

From: **IT Service Desk** <servicedesk@ohio.edu>

Date: Thu, Mar 28, 2019 at 2:39 PM

Subject: Re: Microsoft Office for Emeriti

To: IT Service Desk <servicedesk@ohio.edu>

OHIO Emeriti,

In March, we contacted you about a change to the university's Microsoft license that prevented us from offering free Microsoft Office downloads to emeriti as we had in the past. After discussing this change with leadership, we are happy to report that the university has decided to make up for where Microsoft's license falls short by purchasing Office 365 subscriptions for emeriti who request access to that software.

Recommended Steps

If you have Office installed on your computer and it's still working, you do not need to take any immediate action. Your software should continue to work as long as you do not change computers or reinstall Office.

In the future if you buy a new computer, reinstall Office on your old computer, or if your copy of Office stops working for any other reason, you can [contact the IT Service Desk](#) to request a free, annually renewable Office 365 subscription. Once your subscription has been activated, you will be able to install the latest version of Office. Because this is an annual subscription, you will need to contact the Service Desk each June to renew. There is no charge for this service.

We apologize for any inconvenience this change has caused you. As noted in our original communication, Microsoft caught us by surprise with their new license terms and enforcement policies. For more information, visit OIT's [Office 365 page](#).

For questions or follow up, please use one of the following methods:

- Call the IT Service Desk at 740-593-1222
- Send an email to servicedesk@ohio.edu

Ohio University

Office of Information Technology

<https://www.ohio.edu/oit>

To check the status of OHIO IT services, visit <https://status.ohio.edu>.