

Free Office 365



- Saves all your work in the cloud
- Allows you to install clients (programs) on up to five devices, incl. laptops, phones and tablets
- Allows you to start a file on one device and continue editing it on another
- Keeps your work safe; you access it easily with your University login
- No need to carry a memory stick with you

Go to <https://goo.gl/ZXAAYD> to learn more about Office 365 and <http://goo.gl/dyOOLP> - to find out your university email password (different to the Portal password).

Find out your university email address by logging into the *Portal – Email and OneDrive*; your email address (e.g. a-surname@email.ulster.ac.uk) is visible in the profile menu.

From the *Email and OneDrive Settings*, you can download the Office applications to your computer and handheld devices.

Then use your university email and email password to activate your free Office 365 licence.