Microsoft Office Behavior During License Transition

After the license transition on July 16, you will begin receiving warnings that your license has expired. You will see a message similar to the one below after launching a Microsoft application.

![Your subscription has expired](image)

This is a warning. Clicking the “X” in the upper-right corner will allow full use of the application. You will notice a yellow banner near the top of the application.

Once the subscription fully expires, you will see the following message:

![Microsoft Word](image)

Clicking OK will take you to the application, but you will have Read-Only access – you will only be able to open existing documents; you will not be able to edit or create new documents. You will also notice a red banner has replaced the yellow banner across your application.

To gain full access to the Microsoft applications, log into portal.office.com. If you have any questions, please contact the Help Desk at 254-710-4357.