

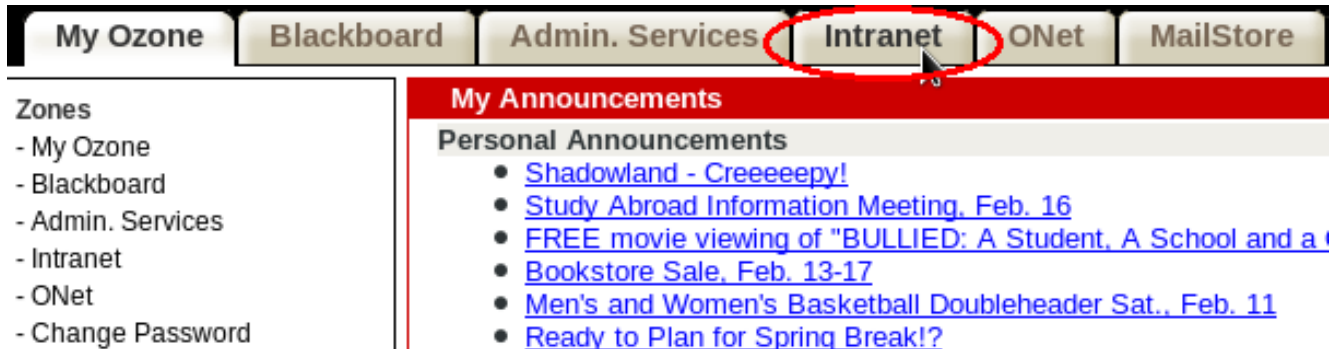
How do I take advantage of the Microsoft Home Use Program for Owens CC Faculty and Staff?

*Disclaimer: Owens is not responsible for personally owned devices or software. Download software at your own risk. For safe computing, always download software from reputable sites.

NOTE: The Microsoft Home Use Program is only available to current employees (Faculty and Staff only.) The MS Home Use Program links and codes may not be shared.

(Students may purchase Microsoft Office through the Office 365 program here: <https://www.owens.edu/office365>)

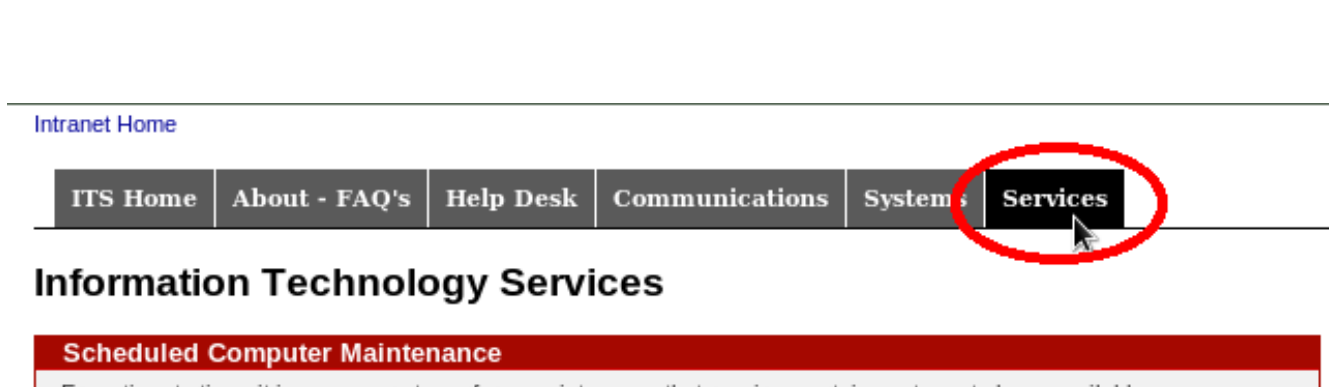
1. Log-in to **My Ozone** and click on the **Intranet** tab.



