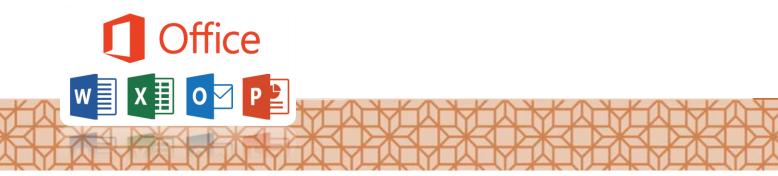


Microsoft Office for Staff Home Usage

User Guide

(February 2017)





Microsoft Office for Staff Home Usage

Microsoft offers Qatar University's Staff an easy access to Microsoft Office for personal usage.

Option 1 - FREE Office 2016

You can get a free Copy of MS Office for as long as you are working with the university.

- 1. Visit http://www.aka.ms/Office4You
- 2. Login with your Qatar University username and password.
- 3. You will be able to download Office.
- 4. Click on **Install**. (It might take long time)
- 5. The first time you start office after the installation is completed, it will ask you to activate your free office version. To do so you will need to login with your Qatar University Username and Password.





Option 2 - Buy Office 2016 for life for \$9.00

QU Staff and Faculty can now buy and use Microsoft Office Professional Plus 2016 at home by following these steps:

- 1. Go to http://www.microsofthup.com access denied from university. Also, you should use your personal computer
- 2. Enter your work email address.
- 3. In a few minutes, you will receive an email from Microsoft with a link to buy the software.
- 4. On the site page you can buy the Office for your Windows or MAC.

