Microsoft Office 365 for Education (for Faculty and Staff)

Effective: September 6, 2018
Last Updated: September 7, 2018

CUNY Microsoft Office 365 for Education General Information

The City University of New York is providing Microsoft Office 365 for Education to all active faculty and staff via the Microsoft Office in Education program. The license remains active until you leave the University, at which point it will be in read-only mode and you will be prompted to pay a license fee to Microsoft or stop using Microsoft Office 365 for Education.

The Microsoft Office 365 for Education suite includes OneDrive for Business, SharePoint, Yammer, and Skype for Business, as well as widely used Microsoft applications such as Word, Excel, PowerPoint and the downloadable Office ProPlus suite. It also includes 1 TB of storage per user.

For more information on the type of data that can be stored and protected from unauthorized access, please refer to the data classification table at www.cuny.edu/office365ed.

Please review the Acceptable Use of Microsoft Office 365 for Education Policy before storing, synching, and/or sharing data in any of these cloud services. The following table summarizes what data can be stored so data is protected from unauthorized access.

OneDrive for Business

OneDrive for Business is the faculty and staff online storage space in the cloud. You can use it to store your files across multiple devices, share your files with colleagues and students, and edit documents together in real time. OneDrive for Business is similar to other cloud storage options such as Dropbox and Google Drive, but is the only cloud storage solution currently licensed by the University. Other solutions are also being considered.

For more information on how to use OneDrive for Business specifically, go to the OneDrive for Business FAQ page.

How to access Microsoft Office 365 for Education?

To access Microsoft Office 365 for Education, please log in via the CUNY Web Applications Login page.

Note: Log in with your CUNY Login credentials. GC Credentials WILL NOT work. Please read login instructions at the bottom of the login page.

How do I get support for Microsoft Office 365 for Education?

To learn more on how to use the Microsoft Office 365 for Education (for faculty & staff) suite, please go to the FAQ and Video Tutorials page or to Microsoft Support site.

If you are having difficulty logging in with your CUNY credentials, please contact IT Services.