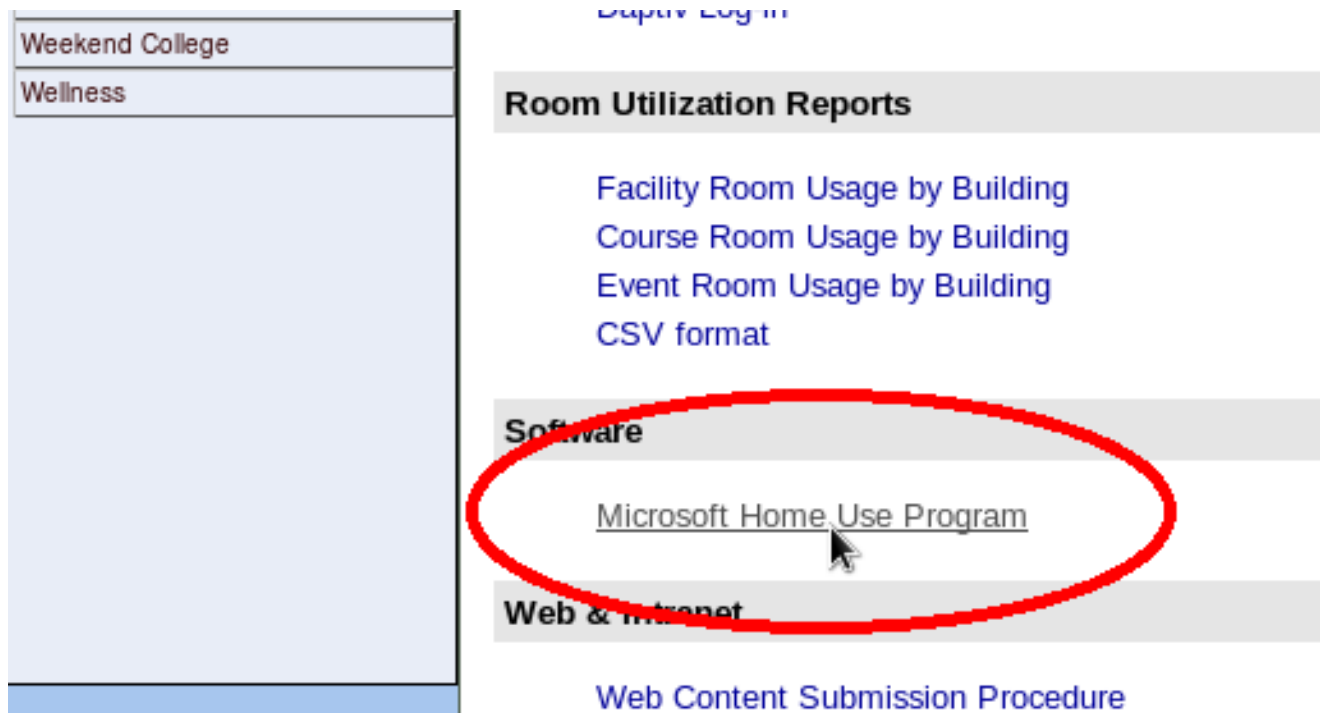
2. Click on the **Information Technology Services** link located towards the bottom of the links on the left hand side.

The screenshot shows a vertical list of links on the left side of the page. The links include: Councils & Committees, Department of Public Safety, Dining Services, Email & Calendar, Faculty Services, Fiscal Health Dashboard, Forms Directory, Grants Office, Guiding Coalition, Help Desk, Human Resources, Information Technology Services, Institutional Research, Leadership Academy, and Library/Audio Visual. The 'Information Technology Services' link is circled in red. To the right of this menu, there is a section titled 'If you are viewing Focus from inside Ozone' with instructions for full screen viewing and a list of actions: 'Click the "Remove Portal Window" button (in the upper right) and you will view t...', 'This is also your best method for printing pages or forms .', and 'Clicking on the Owens Ozone button will return you to the Ozone home page.' Below this is a diagram showing a button labeled 'Owens Ozone' and a button labeled 'Remove Portal Window' with a mouse cursor pointing to the latter. Further down, there is a section titled 'Get in Focus!' with a question 'Is there something that should be in Focus but isn't? If so, [contact us](#).' and a definition of Focus. At the bottom, there is a note: 'Comments and suggestions are welcomed. Please email the [Intranet Webmaster](#).'

3. Click on the **Services** tab.



4. Scroll down and click on the **Microsoft Home Use Program** link (located under Software).



The screenshot shows a website navigation menu on the left with two visible items: "Weekend College" and "Wellness". To the right, there are several menu sections. The first section is "Room Utilization Reports" with links for "Facility Room Usage by Building", "Course Room Usage by Building", "Event Room Usage by Building", and "CSV format". The second section is "Software", which contains the link "Microsoft Home Use Program" circled in red. The third section is "Web & Intranet" with the link "Web Content Submission Procedure".

Article ID: 53

Last updated: 27 Jan, 2015

Revision: 10

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<http://www2.owens.edu/faq/entry/53/>