

# Free Microsoft Office for students

## –available for Windows and Mac

Students at all schools which are part of IT-Center Fyn can are allowed to download MS Office 365 for Windows and MS Office 365 for Mac. This is **FREE** and you can install it on up to 5 units.

### How it works

Go to: <http://office.itcfyn.dk> (The page is in Danish)

As a student at Nørre Gymnasium, you log on by typing your school email.

Example: chri0002@edu.norreg.dk

When login is effective, do as follows:

1. In the top right corner click the **Installér Office** button.
2. Choose **Office 365-apps**
3. Type the above username and password if required. (For Mac-users activation is done when you start Word).

**REMEMBER:** When you activate the Office pack, you must select "**Aktivering via Office 365-konto**" and use the above "e-mail address" and your current password – also when re-activating the Office suite from time to time

The products listed below are installed with the Windows edition (**Office 365**). All products will be installed – you cannot choose some parts only from the suite. **Office 365 for Mac**, consists of Word, Excel, PowerPoint, OneNote, OneDrive and Outlook only.



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Lync



InfoPath

### Notice:

The License is valid for use on 5 PC/Mac computers as long as you are registered as a student at Nørre Gymnasium. The offer was given by Microsoft and IT-Center Fyn made it available. IT-Center Fyn cannot be held responsible for problems that might occur on private computers during or after the installation.



Microsoft