

# Computer Services

## Quick Guide on How to Install Microsoft Office 365 Pro Plus for Desktop and Mobile Devices



## Overview

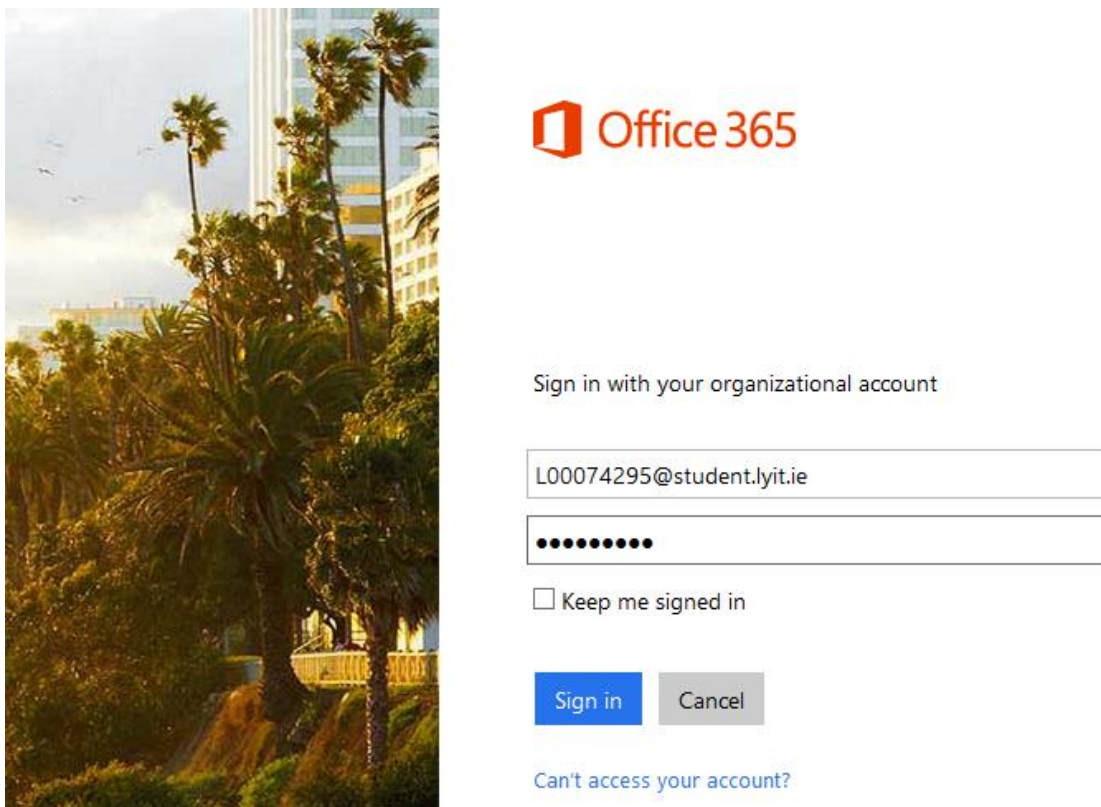
LYIT can offer all registered students Microsoft Office 365 ProPlus (Word, Excel, PowerPoint, etc.) for **free!** By following the steps below you can install Microsoft Office 365 ProPlus on up to 5 of your personal machines.

Once installed, the application will "contact Office365" once every month to see if you are still a registered student. If it gets a positive reply it will be ok for another month. Once you leave the Institute it will enter a state of reduced functionality until you purchase a license.

The use and installation of this product is bound to Microsoft's terms and conditions.

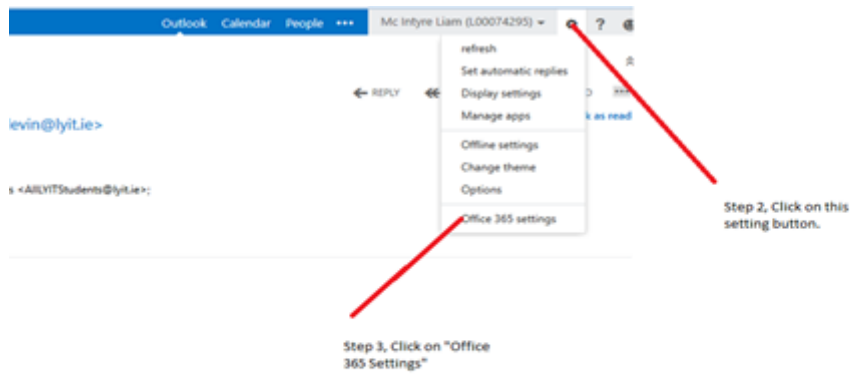
## Instructional Guide

Log into your student email account as per below figure 1.



