CONNECTICUT STATE
COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION

Office 365 ProPlus

| Scope: CCC	Revision Date: 1/2/2019

1) Contents

2) Introduction

The Connecticut State Colleges and Universities system is offering free copies of Microsoft Office 365 ProPlus to all active Connecticut Community College (CCC) students, faculty and staff. Office 365 ProPlus is the complete Microsoft Office suite comprised of the most recent version of Access, Excel, OneNote, Outlook, PowerPoint, OneDrive, OneNote, Skype and Word. Enjoy a fully installed Office experience across PCs, Macs, iPad, Windows and Android tablets, and most mobile devices. Users can install Office on up to 5 PCs or Macs, 5 tablets (Windows, iPad, and Android), and 5 phones. Office 365 ProPlus is a subscription service licensed per user. The user license remains valid for as long you are an active member of the CCCs (current student or employee). Once your Office 365 license is deactivated, you will be prompted to purchase a private subscription.

3) Accessing the download page

Sign in to Office 365 via http://portal.office.com with your NetID and password. If help is needed contact the CCC Online Help Desk.

Right to the install

Once signed in, if you want to go directly to the download and installation of Office without changing any options, click '**Install Office**' then '**Office 365 apps**':
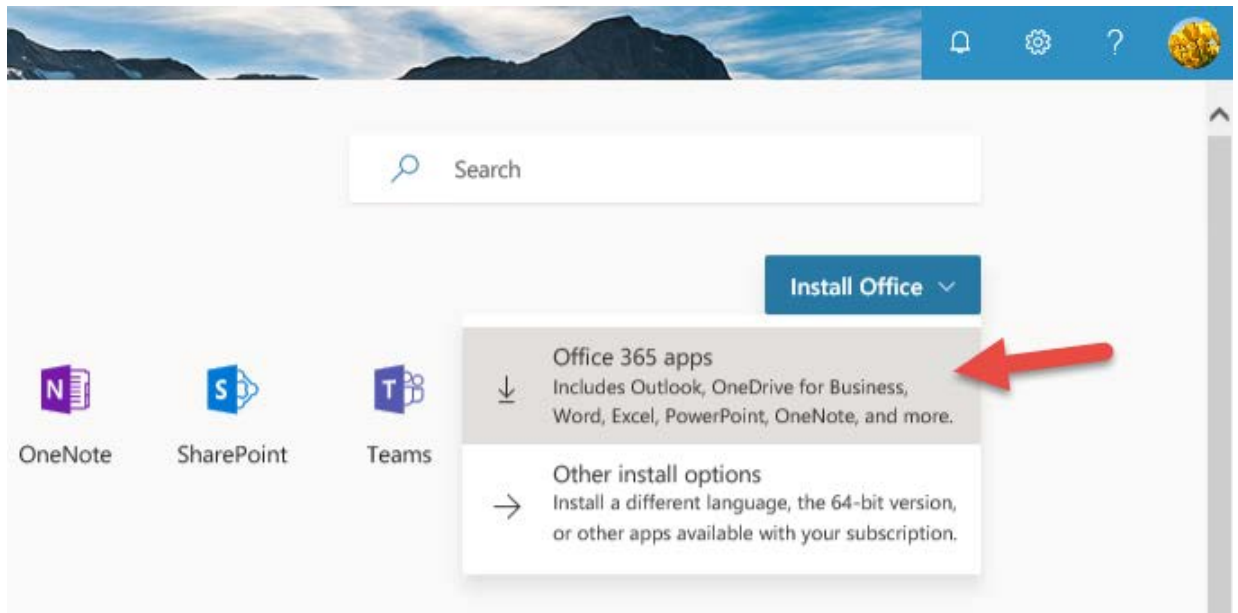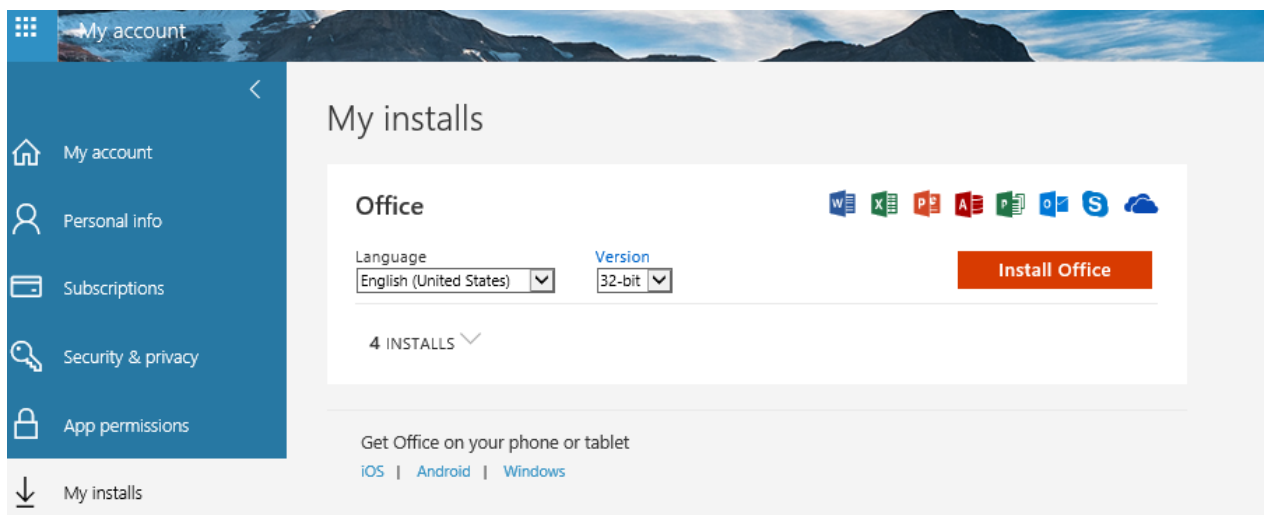

