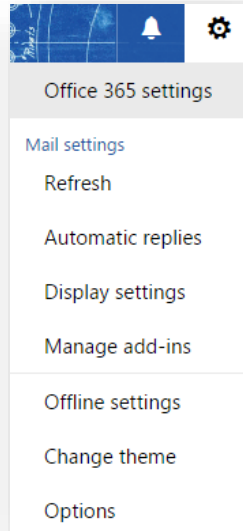
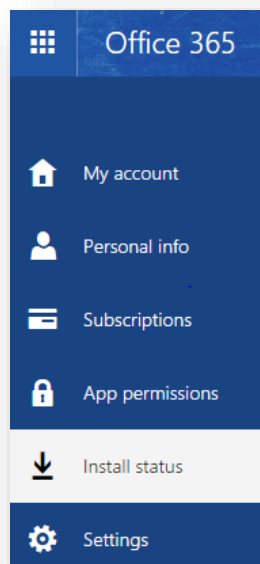


This document provides instructions for viewing a list of active Microsoft Office licenses through the Outlook Web Application (OWA). Each faculty, staff, and student has 10 available licenses of Microsoft Office to download on personal devices.

- 1) Log into your Duquesne email account at www.duq.edu/outlook
- 2) In the upper right hand corner, click the Gear icon and choose **Office 365 Settings**



- 3) Choose **Install status** on the left hand side of the screen





4) Any active subscriptions of Microsoft Office will be listed here, along with the machine it is installed on. Click **Deactivate** to deactivate the subscription on the selected device.

Note: this will not uninstall Microsoft Office on that device.

