

Microsoft

Licence agreement

Jade University of Applied Sciences participates in Microsoft Campus EES via the federal framework agreement.

Term:

The contract started on 01 May 2021 and runs for 4 years until the end of April 2025.

Products:

Jade University of Applied Sciences has licensed the following product packages through the framework agreement:

- Microsoft 365 A3 Education for Employees
 - Microsoft 365 A3 Education Student Use Benefit
 - Microsoft Project Professional for Employees
 - Microsoft Visio Professional for Employees
 - Access licences for various Microsoft server services
-

License Types and Usage:

The Federal Framework Agreement differentiates in licensing between the user groups (staff or students) and the place of use (official university devices or private end devices).

This results in the following usage scenarios:

- **Use on shared devices:**

For devices that are „regularly“ used by **several users**, the Microsoft OnPremise licences are used.

These are essentially all devices in **pool and lecture rooms** at Jade University, but also the **desktop PC** devices at office workstations that are integrated into the Active Directory and use the ZENworks software distribution there and **service-procured notebooks**. The licensing of these products is carried out via central activation servers and does not require user-specific activation.


Students are also allowed to use Microsoft OnPremise products on these devices at Jade University.

These include, among others:

- Microsoft Windows Enterprise Operating System Upgrade
- Microsoft Office LTSC Professional Plus
(Access, Excel, Word, Outlook, PowerPoint, Publisher)

- Microsoft Project LTSC Professional
- Microsoft Visio LTSC Professional
- **Use on personal or private devices:**
Members of the university can use the above-mentioned Microsoft 365 products on personal or private devices.

Only user-based licensing is used for these products. Therefore, the use of Microsoft 365 products is only possible with a valid university account and must be registered in the eldentity Portal and need to be personally activated.



HINT:
This licence does not include any Microsoft 365 Office Desktop programmes for students!

Please note the information in the section [Licence - Microsoft Office 365 Pro Plus for Students](#).

Licence - Consent and Activation

To use Microsoft 365 software products, your **one-time** consent to the transfer of your data and the terms of use is mandatory.

NOTE: If you have already given your consent, you do not need to complete the following steps.

Carry out the following steps for consent and activation:

- Log in to our [eldentity Portal](#).
- Click on the tile **Microsoft 365 for employees** or **Microsoft 365 for students**:



- A new browser tab will open in the browser (**CAUTION: deactivate pop-up blocker if necessary**) with the activation page.
- Check the box there to activate access to Microsoft 365:



and agree to the terms of use:

Nutzungsbestimmungen für Microsoft 365

Nutzungsbestimmung gelesen und akzeptiert: *

- Click on „Send“ to activate the Microsoft 365 products.
- After **sending** the consent, your data (first and last name, official e-mail address, etc.) will be transferred to the Microsoft 365 client of Jade University in the next synchronisation run and your licences will be assigned.



CAUTION:

The synchronisation of the user entry with the Microsoft 365 client takes approx. 30 - 60 minutes.

Microsoft 365 products can only be used after successful synchronization..

Licence - Registration in the Microsoft 365 products

To activate and use the Microsoft 365 products, registration with the Microsoft 365 client of Jade University is required.

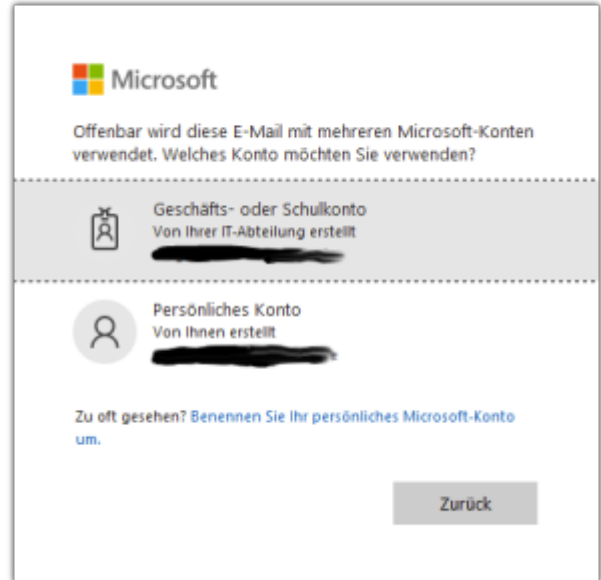
After successful [Approval and activation](#) in the [elidentity portal](#) you can register via the <https://www.office.com/> website.