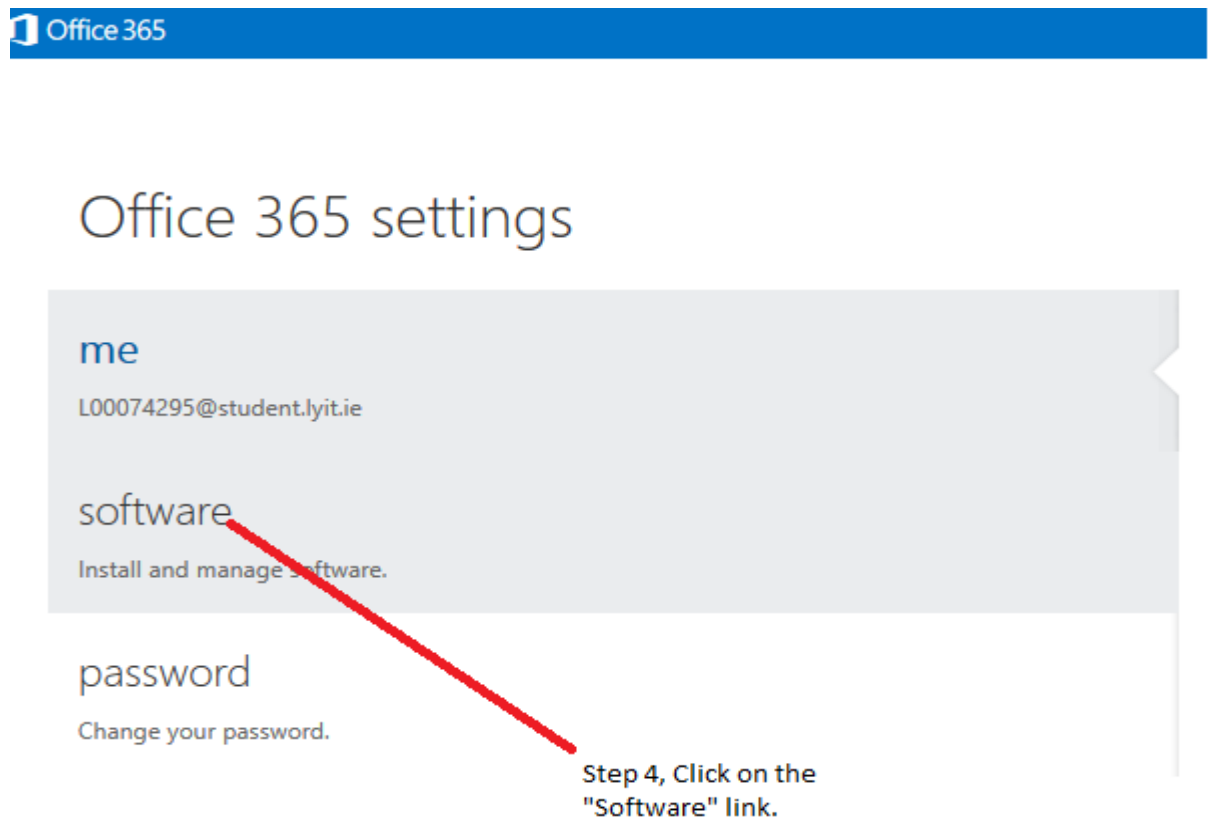
**Figure 1:** Login screen for student Office365 email.

Click on the settings icon as per figure 2 below, step 2, and then click on the "Office 366 settings", step 3, as per figure 2 below.



**Figure 2:** Settings Menu in Office 365.

Click on the "software" link as per figure 3 below.



**Figure 3:** Office 365 Settings display.

Click on the “install” button as per figure 4, step 5, below to install Office 365 ProPlus onto your desktop computer (Windows 7, Windows 8, Windows 2008R2 & Windows 2012). If you wish to install a version of Office 365 ProPlus onto your mobile device, click on “phone & tablet” as figure 4 below.

The screenshot shows the Microsoft Office 365 software settings page. The browser address bar displays <https://portal.microsoftonline.com/OCS/MySoftware.aspx>. The page title is "Office 365" and the navigation bar includes "Office 365", "Outlook", and "Calendar".

