

Microsoft 365 Apps Subscription License



Faculty & Staff

Faculty and staff should not perform this installation on a University computer without first consulting the [Technology Coordinator](#) who supports the computer.

What does the license provide?

UAlbany faculty, staff and students are entitled to a subscription license for **Microsoft 365 Apps for enterprise** (formerly called Office 365 ProPlus) at no charge.

- You may [install Office 365](#) on up to 15 devices in total: 5 installations on Windows (Windows 8.1, or 10) and Mac (macOS/X 10.10 or later) devices, 5 installations on smart phones, and 5 on tablet devices. You may [deactivate](#) the license for workstations where you have already installed the software to free up licenses, if needed.
- It is a subscription license that begins as soon as your UAlbany Mail account is created and ends when your UAlbany Mail account [expires](#). Instances of Office 365 installed on your computers will go into reduced functionality mode after that point. (You can open and view existing files, but most features are unavailable.)
- The apps get installed on your computer and are available even when your computer is offline. They check in with the licensing server when your computer is online. Your computer must be online at least once every 30 days or the apps will go into reduced functionality mode until the license subscription can be verified online again.

This license includes:

- **Microsoft 365 Apps for Windows**
 - Outlook, Word, Excel, PowerPoint, OneNote, Microsoft Publisher, Microsoft Access, Teams
 - [Install Office 365](#)
- **Microsoft 365 Apps for Mac**
 - Outlook, Word, Excel, PowerPoint, OneNote, Teams
 - [Install Office 365](#)
- **Microsoft 365 Apps Mobile Apps for Phones and Tablets**
 - **Apps for iOS:** Word, Excel, PowerPoint, Outlook, OneNote, Teams, and OneDrive
 - [Get Office apps for iPhone or iPad](#)
 - [Configure Microsoft Office Apps for iOS](#)
 - **Apps for Android:** Word, Excel, PowerPoint, Outlook, OneNote, Teams, and OneDrive
 - [Get Office apps for Android phones and tablets](#)

Microsoft Office 365 Accessibility Resources

- [Accessibility in Microsoft 365](#)

Microsoft Office 365 Training Resources

- [Training resources for Microsoft Office 365](#)

Need more help? Submit an [ITS Service Desk Request](#).