Other options

If you wanted to select 64-bit or see how many installs you are already using, you will select '**Other install options**' which will bring you to your profile's install page which you can also access by clicking your profile icon in upper right and then selecting **My account:**
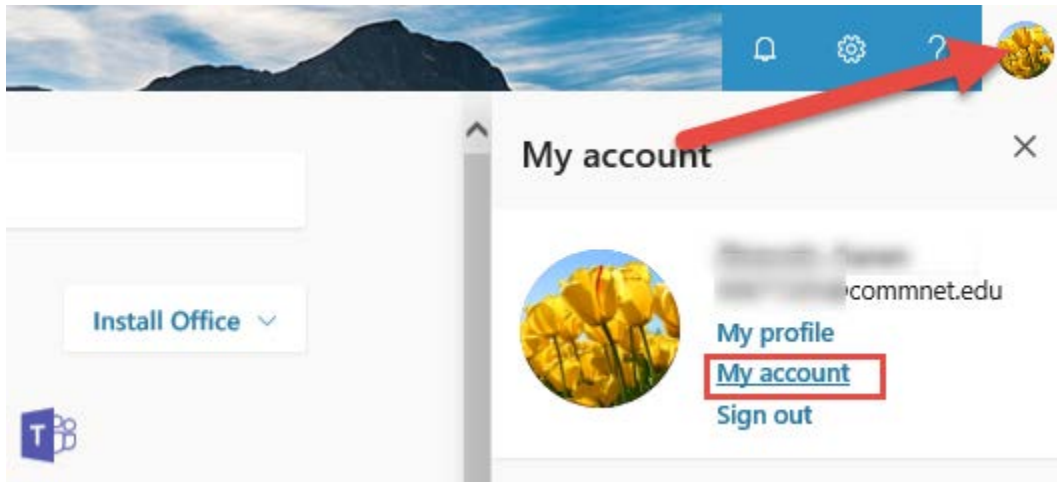
Your profile's install page:

➤ Choosing between 64-bit and 32-bit

By default, Microsoft Office installs the 32-bit version of Office. We recommend that you install the 32-bit version, even on computers using 64-bit operating systems. If you are uncertain, read Choose the 32-bit or 64-bit version of Office for more information.

