

Microsoft

 Office 365
Pro Plus



Give your faculty & staff the Office 365 ProPlus at zero cost to them.

Office, that allows user to install on up to ten different devices with a single Office 365 license.

1TB OneDrive Online Storage

Office 365 now comes with 1TB OneDrive online storage. That's enough to store 200,000 high-res photos or 250,000 songs or 143 million pages of Microsoft Word Docs or 240 full-length HD movies.

Dear Sir/ Madam,

The **Education Transformation Agreement** between HEC and Microsoft has been a remarkable initiative which has delivered a promising value to Faculties, Staff and Students at universities across Pakistan and AJ&K in the last four (04) years.

The objective of this agreement is to deliver programs that provide faculty, students and staff with benefits such as access to latest Microsoft software products, trainings & workshops by trained Microsoft staff and community, opportunity to participate in global technology competition, content for curriculum design, staff technical training, faculty connection & other global Microsoft programs as well as material for developing teaching content.

Moving a step forward to empower faculty and staff towards productivity; getting their work done faster and simpler than ever, and being an eligible institution, you are ready to deploy the Office 365 ProPlus for Faculty and Staff at No Cost to them or to your university.

Office 365 ProPlus is a user-based license of the Microsoft Office you all know and use every day including Word, PowerPoint, Excel, Outlook, OneNote, Publisher, Access, and Lync. With Office 365 ProPlus, each user will be able to install Microsoft Office on **up to 5 PCs or Macs and 5 Windows tablets** and will always have access to the latest version of the product once released. In addition, Office 365 now comes with **1TB OneDrive online storage**. For users wanting more value out of O365 offering, you may want to consider **Office 365 ProPlus E3 plan**, which offers a complete solution to your everyday productivity requirements. Office 365 E3 plan offers Unified communication services, including Business Class Exchange Services for Email communication, state-of-the-art conferencing tool in Skype for Business which offers HD Video Conferencing facility, SharePoint which allows unparalleled user collaboration & access to Yammer – the Enterprise Social network that helps you and your teams stay on top of it all.

To Subscribe to either of the Plans and learn how you can give your faculty/staff a chance to get to the top with Office 365, please send all the required details of your faculty/staff members including their full names, email addresses & phone numbers in the attached spreadsheet.

For more queries, please contact:

Project Manager Office 365 Email: office365@hec.gov.pk

Higher Education Commission, Pakistan will choose a university for Onsite or Offsite deployment, at its own discretion.

Scope of activities for onsite Office 365 ProPlus deployment:

Each user will receive an Email message containing url of Office 365 Portal and user credentials.

A list of user accounts will be provided to respective IT Admin of the University.

Techaccess will coordinate with the university focal person to arrange a 1 hour seminar that contains

- a. Microsoft Office 365 offerings overview.
- b. Installation process of Office 365.
- c. Activation process of Office 365

Techaccess will need access to faculty rooms and common staff rooms. Techaccess team will carry out deployment at 40 users/day, with maximum 2 days per university. If university faculty and staff is more than 70. Then university IT staff will jointly carryout the activity with Techaccess.

Scope of activities for Offsite Office 365 ProPlus deployment:

Brochures and Microsoft Office 365 Media will be delivered through courier.
Awareness session of university IT team through Skype or TeamViewer.
List of user accounts and credentials will be shared through email.
1 week, Follow-up on telephone calls.

To learn more about **benefits, features and how to subscribe**, please read below:

Office when and where you need it

Install Office on your PC or Mac, on tablets and smartphones for when you're on the go, and on the web with Office Online for everywhere in between.



Work together with Office

Create polished documents with the full Office applications you know and trust, save them to the cloud, and then edit and collaborate with your team in real time using Office Online.









Office, built around you


Just sign in to Office, and documents, preferences, and other settings follow you across your PC, tablet, phone, or the web, so you can always pick up where you left off.



With Office 365 ProPlus, you can:

- Have Office up and running fast—often in under two minutes.
- Run existing Office 2010, Office 2007, and Office 2003 applications while you install the new Office, so you don't have to interrupt your users' work.
- Get updates delivered to users without interruption. Updates are cached in the background and the next time a user closes and re-opens the Office application, it is up to date.
- Take advantage of a wide range of tools which enable them to:

 Word	Transform ideas into professional-looking documents	 Excel	Achieve valuable insights with powerful analysis tools
 PowerPoint	Turn ideas into impactful presentations	 OneNote	Collect information in one easy-to-find-place
 Outlook	Manage schedules and tasks with peers	 Lync	Communicate and collaborate easily with peers in different locations
 Publisher	Create professional quality publications and marketing materials	 Access	Track and report important information

 **OneDrive** What's more, with OneDrive that gives each user **1 TB** of personal storage to save their work on the cloud, your faculty/staff will be able to access their documents wherever they are, whenever they want, across all devices.

Warm Regards,

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