



# Microsoft 365 Apps for Campus

POLICIES | APRIL 2021 | VERSION 1.0



## Purpose

The purpose of this policy is to outline the general rules and guidelines to use Microsoft 365 Apps for Students/Faculty

*“Make sure your email account is secured. Don’t share your email password with anyone”*



### Tips for a strong password

1. Letters + Numbers + Symbols
2. At least 8 characters
3. Don't reuse the password
4. Don't use the same password for multiple accounts

## User Account

### Creation:

1. **Students/Staff/Outsourcing Employee/Project Staff** – Using institute email id, create an account in Office.com.
2. If you get the error of **“You can't sign up here with a work or school email address. Use personal email address, such Gmail or Yahoo! Or get a new Outlook email address.”** Please request for reset password to [cca\\_software@iittp.ac.in](mailto:cca_software@iittp.ac.in)

### AIM of CC:

Computer Center (CC) supports the institute with different licensed software to avoid the usage of pirated or unlicensed version usage of software. As part of the policy, the institute provides a basic software to faculty and staff such as Windows OS, PDF Editor, Microsoft Apps and Kaspersky Antivirus, and Microsoft Apps for Students. To support the academic use by faculty, staff, students, regular full-time and part-time faculty are entitled to Microsoft 365 Apps for faculty, under which they can install and use the latest versions of Microsoft Office software under Microsoft 365 Apps for Faculty via the Institute's Enrollment for Education Solutions with Microsoft. Regular full-time and part-time staff and students are entitled to Microsoft 365 Apps for Students, under which they can install and use the latest versions of Microsoft Office software under Microsoft 365 Apps for Students via the Institute's Enrollment for Education Solutions with Microsoft. This allows eligible faculty, staff and students free installation of MS Office software on up to a maximum of five PCs or Macs owned and used by the faculty, staff and students for academic work during their work or studies at the Institute. Faculty, Staff and Students can also run Office Mobile for Android or Office Mobile for iPhone on up to 5 mobile devices.

## Important:

By installing any of the MS Office software in Microsoft 365 Apps for Faculty/Students, an employee or a student has agreed to comply with the proper and legal use of the software of Microsoft 365 Apps for Faculty/Students and is liable for any improper and illegal use of the software



# FAQs

## 1. What are Microsoft 365 Apps for Students?

Microsoft 365 Apps for Students includes the following Microsoft software:

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| <ul style="list-style-type: none"><li>• Microsoft Word</li><li>• Microsoft PowerPoint</li><li>• Microsoft Excel</li><li>• Microsoft Outlook</li></ul> | <ul style="list-style-type: none"><li>• Microsoft OneNote</li><li>• Microsoft Publisher (PC Only)</li><li>• Microsoft Access (PC Only)</li><li>• Skype for Business.</li></ul> |
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## 2. What are Microsoft 365 Apps for Faculty?

Microsoft 365 Apps for Faculty includes the following Microsoft software:

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|--|---|--|
| <ul style="list-style-type: none"><li>• Microsoft Word</li><li>• Microsoft PowerPoint</li><li>• Microsoft Excel</li><li>• Microsoft Outlook</li><li>• Microsoft OneNote</li><li>• Microsoft Publisher (PC Only)</li><li>• Microsoft Access (PC Only)</li><li>• Microsoft Project</li></ul> | <ul style="list-style-type: none"><li>• Microsoft Teams</li><li>• Skype for Business.</li><li>• Microsoft CRM</li><li>• Microsoft Delve</li><li>• Microsoft Forms</li><li>• Microsoft Kaizala</li><li>• Microsoft One Drive (1 TB)</li><li>• Microsoft Whiteboard</li></ul> | <ul style="list-style-type: none"><li>• Microsoft Planner</li><li>• PowerApps</li><li>• Microsoft SharePoint</li><li>• Microsoft Staff Notebook</li><li>• Microsoft Stream</li><li>• Microsoft Sway</li><li>• Microsoft Video</li><li>• Microsoft Yammer</li></ul> |
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## 3. How can I tell whether I am eligible for Microsoft 365 Apps for Students?

All regular full-time and part-time students of IIT Tirupati are eligible for Microsoft 365 Apps for Students.

A student's eligibility to Microsoft 365 Apps for Students terminates upon graduation, i.e. when he/she is no longer a regular student of IIT Tirupati, who is then responsible for uninstalling all MS Office software obtained via Microsoft 365 Apps for Students from his/her PCs/Macs/mobile devices. Your license will be removed by the CC on the days of graduation.

## For Security Reasons:

Anyone from outside the organization cannot use these Apps

Do not share the apps or password with your family members.



### 4. **How can I tell whether I am eligible for Microsoft 365 Apps for Faculty/Staff?**

All regular full-time and part-time faculty of IIT Tirupati are eligible for Microsoft 365 Apps for Faculty.

