

## Office Professional Plus for Students

Office Professional Plus is free for all UTSA students and consists of full versions of Microsoft Office software: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, and InfoPath. Students are able to download this software on up to five personal devices.

### How to Download

Go to [my.utsa.edu](http://my.utsa.edu) and click on the "OneDrive for Business" link.

The screenshot shows the UTSA website header with the 50th anniversary logo (1969-2019) and the text "UTSA The University of Texas at San Antonio". The navigation menu includes: myUTSA, UTSA Today, Visit, Directory, Search, About, Admissions, Academics, Research, Campus Life, Giving, Athletics, Alumni, News.

**STUDENT RESOURCES**

- ▶ ASAP
- ▶ Blackboard Learn
- ▶ PrintSpot
- ▶ myUTSA Apps
- ▶ DegreeWorks
- ▶ OneDrive for Business ←
- ▶ myUTSA mail
- ▶ Class Schedules
- ▶ Academic Calendar
- ▶ Account Passphrase Reset
- ▶ UTSA Bluebook
- ▶ Information Technology Resources for Students (OIT)
- ▶ RowdyLink
- ▶ Student Policies

**FACULTY/STAFF RESOURCES**

- ▶ WebMail
- ▶ OneDrive for Business
- ▶ UTSA SharePoint
- ▶ Faculty Center
- ▶ Human Resources
- ▶ UTShare/PeopleSoft
- ▶ Interim Workflow Solutions
- ▶ Account Passphrase Reset
- ▶ DigitalMeasures
- ▶ Academic Calendar
- ▶ Anti-Spam Email Settings
  - > About SPAM
- ▶ BANNER
  - > BANNER 9 Upgrade
- ▶ Information Technology Resources for Faculty and Staff (OIT)
- ▶ RowdyLink

**Fall 2019 Info for Roadrunners**

**JOIN US**

Log in using your MyUTSAID and passphrase



Sign in with your organizational account

Sign in

[Acceptable Use Policy](#)

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© 2016 Microsoft my.UTSA.edu Forgot your password? Need Help?

To download and install software, click on the tiles menu “waffle icon” in the upper left hand corner

