

# Office 365

## Am I eligible for Office 365?

Office 365 is available to all CUE staff, faculty and active students. Sessional instructors who do not have an active contract will not have access to Office 365. Students not enrolled in the current term will not have access to Office 365.

Student Associations and Student Association employees are not eligible for Office 365 accounts under CUE's Microsoft Licensing Agreement.

## Do I get to keep access to Office 365 after I graduate?

No. You will lose access to Office 365 after the term ends. Please ensure you have saved all data to another location by the end of exams.

## How do I access Office 365 Applications?

Go to [portal.office.com](https://portal.office.com) and login with your CUE email address and password.

For more information, please contact the IT Services Helpdesk at [helpdesk@concordia.ab.ca](mailto:helpdesk@concordia.ab.ca).