

Microsoft Office for Staff Home Usage

User Guide

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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.

Office 365
Work or school account
Your OU email address
Your OU password
 Keep me signed in

Office
Install Office 365 ProPlus with the new 2016 apps (F...
This will install the following apps on your computer: Word, Access, Publisher, Outlook, Skype for Business, OneDrive fo...
Word Excel PowerPoint OneNote Access Publi...
Language: English (United States)

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.microsoftup.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.

Microsoft
Home Use Program
Take Office home for just \$9.00
Enter your work email here to see if you are eligible for the Home Use Program.
Qatar
English
Your QU email address

Congratulations!
You are qualified to purchase from the Home Use Program.

1. Click on the "Buy Now" button.
2. Purchase your product.
3. Install the software on your personal device.