the first time, click "Sign In", and enter your NetID@fairfield.edu. You will be redirected to Fairfield University Single Sign-On page. Enter only your NetID (remove the @fairfield.edu) and your current password.

If you receive an error message when installing Office 2016 on Mac stating: "There is a problem with your account. Please try again later." click [here](#) for instructions on how to resolve this issue.

Frequently Asked Questions

What is the difference between Office 365 and Office 2016?

Microsoft Office 365 is a subscription service that includes the most recent version of Microsoft Office. It comes with the applications you're familiar with, like Word, Excel, PowerPoint, but also includes online storage, access to Office Online applications and more!

How do I get Office 365 for my Mac?

If you have Mac you *must* follow the instructions listed [here](#).

Do I need a Product Key?

Please note that you DO NOT need a product key. You can access Microsoft Office 365 Pro Plus and install Microsoft Office 2016 with your NetID (firstname.lastname) and password.

What is included with Office 365?

Office 365 ProPlus for Windows and Mac and Office Mobile for iPhone and Android

How many devices can I install Office on?

Each student can run Microsoft Office on up to 5 Mac or Windows computers. You can also run Office Mobile for Android or iPhone on up to 5 mobile devices.

Is this a full version of Office available for offline use?

Yes, this is full Microsoft Office on Mac and Windows computers available for offline use.

What are the system requirements to install Office?

Click the following link and choose Office 2016 suites for home/Office Home & Student 2016 <https://products.office.com/en-us/office-system-requirements#subscription-plans-section>

For further assistance, please visit the ITS4U Help Desk located in NYS 215 or call 203-254-4069 during business hours.

Hours can be found here: ITS4U Help Desk Hours of Operation