## ➤ Viewing/deactivating workstation installs

On the **'My installs'** page you will see how many installs you already have installed and can deactivate any old installs or install Office on new workstations on up to 5 workstations.
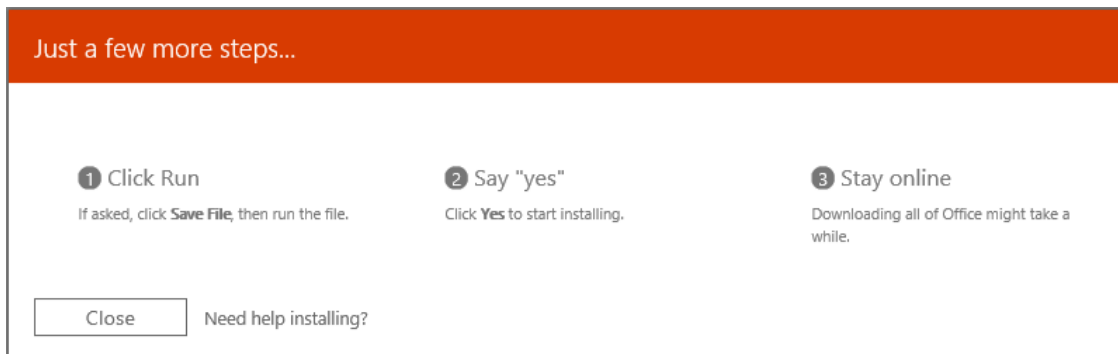
➤ Links to other platforms

On the **'My installs'** page you also will find links to get office on other phone or tablet platforms.

4) Installing on a Windows PC

- Select a language then click '**Install Office**' to begin the download:
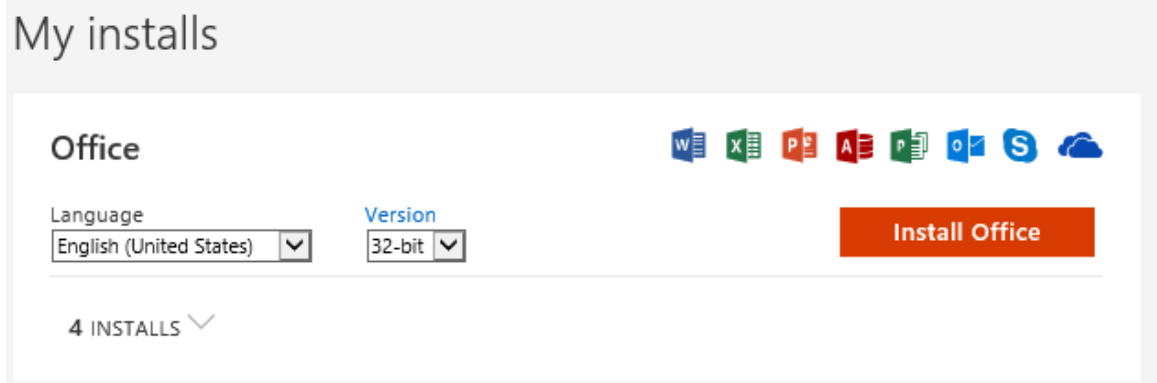

- The download will start:

NOTE: The process that installs Office also uninstalls all other Office products. In addition, if a computer has InfoPath 2013, SharePoint Designer 2013, or certain versions of Visio 2013 or Project 2013 installed, installing Office also uninstalls those programs. You won't be able to reinstall them. See "Stop, you should wait to install Office 2016" error or How do I reinstall Office 2013 after an Office 2016 upgrade.