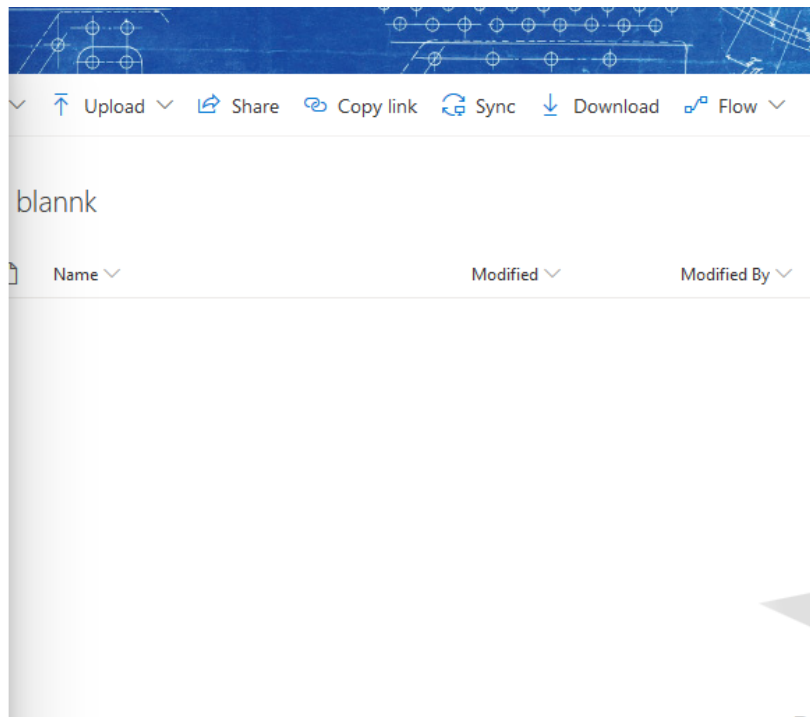


## Apps

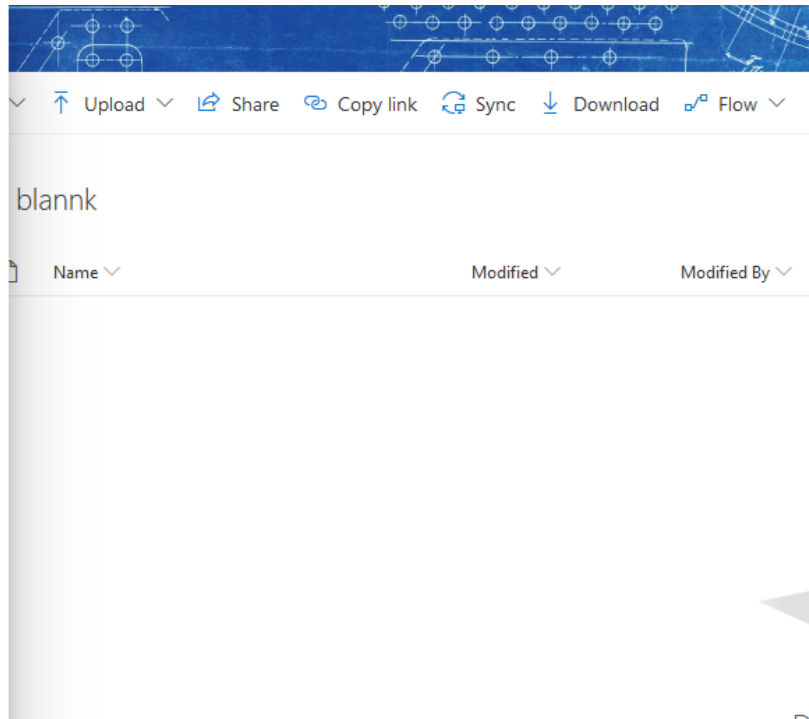
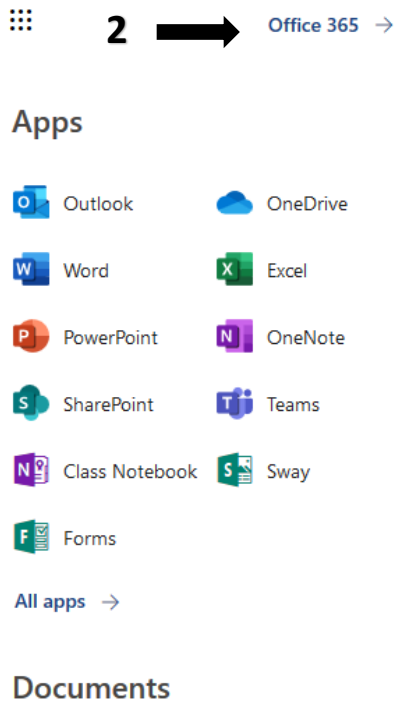
- Outlook
- Word
- PowerPoint
- SharePoint
- Class Notebook
- Forms
- OneDrive
- Excel
- OneNote
- Teams
- Sway

All apps →

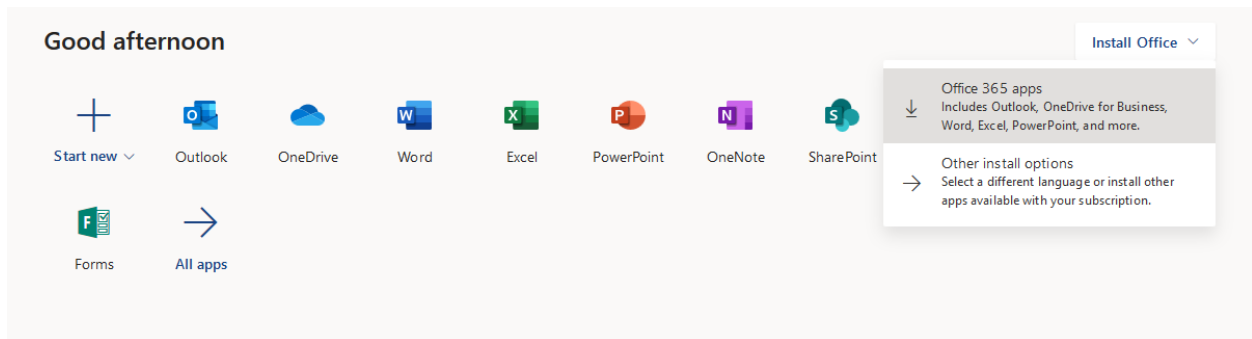
## Documents



Click on Office365



Click on Install Office and select Office 365 apps



Activate Office365

If you are a UTSA Student, you can activate your Office365 subscription by entering [abc123@utsa.edu](mailto:abc123@utsa.edu) and your UTSA passphrase

If you are UTSA employee, enter your staff/faculty email [firstname.lastname@utsa.edu](mailto:firstname.lastname@utsa.edu) and your UTSA passphrase