In the first step, enter your **email address** in the registration mask.

(as a rule **firstname.lastname@jade-hs.de** or **firstname.lastname@student.jade-hs.de**)

Microsoft
Anmelden
E-Mail, Telefon oder Skype
Kein Konto? Erstellen Sie jetzt eins!
Sie können nicht auf Ihr Konto zugreifen?
Zurück Weiter
Anmeldeoptionen

If a personal account exists at Microsoft for your e-mail address, the **Select account** selection screen appears.



In this case, be sure to select **Business or School Account** so that a correct login to the **Active Directory Verbunddienst** of the Jade University of Applied Sciences can take place in the next step.

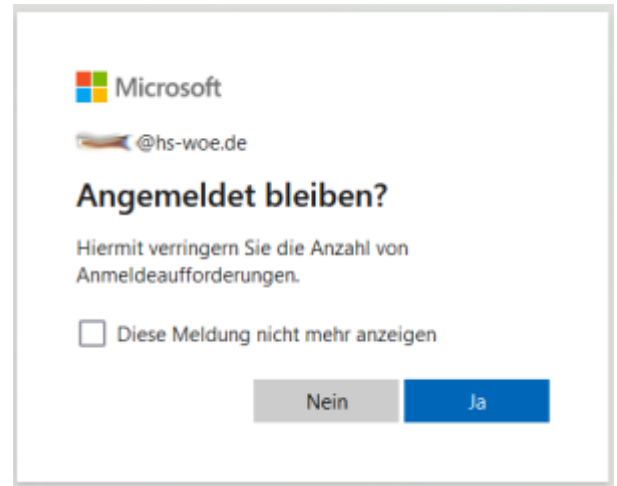
If there is no personal account with Microsoft, the login will automatically be forwarded to the **Active Directory Verbunddienst** of Jade University.

In the login mask of the **Active Directory Verbunddienst** of the Jade University of Applied Sciences, please enter the password of your [University access data](#) and click **Login**.



After successful registration, you will be asked if you want to „**Stay logged in?** „.

For public devices, „No“ should be selected here in any case so that the login is not cached locally.



If this login window does not appear, this may be due to the following reasons:

1. The [approval and release](#) has not yet been carried out.
2. Synchronisation with Microsoft has not yet taken place and a personal account exists at Microsoft

Licence - Microsoft Office 365 Pro Plus for students

Since the licence for the Microsoft 365 Office Desktop programmes is not included in the standard package, Jade University has agreed on an additional offer with the software distributor Asknet Studyhouse as part of the Microsoft Campus contract. This allows students to purchase the use of the Microsoft 365 Office Desktop programmes for installation on private devices from Asknet Studyhouse for an annual administration fee of 4.99 euros:

- **Eligible users:** [Students of Jade University](#)
- **Products:**
 - Microsoft 365 Office desktop programmes (Access, Excel, PowerPoint, Publisher, Word and Outlook).
- **Operating systems:**
 - Apple macOS
 - Microsoft Windows
- **Reference:**
 - [Studyhouse - Office 365 order page](#)
- **Notes:** More information about the ordering process and FAQs can be found here.
 - [Ordering process](#)
 - [FAQ](#)

Use - Devices in the PC network system with ZENworks software distribution

The following software bundles (installation packages) based on Microsoft OnPremise licences are currently available in the ZENworks software distribution for computers in the [PC network system](#):

