

## GETTING OFFICE FOR FREE THROUGH KSU

First, I went through this process and it was successful, but I continued to receive notices of the expiration of Office even after I made the changes. They stopped appearing on Word documents before expiration but I still got an e-mail from Microsoft the day before my expiration. But on that day, nothing happened.

It seems that emeriti should get Office through the university for free, but apparently it's not generally true. Therefore, follow the instructions below.

1. You need to determine if you are eligible. Write to Nick at [techhelpsrc@kent.edu](mailto:techhelpsrc@kent.edu) and he will find out if you qualify.
2. Because I already had a Microsoft account (from buying a program that had to be downloaded), I could complete the steps for getting Office. If you don't have a MS account, that might be a problem. Consult techhelpsrc on that question.
3. Download the KSU education version of Office. Go to [www.microsoft.com/en-us/education/educators.aspx](http://www.microsoft.com/en-us/education/educators.aspx). Down screen there is "Get Office 365 Education Free." Put in your kent.edu e-mail. Choose "I'm a teacher." Then you have to sign in with your MS account. Perhaps this step can be bypassed—I'm not sure. Then it goes to Good Evening/Morning etc and shows icons for the Office apps. On right, click "install office apps." You will be offered a way to download Office.
4. Click "Start" in Windows. At bottom type "Office." "My Office" will come up. Click the "Sign in" icon at the top right. A sign in page opens. There you sign in to your KSU e-mail account, typing it in full. Then choose "work or school account" (not personal account). Now sign into KSU e-mail. Mine is "tmiller1" and password. Answer questions. Allow KSU to manage my access (I guess). Then click "done." Apparently this Office has no expiration date.

Other wrinkles could happen, and if they do you'll have to handle them as they occur. You can always get help from Nicolas at techhelp.