

The University of Maine System has an agreement with Microsoft that allows all of our students, faculty, and staff the personal use of certain Microsoft Office products.

Office

Free



For all Students, Faculty and Staff of the University of Maine System



The full MS Office package can be downloaded for Windows or Mac OS X on up to 5 personally owned devices.



You can also access Microsoft's online, collaborative version of Office on any computer with an internet connection.

goo.gl/PCxNvV



Need Assistance?
University Services
IT Support Center
800-696-4357
techsupport@maine.edu

1

Browse to office.com/getOffice365

Choose the appropriate option:

- Students select the "Students" link.
- Faculty and staff members select the "Teachers" link.

2

Select "Find out if you're eligible"

- Step through the remainder of the process using a valid maine.edu address.
- Use the verification email sent to your maine.edu address to complete enrollment and create a Microsoft account.
- If your verification email isn't received shortly, check junk mail and spam folders.

Note: Although the Microsoft account uses your maine.edu email address to verify your eligibility, it is not linked to your UMS identity. The UMS information security policy requires that you do not use your UMS password for outside accounts, so please use a password that is different than your UMS ID password.

3

Log in with your maine.edu email address and password

- Within the verification email select "Complete Office 365 Education signup."
- Enter a First Name, Last name and password.
- The following instructions are for desktops or laptops. Tablet installs may vary.

4

On the Office 365 page, select "Start" and then "Install now"

- There will be an option to save a file (filename ends with ".exe" for Windows, ".dmg" for Mac).
- Locate the saved file in the downloads area of the browser, run the file and follow the prompts.
- The screen titled "First things first" offers two options. Select "No Thanks" for both.