- Microsoft Office LTSC Professional Plus (Access, Excel, Word, Outlook, PowerPoint, Publisher).
- Microsoft Project LTSC Professional
- Microsoft Visio LTSC Professional

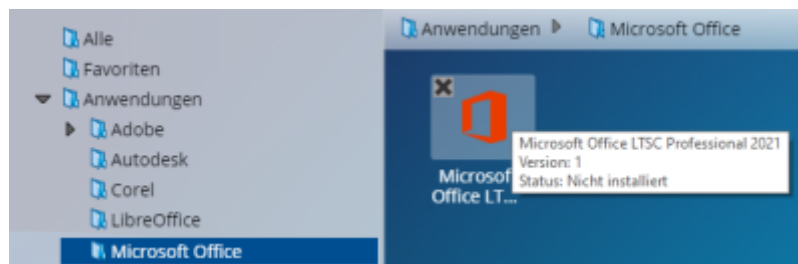
These products are licensed via central activation servers and do not require user-specific activation.

To check whether the required Microsoft LTSC product is installed on your computer in the current version, first open the ZENworks software distribution window via:

- ⇒ Start ⇒ All Programs ⇒ HRZ Software Menu.

In the ZENworks window, the Microsoft Office LTSC software bundle (installation packages) is below of

- ⇒ Applications ⇒ Microsoft Office the software bundle **Microsoft Office LTSC Professional 2021**



Notes:

- If the names of the software bundles do not correspond to the names above, you can load the current entries in the ZENworks software menu by pressing **F5**.
- If you can still see the **[X]** at the top left of a software bundle, the current version of the software has not yet been installed for you on this unit.
- Before installing a software bundle, close all open programmes to be on the safe side, as they may block the installation. If in doubt, restart your computer and start the installation directly after logging in before starting another programme.

Use - Virtual Desktops

The following Microsoft LTSC products are directly implemented in the virtual desktops on the basis of Microsoft OnPremise licences:

- Microsoft Office LTSC Professional Plus (Access, Excel, Word, Outlook, PowerPoint, Publisher).
- Microsoft Project LTSC Professional
- Microsoft Visio LTSC Professional

Use - Staff members' official devices without connection to the PC network system

For official devices, such as notebooks and desktop PC devices, which are not integrated into the PC network system and do not participate in the ZENworks software distribution, installation packages based on Microsoft OnPremise licences **for staff and teachers** are available for the following products:

- Microsoft Office Enterprise
- Microsoft Project Professional
- Microsoft Visio Professional

To install on **Microsoft Windows**, follow these steps:

- Download the Microsoft Office LTSC installation package (packed ZIP file) from the central folder area **X:\Downloads\Microsoft Campus\Office\VERSION** via a [network drive](#) or the [Webfiler](#) to your computer.
CAUTION: Pay attention to the notes.txt in the respective download directory.
- Unpack the downloaded ZIP file on your computer.
- Open the command prompt (CMD) and change to the folder with the unpacked files.
- Execute the corresponding CMD file to start the installation.
- Follow the instructions of the installation wizard to complete the installation.
- Afterwards, the Microsoft LTSC programmes are available in the Start menu.

For installation on **Apple MAC OS**, perform the following steps:

- Download the Microsoft Office LTSC installation package (the PKG and ISO file) from the central folder area **X:\Downloads\Microsoft Campus\Office for mac\VERSION** via a [Network Drive](#) or the [Webfiler](#) to your computer.
- Open the download directory in the Finder and install the downloaded Microsoft Office PKG package.
- Once the Microsoft Office LTSC products have been installed, the software must be activated. To do this, open the downloaded ISO file and install the `Microsoft_Office_LTSC_2021_VL_Serializer.pkg` package contained.
- After completing the two installation steps, the Microsoft Office LTSC programmes are available in the Finder area Programmes.

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Last update: **2024/04/16 11:55**



