

## **Free Office 365 Education Plus for UM Staff and Students**

Microsoft Office 365 absolutely Free for UM staff and students. All users are eligible for Office 365 Education Plus. Please take this opportunity NOW !!!

We are proud to announce the availability of Microsoft Office 365 Plus for all UM staff and students where each user will be able to enjoy the benefits and advantages of this technology.

Office 365 Education Plus is part of the benefit/value added services from centralized contract of Microsoft Software between Prestariang Systems Sdn Bhd and Ministry of Higher Education (MOHE).

### **What is Office 365 Education?**

Office 365 Education, formerly Office 365 for Education and Microsoft Live@edu, is a free suite of hosted Microsoft services and applications that is intended for educational needs. The program provides education institutions with a set of hosted collaboration services, communication tools, and mobile, desktop, and web-based applications, as well as data storage capabilities. Office 365 is delivered to users through the cloud and includes Exchange Online for email, SharePoint Online for collaboration, and a suite of Office Web Apps, Web-based versions of the traditional Microsoft Office suite of applications.

UM account - [365.um.edu.my](http://365.um.edu.my) are registered under Office 365 Active Directories so that users have a seamless experience in the front-end.

### **Main Features of Office 365**

1) Office Professional Plus – A MS Office license that updates to the newer versions. When Microsoft releases version 2016 to the market, a Pro Plus user gets to upgrade for free, too !!

MS Office 2016 can be installed in your personal devices - **5 licenses for Laptop/Desktop/Mac, 5 licenses for tablet, 5 licenses for smartphones**

2) Office Online – Staff and Students get online versions of Word, PowerPoint, Excel, and OneNote.

3) Outlook Online (as secondary email) - Business-class email, calendar, and contacts with a 50 GB inbox

4) One Drive - Store, share, and collaborate

Take advantage of 1 TB of OneDrive storage to post and share homework assignments, provide feedback, and work with others in real time—on the go, from all your devices.

5) One Note - Organize and share your work

Organize all of your class materials into one digital notebook. Create more compelling, interactive content that you can easily collaborate on with students and colleagues.

## **How to access Office 365?**

### **For Staff**

- 1) Please visit <https://login.microsoftonline.com>
- 2) Sign in to your account

**Login ID – [username@365.um.edu.my](mailto:username@365.um.edu.my)**

**Password**

**Whereby username and password are username & password of UMMAIL**

### **For Students**

- 1) Please visit <https://login.microsoftonline.com>
- 2) Sign in to your account

**Login ID – [username@siswa365.um.edu.my](mailto:username@siswa365.um.edu.my)**

**Password**

**Whereby username and password are username & password of SISWAMAIL**

### **Who is eligible to use office 365?**

All UM staff and students who have UMMAIL / SISWAMAIL account.

### **How long can I use Office 365 ?**

If you are eligible, you can use the plan until you graduate or are no longer enrolled or employed at UM.

**Can I share the Office 365 plan with others?**

Definitely **NO**, Office 365 is **LICENSED ONLY** to the qualifying **UM STAFF** and **STUDENTS**

For further information on Office 365, please refer to the notes which can be accessed from UM software website at [http://software.um.edu.my/office 365.html](http://software.um.edu.my/office%20365.html)

Please do not hesitate to contact us at [umsoftware.support@um.edu.my](mailto:umsoftware.support@um.edu.my) for further enquiries.

Any problem, please login to UM Helpdesk at [helpdesk.um.edu.my](http://helpdesk.um.edu.my)

Thank you & Best Regards,