

Microsoft OneDrive and Office ProPlus Employee Benefit

Microsoft has extended the availability of their OneDrive Cloud Storage and Windows Office 2013/Mac Office 2011 ProPlus (Cloud Services) to college employees. Microsoft offers this benefit to college employees because they handle our student email.

Employees with a Gettysburg College username and password can access these Cloud Services by logging on to the Microsoft Office 365 Portal at <https://portal.office.com> using your Office 365 credentials (which are the same as your College username and password, e.g. yourusername@gettysburg.edu and your password)

1. One Drive - your Microsoft cloud account currently has 1 TB of online cloud storage which is accessible to you and sharable with any user(s) you authorize.

2. Office 2013/Mac Office 2011 ProPlus - Word, Excel and PowerPoint. Every copy of Office ProPlus you install is connected to Gettysburg College through your credentials, including access to all of the cloud services. You may install it on up to five (5) *personally owned* home computers. It should only be installed on computers that you are personally using. **You may not install Office ProPlus on any Gettysburg College owned computer.**

You can also use your Office 365 credentials to access your Microsoft account through mobile apps on up to 5 devices. Go to your favorite App Store (Apple or Android) and search for "Microsoft".

Please note the following: These Microsoft services are made available to you because of your employee status. Your access to all Office 365 services ends when you are no longer a College employee.

Once your access ends any documents you have created using Office 365 will go into reduced functionality mode for 30 days – you will still be able to view and print your documents during this time but you will not be able to create new documents or edit existing ones. You can re-activate your documents by purchasing an Office 365 subscription from Microsoft at your own expense. If you take no action to re-activate your Office 365 account, all content will be irrevocably deleted by Microsoft after the 30th day. Please plan accordingly.

Disclaimer:

These online benefits are brought to you by Microsoft and are subject to change at any time and without advance notice. Gettysburg College cannot secure, backup, restore or recover your Microsoft Office cloud services or files. Although Microsoft is reliable and we have a business relationship with them, you use Microsoft cloud services entirely at your own risk.