All regular full-time and part-time staff of IIT Tirupati are eligible for Microsoft 365 Apps for students.

A faculty's/staff's eligibility to Microsoft 365 Apps for Faculty terminates upon termination or retirement i.e. when he/she is no longer a regular faculty or staff of IIT Tirupati, who is then responsible for uninstalling all MS Office software obtained via Microsoft 365 Apps for Faculty/Student from his/her PCs/Macs/mobile devices. Your license will be removed by the CC on the day of your relieving order.

### 5. **I am eligible, but I did not receive the announcement on Microsoft 365 Apps for Students/Faculty?**

Please check the email sent by CC Software Advisor on a regular basis.

### 6. **Though I am not eligible for Microsoft 365 Apps for Students/Faculty, can I be considered for Microsoft 365 Apps for Students/Faculty with proper justifications?**

No. As per the license agreement between Microsoft and IIT Tirupati, the Microsoft 365 Apps for Students/Faculty is valid only for eligible students/faculty/staff.

### 7. **I am eligible, but I am not in Tirupati. Can I install Microsoft 365 Apps for Students/faculty from a remote site through the web?**

Yes, if you are eligible for Microsoft 365 Apps for Students/Faculty, you can install the MS Office software from a remote site through the web via your IIT Tirupati Microsoft 365 account (e.g. [AB20B001@iittp.ac.in](mailto:AB20B001@iittp.ac.in)).

### 8. **Are Microsoft 365 Apps for Students/Faculty free of charge?**

Technically No. Because the institute pays for it every year. However, the right to use the license by staff, students and faculty are free and each eligible faculty, staff and student is entitled to Microsoft 365 Apps for Students/Faculty as long as the Institute is still subscribing to Microsoft 365 Apps for Students/Faculty. Currently, CC planned to subscribe to Microsoft 365 Apps till March 2023. After March 2023, the CC will review it and decide.

## How Many Installations?

Eligible for 5 PCs or Macs

Eligible for 5 Mobile Devices



### 9. How long will the University still subscribe to Microsoft 365 Apps for Students/Faculty?

The subscription to Microsoft 365 Apps for Students/Faculty is made annually, and the Institute will review each year whether or not to continue Microsoft 365 Apps for Students/Faculty subscription or adopt other subscription models.

Should the subscription to Microsoft 365 Apps for Students/Faculty be discontinued/alterd, students/staff/faculty who have installed MS Office software obtained via Microsoft 365 Apps for Students/Faculty will have to comply with the changes which may require the uninstallation of all/some MS Office software from their PCs/Macs/mobile devices.

### 10. How many installation times will be allowed?

Each eligible student/staff/faculty is allowed the free installation of MS Office software on up to a maximum of 5 PCs or Macs owned and used by the student/faculty/staff. The student/staff/faculty can also run Office Mobile for Android or Office Mobile for iPhone on up to 5 mobile devices. In case, if you want to install the software/app more than 5 times can deactivate their unused installation from your office.com portal login.

### 11. How long can I keep my license for Microsoft 365 Apps for Students/Faculty?

Student must at least connect to the Internet once every 30 days for the Microsoft to verify that he/she is still eligible for the program. A student who graduates or is no longer a current regular student will lose his/her license shortly. When the license expires, the student retains read-only access to his/her Microsoft Office files.

Faculty/Staff must at least connect to the Internet once every 30 days for Microsoft to verify that he/she is still eligible for the program. Faculty/Staff who is relieved from the institute will lose his/her license on the day of relieving order. When the license expires, the faculty/staff retains read-only access to his/her Microsoft Office files.

### 12. Can I share the license with other family members?

No, the products are licensed solely for your own use as an IIT Tirupati Faculty/Staff/Student for your academic work. The license is not transferable, and it must not be shared with anyone, not even another Faculty/Staff/Student.

### 13. Does the software provider in the Microsoft 365 Apps for Students/Faculty support Windows OS language platforms other than English?

You can choose to install various language versions of Microsoft Office through your institute Microsoft 365 accounts.

## Strong Password

Keep a long password (at least 16 characters)

Avoid using obvious personal information

Change your password regularly



### 14. What Operating System do the Microsoft 365 Apps for Students/Faculty support?

Microsoft 365 Apps for Students/Faculty consist of:

- Microsoft 365 Apps for Students/Faculty for PC
- Microsoft 365 Apps for Students/Faculty for Mac
- Office Mobile for Windows Phone
- Office Mobile for iPhone
- Office Mobile for Android, etc

You can select Windows, Macintosh and versions for mobile devices. Please note that you need to have the respective PCs/Macs/mobile devices for installing the respective versions, e.g. a Macintosh machine to install the Macintosh version of MS Office software.