

System Requirements / Eligibility

Microsoft 365 is collection of Microsoft productivity tools, available to use online and (in some cases) to download and install. Your A-State affiliation determines which apps and services are available to you.

System Requirements

Before installing M365 apps, please review the [system requirements](#) to ensure your computer or mobile device is supported.

Support for Internet Explorer 11 has ended.

The compliance policy for personal devices may require additional security configuration on your personal device to protect university data.

Licenses

A-State currently provides the following licenses.

- Microsoft 365 A5 for faculty
 - Exchange Online
 - Office for the web
 - The latest desktop version of Office (Microsoft 365 Apps)
 - To-Do
 - Microsoft Forms
 - Microsoft Planner
 - Microsoft Teams
 - Power BI
- Office 365 A1 for faculty
 - Exchange Online
- Microsoft 365 A5 for students
 - Office for the web
 - The latest desktop version of Office (Microsoft 365 Apps)
 - To-Do
 - Microsoft Forms
 - Microsoft Planner
 - Microsoft Teams
 - Power BI

Eligibility

Faculty/Staff

- Current full-time Faculty and Staff are assigned the license **Microsoft 365 A5 for faculty** and have access to all apps and services that A-State has enabled.

Sponsored Accounts

The following A-State accounts are assigned the license **Office 365 A1 for faculty** and have access to Exchange Online but *will not* have access to other apps or services.

- A-State NYIT accounts
- A-State Queretaro accounts

Sponsored A-State accounts that do not fall under the above categories, will have access to the following additional apps and services.

