

Microsoft Office

Download O365 in 2021

1. Go to <https://office.com> and sign in with your cnetid@uchicago.edu email address. You will be redirected to a shib page to sign in.
2. Ensure you are on the "Home" tab. Top left, click on the icon that looks like a house.
3. There should be a button on the top right of the page: "Install Office" > "O365 Apps"
 1. This will download an installer which will guide you through installing the O365 applications.

Alternative methods

For Students

MS Office 2016 is free to U of C students via [OnTheHub](#). Each student can get one license that can be installed on 2 computers.

For Staff and Faculty

Personal Computer

If Staff and Faculty are looking to put Office on their computers, as of 2017-12-13, they can get a copy at the same OnTheHub site that students get it but it is not free. Windows upgrade is also available but can go on one computer only, not 2 and they also, can only get one license.

This option to staff and faculty may be gone with the next contract.

University owned computer

Staff and Faculty can get it for free for use on University owned computers (even if that computer is at the staff or faculty person's home) via UChicago Box by claiming their [Box account](#) and clicking on the University of Chicago Software folder.

Rules

What you agree to when installing Microsoft Office (The short unofficial version)

Is a user in violation of the agreement if they had paid and installed Office 2016 previously once this option is gone in the next contract?

Yes, you may be in violation if you continue to use a license that is no longer part of the agreement.

How would a user know they were in violation?

According to ITS you won't necessarily be informed. They also don't have a way for you to stay informed about such things.

Staff and Faculty

If the user is staff or faculty using a Campus Agreement license from a previous contract that is no longer valid, whether they got it for free from Box or their departmental IT representatives or purchased the right to use it from OnTheHub, they can no longer use the software as per the software terms.

Students

Students own the software, acquired via OnHub, once they have completed their course of study.

IT Related Questions

Is IT expected to keep control/act as a gatekeeper for this software?

No, not at the present time unless you are distributing it yourself. If you are, I would give the same terms we do, in the very poorly presented read me file of the same Box folder. We hope that soon, people accessing Box will see that before they can access the software but I am told it is a work in progress.

Microsoft tells us that we (all of IT) must take reasonable measures to notify the campus of the changes in the Campus Agreement. IT Services has not yet determined what measures those will be.

Certainly, those departments with known IT support will be notified of their responsibility but it won't involve any liability on their(IT) part if one of their users chooses not to remove the software from his/her personal computer once notified of the need to do so.

From:

<https://howto.cs.uchicago.edu/> - **How do I?**

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Last update: **2021/04/14 10:11**

