



OFFICE OF THE REGISTRAR

NOTICE TO STUDENTS

INSTALLATION AND ACTIVATION OF MICROSOFT OFFICE 365

All **Level 1, Level 2 Semester 1, Law Level 3 Semester 1, Level 4 Semester 1, and Law Level 5 Semester 1** students are hereby informed that they are required to visit the **ICT Department – Arts Office** for the installation and activation of Microsoft Office 365 on their laptops.

Students are reminded to:-

- Bring their laptops and valid Student Identification Cards for assistance.
- Ensure that their laptops are fully charged prior to the installation process.

Your cooperation in this matter will facilitate a smooth and efficient installation exercise.

Mr I. Chinyemba
REGISTRAR

20/05/2026

