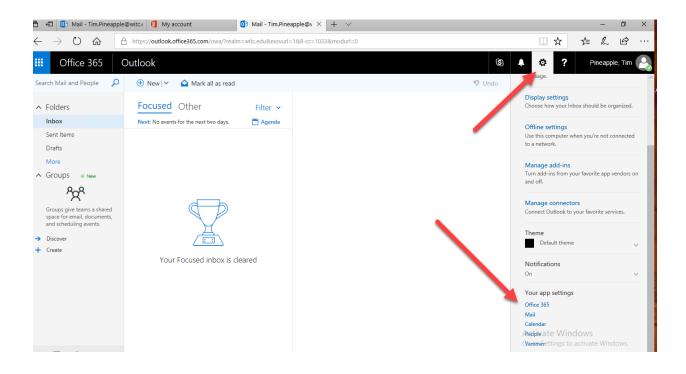
## Installing Microsoft Office 365 Pro Plus for Windows

Office 365 Pro Plus is the latest version of Microsoft's Office software available through Office 365. It is offered as a free download to students currently attending WITC. The software can be downloaded and installed on 5 personal PC devices.

To download Office Pro Plus access your student email. Then click on the menu cog in the right corner and select Office 365 Settings.



## Select Software from the Settings menu.

===	Office 365	My account		
•	< My account	Settings		
-	Personal info	Looking for Security & Privacy settings? They've move the setting of the setti	ed up a bit. Show me	
-	Subscriptions	Theme Choose your favorite theme.	Default theme	
9	Security & privacy	Start page Change where you land when you sign in.	Set your start page	
8	App permissions	Notifications Decide which notifications your and	On	
ֿ	Install status	Software Install software,		
•	Settings	Language and time zone Choose your language, time zone, and date and time format.	English (United States)	

From the Software page, make sure Office is selected from the left side menu. The default install options are selected. You can select a different language or the 64 –bit version if needed.

Press the install button to load Office on your computer.

Software	
Office	Office
Tools & add-ins Skype for Business	Install Office 365 ProPlus with the new 2016 apps What happened to Office 2013?
Phone & tablet	This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business
	Word Excel PowerPoint OneNote Access Publisher Outlook Skype for OneDrive Business for Business
	Language: Version:
	English (United States) V 32-bit Advanced
	Don't see the language you want? Install one of the languages in the list above and then install a language accessory pack. Additional languages and language accessory packs don't count against your install limit.
	Review system requirements Troubleshoot installation
	Install

After clicking on install the screen below will be displayed. Click on the run button to continue to install Office.

Software	
Office	Just a few more steps
Tools & add-ins	
Skype for Business	
Phone & tablet	Run Yes
	D Click Run 2 Say "yes" 3 Stay online sory pa
	If asked, click Save File, then run the file. Click Yes to start installing. Downloading all of Office might take a while.
	Close Need help installing?
	Activate.
	What do you want to do with Setup.X86.en-usexe (4.3 MB)? Run Save

If you are not the computer administrator or part of the computers administrator group you may see the login screen below. You will need computer administrator credentials to continue the install. This screen will not be displayed if you already have computer administrator permissions.

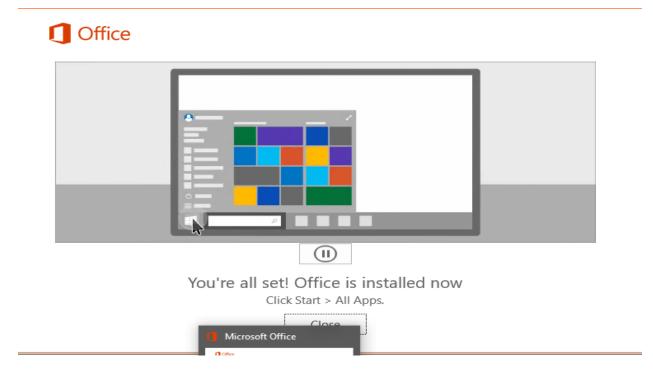
Enter the credentials and select "YES".

User Account Control Do you want to allow this app to make changes to your device?	×	
changes to your device.		
Verified publisher: Microsoft Corporation File origin: Hard drive on this computer		
Show more details		
To continue, enter an admin user name and passwore	d.	
Password		
DESKTOP-4SGA60S\1		
Yes No		

After allowing the application, Office will start to install.

<b>Office</b>	×
w 🗐 🛛 🖽 🗗 🖸	
Installing Office	
We'll be done in just a moment.	

The screen below will be displayed when Office has completed the install. You can now launch an Office application and follow the remaining directions to activate the software.



When you launch an Office application for the first time the software agreement will be displayed. Accept the agreement to use the Office applications.

	×
Microsoft	
Office is almost ready	
These Microsoft Office 365 ProPlus apps are installed:	
This product also comes with Office Automatic Updates. Learn more	
By selecting Accept, you agree to the Microsoft Office License Agreement View Agreement	
Accept and start Excel	

After accepting the agreement the Office Activation Wizard will be displayed. Office needs to be activated for your WITC Office 365 account.

Select I want to activate the software over the internet and click on Next.

Microsoft Office Activation Wizard	×	
Microsoft Office 365 ProPlus	<b>Office</b>	
Activation Wizard		
Thank you for installing Microsoft Office 365 ProPlus. You must active enable all the features. This wizard will guide you through the Active		
How do you want to activate your software?		
I want to activate the software over the Internet. (recommend I want to activate the software by telephone.	ed)	
If you choose not to activate at this time, you may run the software for 9 more days before the product becomes unlicensed. Click Help for more information.		
	Privacy Statement	
<u>H</u> elp <u>B</u> ack <u>N</u> e	ext <u>C</u> ancel	

This screen will be displayed once the software is activated. You should be all set to run all of the Office applications.

Microsoft Office Activation Wizard	$\times$		
Microsoft Office 365 ProPlus Activation Wizard	Office		
Thank you. Your copy of Microsoft Office 365 ProPlus is activated. To make your changes take effect, exit and restart any open Office programs. Visit Office.com to get free product updates, help, and online services.			
	<u>G</u> o to Office.com		
<u>H</u> elp <u>B</u> ack <u>N</u> ex	t <u>C</u> lose		