ACCESSING OFFICE 365/STUDENT ADVANTAGE

As a GC student you have free access to the Office 365 Student Advantage program which includes:

Microsoft Office 2013
One Drive – 1 TB cloud storage
Collaboration Tools

Office 365 is accessed through Unify once you have established your password and done the Office 365/Student Advantage synchronization.

NOTE: Any time you change your Unify password, you must do the synchronization again. If you have CHANGED your password or have NOT done the synchronization, complete the following steps BEFORE TRYING TO ACCESS the Office 365 products. If you have already done the synchronization, skip to the section “Accessing Office 365 Student Advantage.”

SYNCHRONIZING UNIFY PASSWORD

1. Login to Unify
2. This step should be done ANYTIME your Unify password is CHANGED:
   a. Click on the Password Utilities link
   b. Click on the GCSU Domain – One Time Password Synchronization/Student Advantage Sync button

[NOTE: You must LOGOUT and wait at least 15 minutes for the sync to be processed before trying to access Office 365/Student Advantage. This applies anytime the Unify password is changed]
ACCESSING OFFICE 365 STUDENT ADVANTAGE

1. Login to Unify

2. Click on the OFFICE 365 tab

3. Click on the **Access Office 365** button

   - **Office 365**
   - **Student Advantage Program:**
     - Microsoft Office free for currently enrolled Georgia College Students
     - OneDrive - 25 GB Cloud Storage
     - Collaboration Tools
     - and more...

   - **Access Office 365**
   - Your Microsoft Username is firstname.lastname@students.gcsu.edu
   - Your password is your Unify password.
4. On the Office 365 login page sign in with:

fname.lname@students.gcsu.edu
Unify password

5. Once you are logged in
   a. Click on the gear at the top right of the screen
   b. Select Office 365 settings
6. On Office 365 Settings page, click on “software”

7. Click on Install button to install Office 2013 products

This concludes steps for accessing Office 365 Student Advantage. Follow additional directions on the Office 365 site for accessing other settings and products.