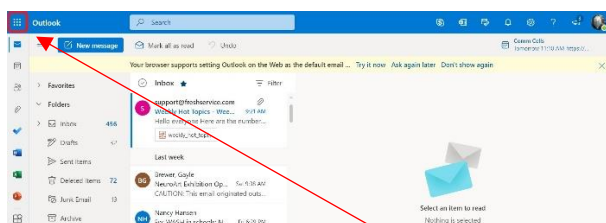
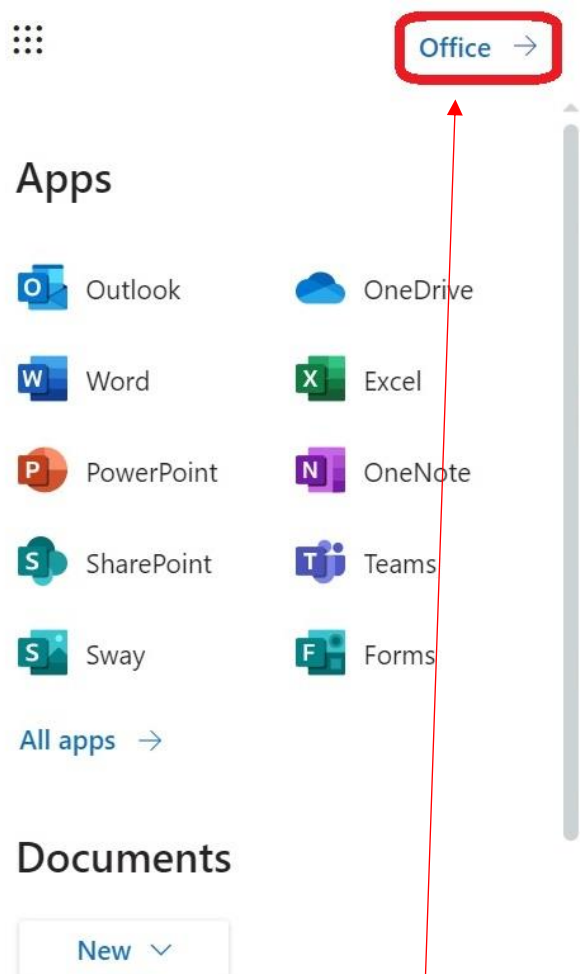


Downloading and Installing Office 365 ProPlus on Windows

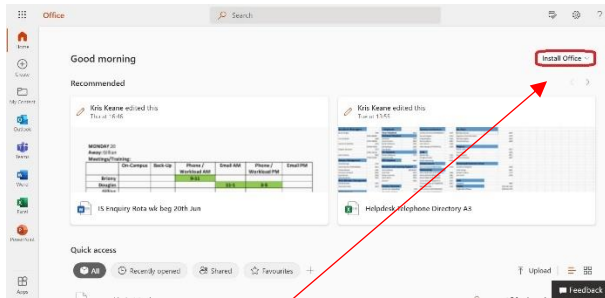
You can download Office 365 ProPlus from your email account. The following instructions show the steps for downloading and installing on a Windows laptop. Different versions of Windows may vary slightly in layout but the process will remain the same.



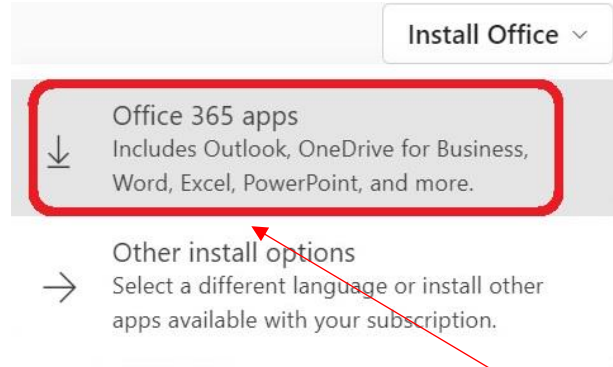
1. In your email account, click on the app launcher icon.



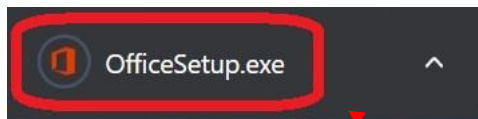
2. In the menu column, click on Office.



