We are pleased to inform you that **Microsoft Office 365 ProPlus** is now available to all active CUNY faculty and staff at no cost through the *Microsoft Office in Education* program. Office 365 ProPlus allows you to take your office with you and includes widely-used applications such as Word, Excel, PowerPoint, Outlook, OneNote and more. Please note that OneDrive for Business is not yet included.

Each active employee of the University may install this suite of productivity software on up to 15 personal devices, including desktops, laptops, tablets, and smart phones. Your Office 365 ProPlus license will remain active as long as you are an active employee at CUNY. After that, you can choose to stop using ProPlus or choose to pay a license fee to continue to use the software.

To get started, visit the **FAQ** page and then go to http://www.cuny.edu/officeproplus to download the software. You will be asked to login in with your **CUNYfirst username** followed by **"@login.cuny.edu"** (e.g. jane.smith16@login.cuny.edu) and your CUNYfirst password.

Instructors should note that students can download the Microsoft suite at no cost through a separate program using their Lehman student email credentials. The suite includes OneDrive, which provides 1 TB of cloud storage. Information for students can be found here.

For additional information on other software available to students, faculty, and staff, please visit this link.

Please contact the IT Help Desk at help.desk@lehman.cuny.edu if further assistance is needed.

Thank you.