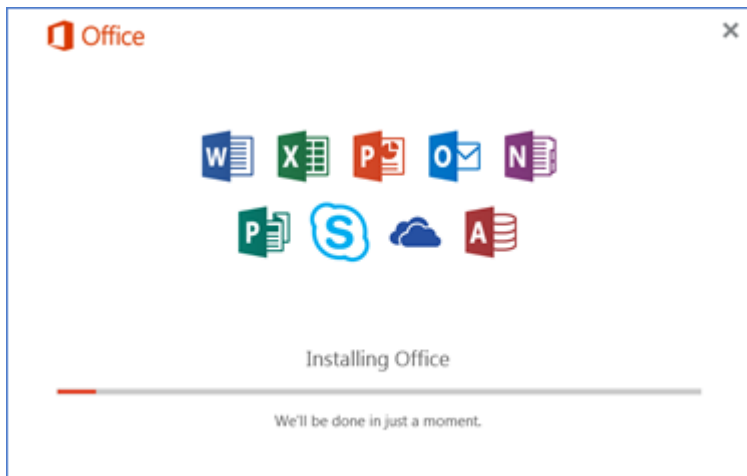See the Tools & add-ins link for additional tools to install:
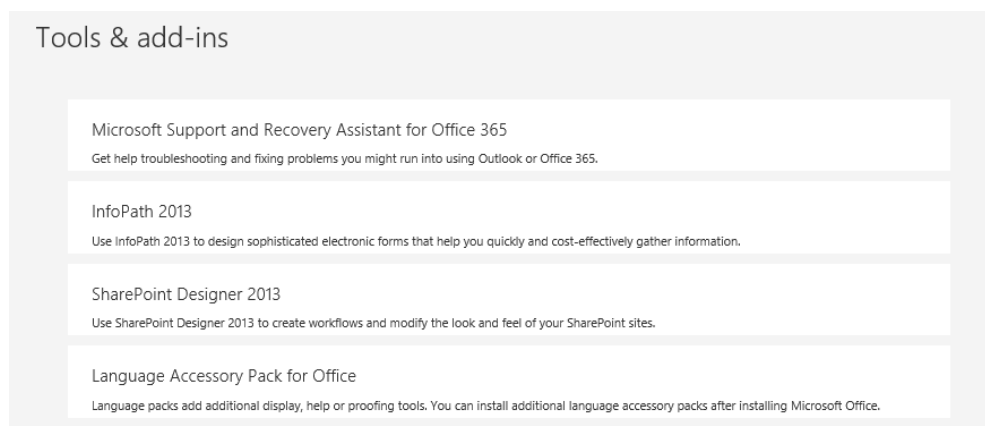
- If prompted, click '**Save File'** and save it to your preferred location.
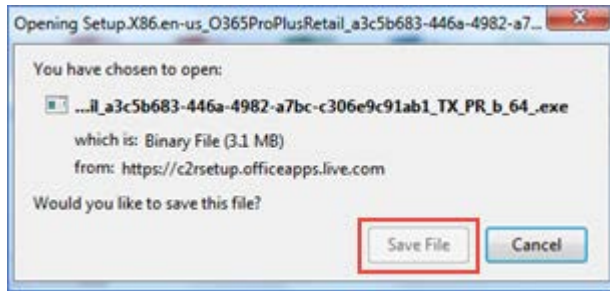
- Navigate to where the file was saved and double-click to run the setup program. The image below shows the setup program in the "Download" folder.

- You should have the '*Installing Office'* window running on your screen at this point.


Note: This image may look slightly different.

- The *Office Setup Wizard* will let you choose the look and feel of your Office installation during the install. Another wizard will present a tour of Microsoft Office 365 ProPlus. Click "**Next**" to navigate the wizard windows.
- "We're getting things ready." will be the next window you see. Choose "**No, thanks**" to skip this step or view the full screen mode presentation of Office apps.
- Once the install is complete; Excel, OneNote, Outlook, PowerPoint and Word will be added to your Windows taskbar on the Desktop.
- Sign-in to Office apps from your desktop (Word, Excel, PowerPoint, etc.) with your NetID and password to enable features like OneDrive and more.

Congratulations! You've completed the installation. Contact Online Help Desk if errors occur.

5) Installing on a MAC

- From the My install page, select the **Install Office** button.

- The program file will be downloaded and saved automatically. If prompted, choose to Save the download.

- Once the download is complete, navigate to the file's location and double-click to run the program.
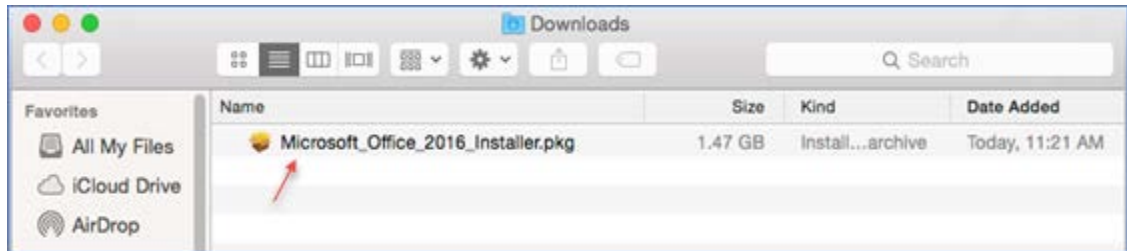
Note: You may have to enter your administrator credentials to allow the Installer to run.

- The installation process will install Office ProPlus on the Mac.
- Now, use the Launchpad 🚀 to locate Office applications like Word and Excel.
- A one-time activation is needed when an Office application is being launched for the first time by signing in with your NetID as email address (XXXXXXXX@xxxx.commnet.edu) and password.
- The next screen will prompt to sign in to "CSCU". Verify the NetID and insert your password, then click **Sign In**.

   Congratulations! You've completed the installation. Contact Online Help Desk if errors occur.