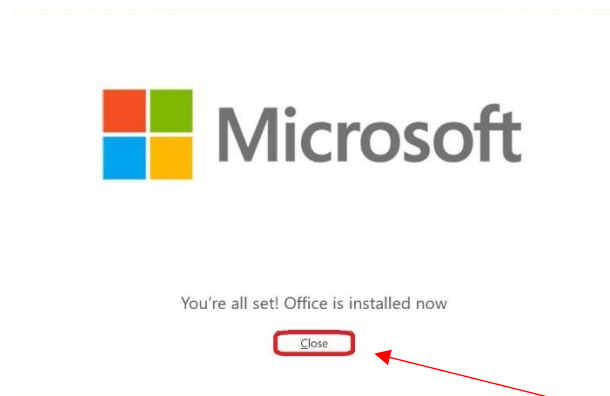
3. Click on Install Office.



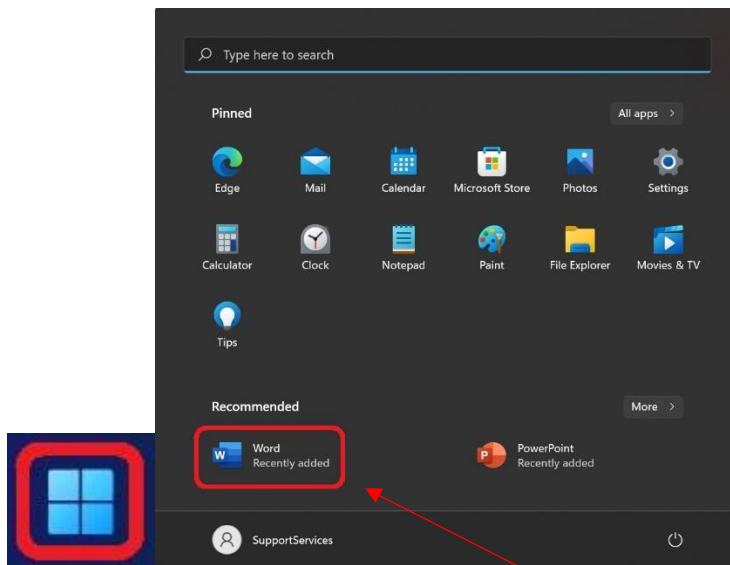
4. In the drop-down menu, click on Office 365 apps.