On the left sidebar, the following options are listed: "software", "Office", "desktop setup", and "phone & tablet". A red line connects the "phone & tablet" link to a text box below.

The main content area is titled "Office" and contains the following information:

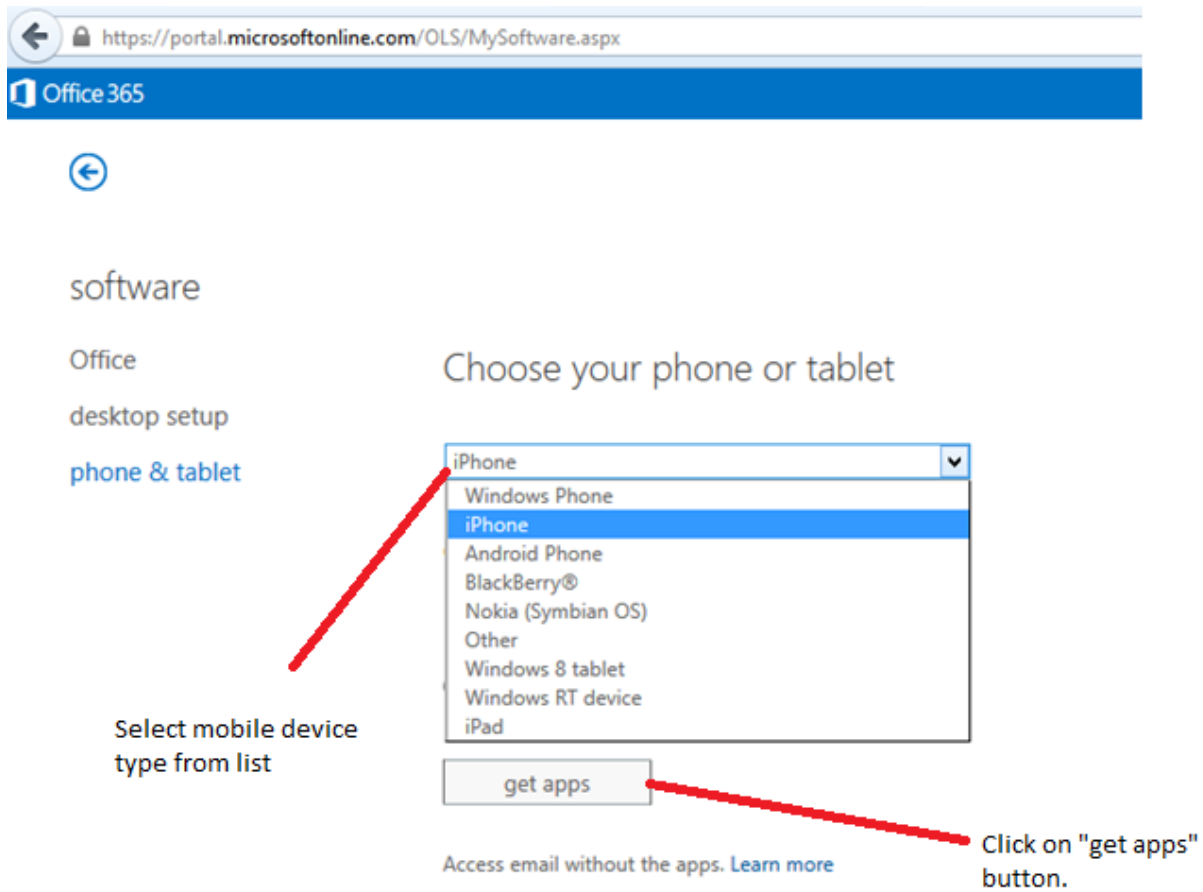
- Install the latest version of Office
- This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.
- Language: English (United States) (dropdown menu)
- Version: 32-bit (recommended) advanced
- Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).
- Review system requirements
- install (button)
- Not ready to install the latest version of Office?
- If your computer doesn't meet the system requirements for the latest version of Office or your language isn't supported yet, you can install the previous version of Office.
- Install Office Professional Plus 2010
- Install Office Professional Plus 2010 language packs

Step 5, Click on the Install button to install desktop version onto your PC

Click on "phone & tablet" to install Office 365 ProPlus on your mobile device

Figure 4: Software Settings display.

To install mobile version select mobile device type from list as per figure 5 below and then click on “get apps” as per figure 5 below. Then follow the online instructions.



**Figure 5:** Office 365 for phone & tablet.