

Microsoft Office 365 ProPlus

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What is Office 365 ProPlus?

Office 365 ProPlus is a productivity suite of software that includes Microsoft Word, PowerPoint, Excel, and Outlook.

It is a user-based service that allows UGA students, faculty and staff to use the software on up to 5 computers (Windows or iOS) and on their mobile devices (Android, iOS or Windows).

Who is Eligible for Office 365 ProPlus?

UGA students, faculty and staff can download the latest versions of the Office 365 ProPlus software free of charge as part of the university's Microsoft Campus Agreement.

Once you graduate or leave UGA, you will lose access to Office 365 applications and products connected to your @uga.edu address [after a period of time](#).

What Software is Available in Office 365 ProPlus?

For iOS and Windows computers: Microsoft Word, Excel, PowerPoint, Outlook

For Mobile Devices (available at the Android, Apple, & Microsoft App Store):

- Android: Microsoft Excel, Outlook, PowerPoint & Word
- iOS: Microsoft Excel, Outlook, PowerPoint & Word
- Microsoft: Microsoft Excel, Outlook, PowerPoint & Word

How Do I Download My Copy of Office?

Office 365 Pro Plus can be downloaded via a web browser at:

- MyUGA Portal (<http://my.uga.edu>)
- UGAMail Homepage (<http://ugamail.uga.edu/>)

You can find instructions for downloading Office on [computers](#) and [mobile devices](#).

If you are off-campus, you will need [ArchPass](#) to log in and download the software.

For first-time students at UGA, the permission allowing you to download Office 365 is typically available about one week before classes start.

Who Do I Contact for Assistance?

EITS Help Desk

- 706-542-3106 (*phone*)

- helpdesk@uga.edu (*e-mail*)
- <https://confluence.eits.uga.edu/display/HDSH/Chat+Service> (*chat*)
- <http://eitshelpdesk.uga.edu/> (*web*)
- <http://www.eits.uga.edu/request> (*web request form*)