Microsoft Office 365 ProPlus

Microsoft Office 365 ProPlus subscription licenses are available at no charge to all UW students, faculty, and staff. Microsoft Office 365 ProPlus is an online distribution of Microsoft Office for PC, Mac, iPad, iPhone, and Windows and Android phones. (Faculty and staff can [can also obtain other Microsoft software through the Microsoft Home Use Program](.).)

License Information

- An Office 365 ProPlus user subscription provides Office applications for installation on up to 5 PCs or Macs and up to 5 Windows tablets, iPads, or smartphones.

- Office 365 ProPlus subscriptions can be used on both personal and UW-owned computers and devices.

- Office 365 ProPlus subscriptions expire when students, faculty, and staff leave the UW.

- Office 365 ProPlus is a per-person license. It is not appropriate to share it with family and friends, as it requires the user to occasionally present a UW NetID and password. Sharing your UW NetID password with others is strictly prohibited. The license cannot be enabled on supplemental UW NetIDs.

Get Software

1. Go to https://portal.office365.com/Home
2. Under the "Install Office on more devices" section, click the "Install" link.
3. You may choose your language and version (32-bit or 64-bit).
4. Click "Install"
5. If you are prompted to run the software, click Run. Otherwise, wait for the download to complete, and then run the installer locally (usually from your Downloads folder).
6. For Mac installations only. After installation, on the Welcome to Office: mac screen, select Sign in to an existing Office 365 Subscription (do not select the option for "product key").
7. When you are prompted to log in to Office 365, enter your Office 365 account name in the format:
   - your-UWNetID@uw.edu (where your-UWNetID is replaced with your own personal UW NetID).
   - Your password is the one associated with your UW NetID.

More Information

https://www.washington.edu/itconnect/wares/uware/microsoft/microsoft-office-365-proplus/

Web Access to Voicemail Box Features and Functions including getting voicemails via email

(From IT Connect):

Your AVST voice mailbox includes an online tool to manage your voicemail features and functions. You may access your mailbox online at:
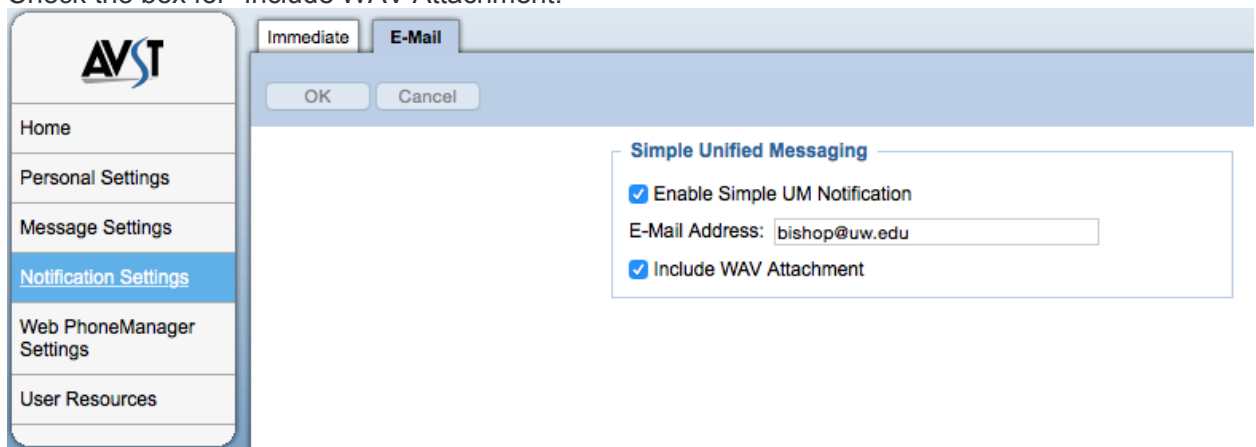
https://voicemail.tel.washington.edu/

Enter your **7-digit** mailbox number and your voicemail **security code** to login. The CallXpress Web PhoneManager allows you to manage your mailbox settings, such as message notification and greetings.

You may also setup your AVST voice mailbox to send you an email with a copy of the voicemail message as a .wav attachment. *Please note* if you listen to your message via the .wav attachment, the original message remains in your voice mailbox and does not extinguish the message waiting indicator on your phone.

To Receive Email Copies of Your Voicemail

1. Log to https://voicemail.tel.washington.edu/
2. Select "Notification Settings" in the navigation pane on the left
3. Select the "E-mail" tab
4. Check the box for "Enable Simple UM Notification."
5. Type in your email address in the field "E-mail Address:" field.
6. Check the box for "Include WAV Attachment."

7. Click "OK".

More Information

http://www.washington.edu/itconnect/connect/phones/avst-voicemail/#webaccess