5. Once the download is complete, click on OfficeSetup.exe. The installation will begin

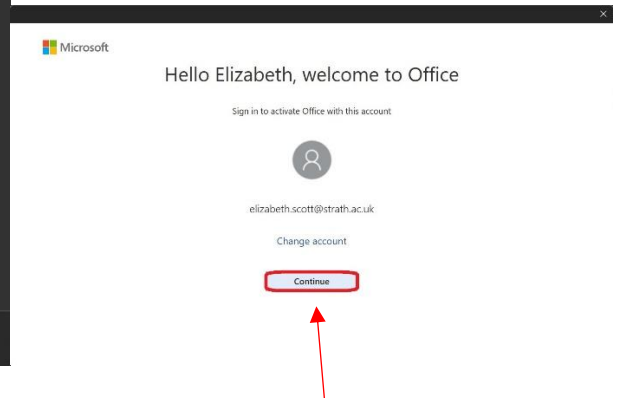


6. Once the installation is complete. Click on Close.

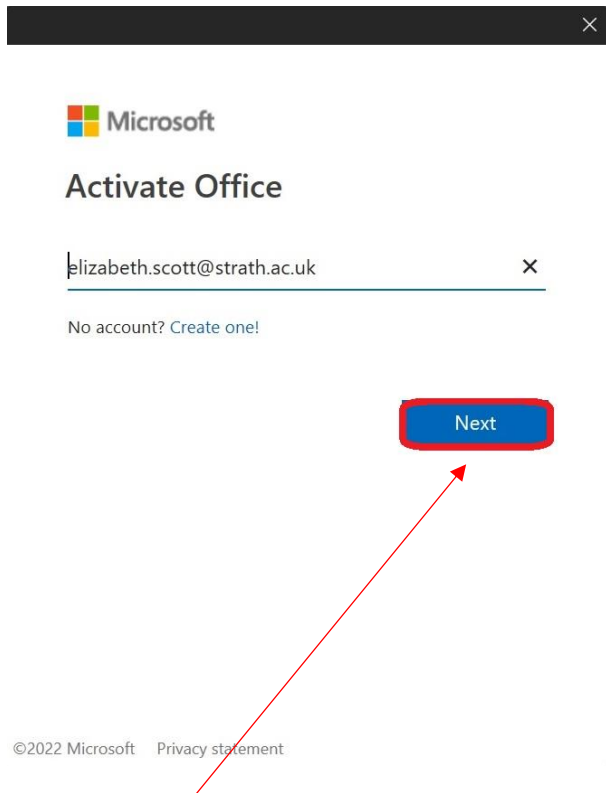


7. Click on the Start button.

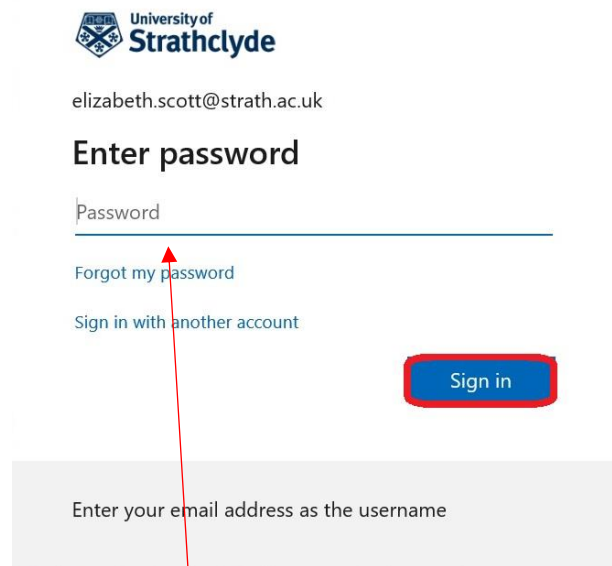
8. In the App window, click on Word.



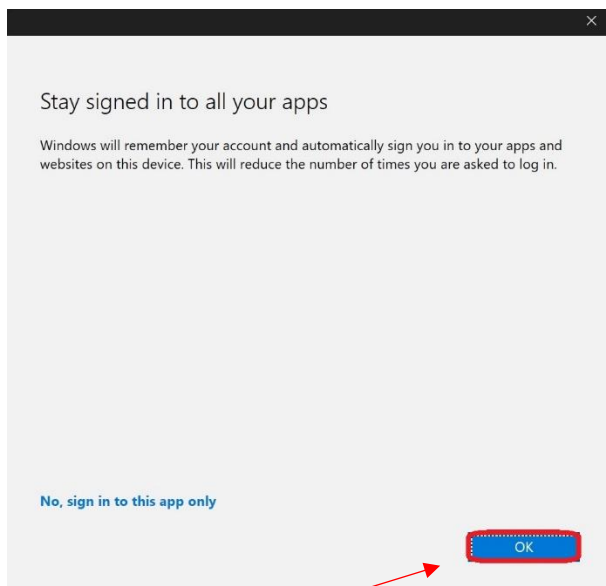
9. In Word, click on Continue.



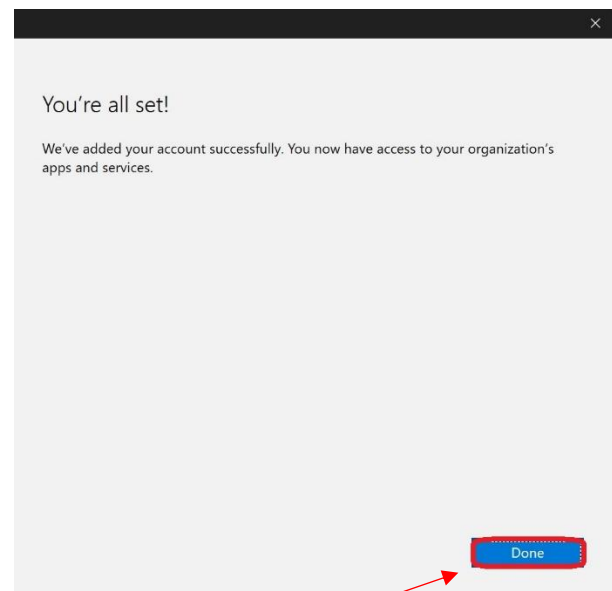
10. Click on Next.



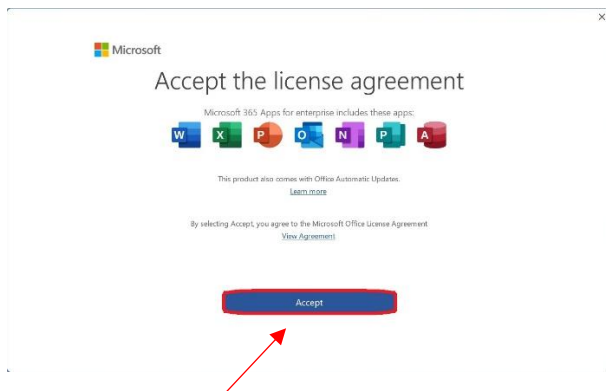
11. Enter your password, then click on Sign in.



12. Click on OK.



13. Click on Done.



14. Click on Accept.

This software can be used while you are a registered student at the University. To validate the Microsoft Office license, the device must connect to the internet at least once every 30 days. When you are no longer a registered student the Office suite will enter a state of reduced functionality until you purchase a license from Microsoft.

Was this information helpful?

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