

**ALL SITE ADMINISTRATORS - ITS – Microsoft Office Professional Plus 2010 Now Available**

**Category:**

**Audience:** All Principals/APs, All Administrative Offices

**Due Date:** n/a

**Meeting Date:** n/a

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Inform staff about a new license agreement with Microsoft that allows District computers to be upgraded from the current version of Microsoft Office to Microsoft Office Professional Plus 2010.

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Effective immediately, all District computers are entitled to a license of Microsoft Office Professional Plus 2010 or any component thereof. If you would like to have your current version of Microsoft Office upgraded, please submit a request via Self-Service:

- <http://selfservice.dadeschools.net>
- Select “Applications” from the drop-down list

The technician assigned to your school or location will evaluate your computer to determine if it can adequately run Microsoft Office Professional Plus 2010. If your computer can run Office 2010 the technician will work with you on the upgrade. If your computer cannot run Office 2010 you will need to contact your immediate supervisor to determine if your computer can be upgraded.

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**Contact:** <http://selfservice.dadeschools.net> ( n/a )

**Department:** Information Technology Services