

# Office 365 Our commitment to education



## Students and teachers @MDC get Office 365 for free

Available at no extra cost through the Microsoft Student Advantage program, Office 365 gives students enrolled at the College access to the latest versions of Office Suite, with all the features and functions you've come to expect. Add-ins like Office Mix let teachers record and publish class lectures, while OneNote lets them share lesson plans, class notes, photos, and ideas on any device, accessible from anywhere. Tools like Lync and Skype let students communicate and collaborate with others around the world.

### Free personal training

Take advantage of our free, one-hour, in-store personal training sessions to learn new skills on Office 365 applications and other Microsoft products.

### Events and Workshops

We offer free Events and Workshops throughout the year to help students and teachers do more. Stop into the Microsoft store for best-in-class products, support, and training for teachers and students today, along with your

free copy of Office 365ProPlus. To schedule events or personal training email [britm@microsoft.com](mailto:britm@microsoft.com)

### Free Office installation

Office 365 provides a web-based portal where you can install Office 365 Pro Plus. Keep in mind that you have to be a local administrator on a computer to install Office 365 Pro Plus.

1. Go to [myoffice.mdc.edu](http://myoffice.mdc.edu)
2. Log in using your student e-mail address (typically `firstname.lastname00x@mymdc.net`) and password
3. Click on the gear icon in the upper right corner, and then select Office 365 settings
4. Click Software in the left menu
5. Select your desired Language
6. If you are installing Office for Windows, Microsoft recommends using the 32-bit installation
7. Click Install to download and install the latest version of Office

### Microsoft Store @Dadeland Mall

Hours: Mon–Sat:10am–9pm Sun:11 am–7pm

Questions: [britm@microsoft.com](mailto:britm@microsoft.com)