From: its@calpoly.edu
Subject: Update on Microsoft Licenses for Emeritus
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Information Technology Services

In March, we emailed to inform you that Microsoft was expected to change their license structure on April 1, resulting in emeritus no longer being able to download and use Microsoft Office desktop applications with their Cal Poly account. The Office 365 suite of web-based apps—including Word, Excel, Outlook and more—is still available to emeritus, but we heard from some of you that you feel like you need more assistance making the transition.

While Microsoft has delayed this change (without giving a new date), we still want to ensure that we provide you with some resources to ease the transition to Office 365. As a supplement to the online Office 365 help articles in our Knowledge Base, we have created a printable PDF guide that provides clear, step-by-step instructions to help any user learn the basic functions of Office 365 web apps. We have also included a document that has some FAQs about Microsoft Office, specifically for emeritus, and walks you through how to purchase and download your own personal license of the Microsoft Office desktop suite, should you want to continue using it.

It is still unclear when Microsoft will actually implement the change to their licenses, but as soon as we get more information from Microsoft, we will be sure to communicate out, with as much lead time as possible.

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As always, our Service Desk is available to assist in troubleshooting and answering questions. You can email them at servicedesk@calpoly.edu or call them at 805-756-7000.

Click below to view/download the printable guides:

Understanding CSU Microsoft Accounts for Emeritus [PDF]

Office 365 Web App Guides [PDF]