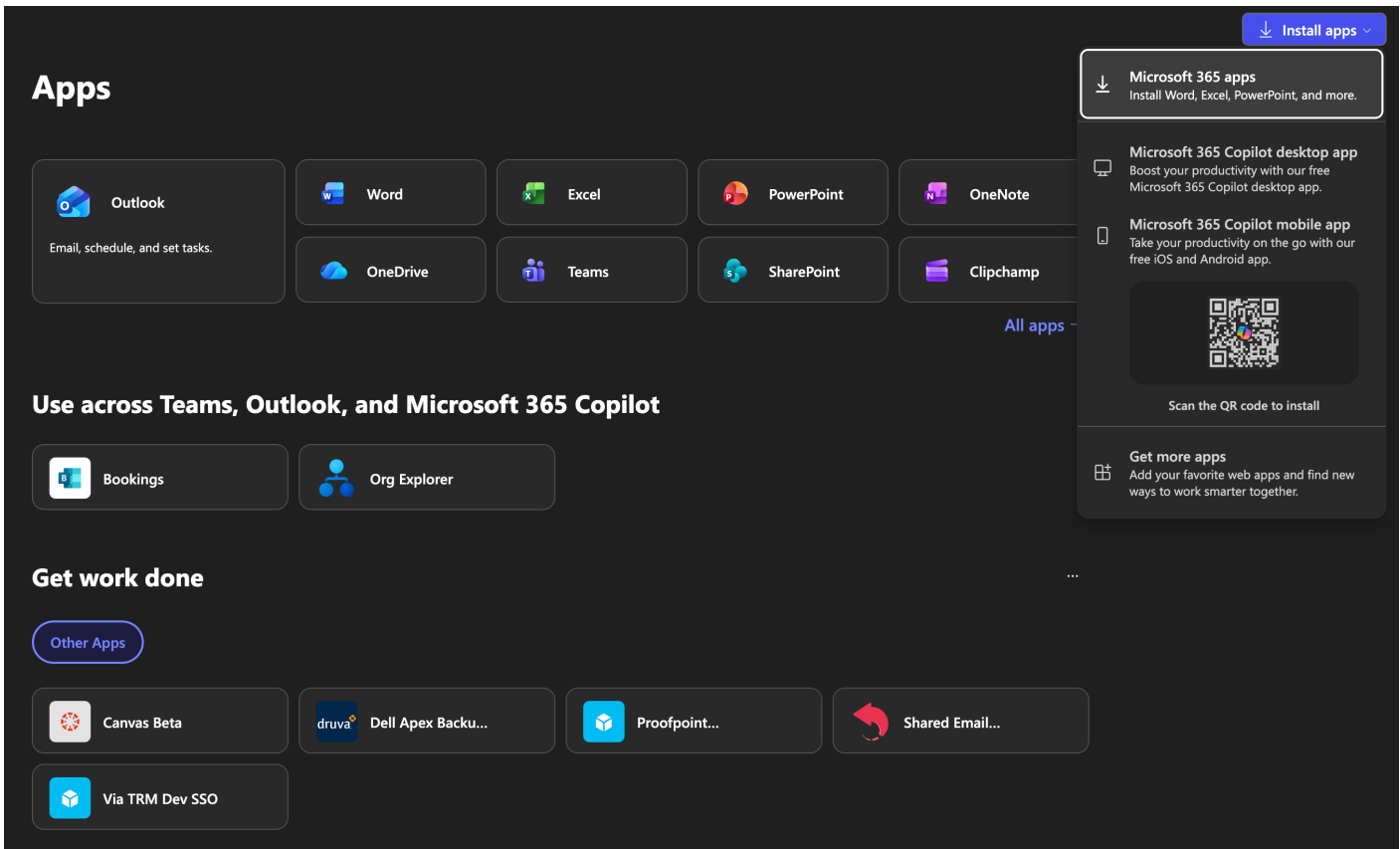
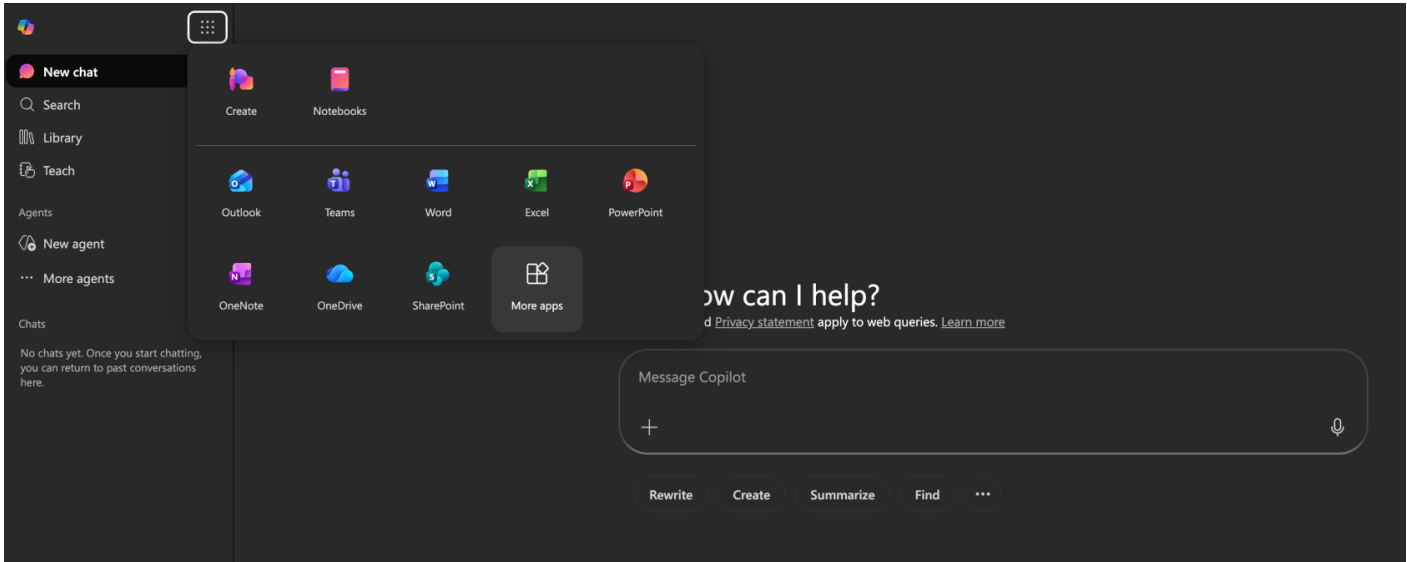
- Office for the web
- Microsoft Teams

Students

- All currently enrolled students are assigned the license **Microsoft 365 A5 for students** and have access to all apps and services that A-State has enabled.

The following steps will show you what licenses are currently assigned to your A-State account.

1. Go to <https://www.office.com>
2. On the **Sign in** screen, enter (or choose) your **@astate.edu** email address
 - If prompted to choose a **Work or school account** or a **Personal account**, always pick the **Work or school account**.
3. Click **Next**
4. Enter your **A-State password**
5. Click **Sign in**
6. Decide whether to stay signed in (if you are on a public computer, choose **No**)
7. If prompted, complete the Microsoft Authentication
8. In the upper Left hand corner click the **waffle icon** (Square made of dots)
9. In the drop down menu click on **More apps**
10. In the upper right hand corner, click **Install apps**. You will be presented with three options, choose **Microsoft 365 apps**. This will redirect you to the **Apps & devices** page.
11. On the Apps and devices page, from the list on the left select **Subscriptions**.



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