

How to submit a request for the Full Desktop version of Outlook/Office (Office 365 Pro Plus):

IMPORTANT: Beaumont associates are **strongly** encouraged to use the Web versions of Outlook, Word, Excel, and PowerPoint wherever possible.

In particular, the Web version of Microsoft Outlook is greatly improved. Most common functions are available in the web version of Outlook, and do NOT require the full version such as:

- Viewing/accessing shared contact lists
- Accessing your Beaumont email on a computer or mobile phone
- Viewing Free/Busy and meeting scheduling information
- Scheduling meetings including Teams
- Receiving or setting up meeting reminders

If you require the full Desktop version of Office, please first review this need with your supervisor or manager. As Each license granted for the Full Desktop version of Office costs Beaumont \$269 per year, your business justification is very important, and will be reviewed by your appropriate senior leader or CFO.

To submit a Microsoft License request, please complete the Microsoft License Request form here:

<https://services.ctsmartdesk.com/SSP/Admin/FormBuilder/FormEngine/FormEngine.aspx?pid=785&mosp=AC&urlkey=6652ba0a-8786-4470-aa5e-4194ee2e4ec4>

Please go to the next page for specific instructions on completing the form.

- In the form below, Requester Name, Email Address, and Phone Number is for the person requiring the license. Click Next...



Microsoft License Request

Fields denoted with a Red Asterisk (*) are required

Requested By

Requested Details

Approval

i Please use the box below to lookup the Requested By user:

- Lookup by Email Address ex:
(me@domain.com)
- Legal First Name and Last Name ex:
(John Smith)

Requester Name:*



Email Address:*

Phone Number:*

Next

- Select “Office 365 Desktop Application License” if you are requesting the full version of Microsoft Office.
 - Business need for license is very important. Please describe for your business approver why you need the full version of Office.
- Click Next



Microsoft License Request

Fields denoted with a Red Asterisk (*) are required.

Requested By	Requested Details	Approval	
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License(s) requested:*

- Office 365 Desktop Application License
- MS Visio
- MS Project

Business need for license:*

- Select the location, department, and approver that best applies to you, and click “Submit”.

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Microsoft License Request

Fields denoted with a Red Asterisk (*) are required

Requested By Requested Details **Approval**

Location:*
Select

Department:*
Select

Approver:*
Select

Primary Approver Info

Name :
Organization :
Building :
Department :
Floor :
Suite :
Office :
Phone :
Email :

Back Submit

Next Steps after you submit the request form:

- The request form will be routed to your designated approver for review. That approver will receive up to 4 reminders via email to approve your request.
- Once your approver has reviewed, it will route to the VP of IT Infrastructure for approval.
- After all approvers have approved, a Service Request will be routed to the following teams to complete your request:
 - IT Email Team to assign your license
 - IT Field Services Team to coordinate installing the software on your computer.

If you have any questions regarding the status of your Microsoft License request, please contact the IT Service Desk at 888-481-2448.