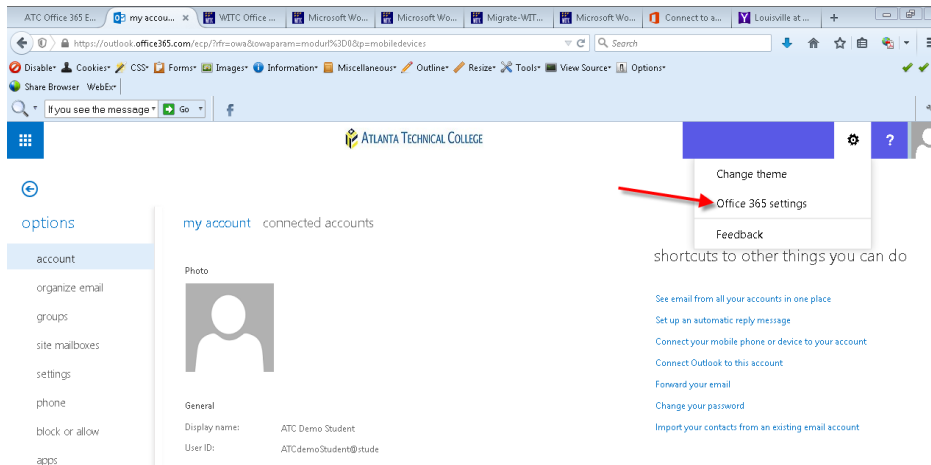


Requesting and Installing Microsoft Office 365 Pro Plus

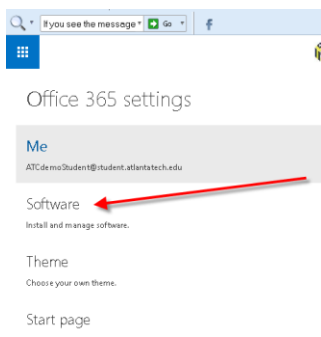
Office 365 Pro Plus is the latest version of Microsoft's Office software available through Office 365. It is offered as a free download to students currently attending ATC. The software can be downloaded and installed on 5 personal PC devices. Office 365 Pro Plus also allows you to use the Microsoft Office Apps for Android phone and iPhone on 5 devices.

The directions below explain requesting a license and how to download Office to a PC device.

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



- From the **Office 365 settings** menu select **Software**.



- 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. You also have the option to download Office Professional Plus 2010.
- To continue with the Office 2013 install, just press the install button.

software
Office
Lync
tools & add-ins
desktop setup
phone & tablet

Office

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)

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

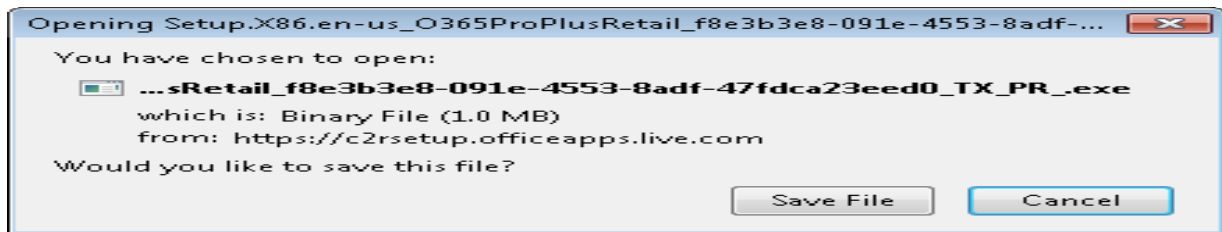
Not ready to install the latest version of Office?

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.

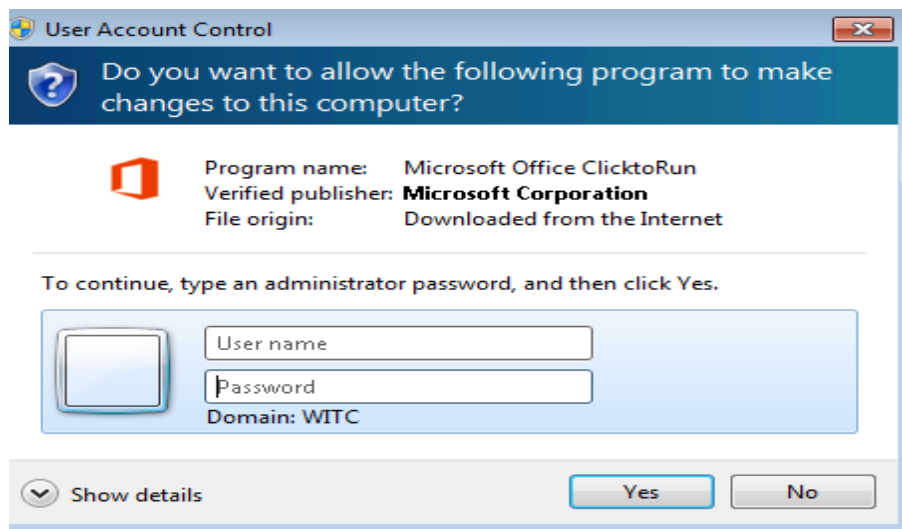
[Install Office Professional Plus 2010](#)

[Install Office Professional Plus 2010 language packs](#)

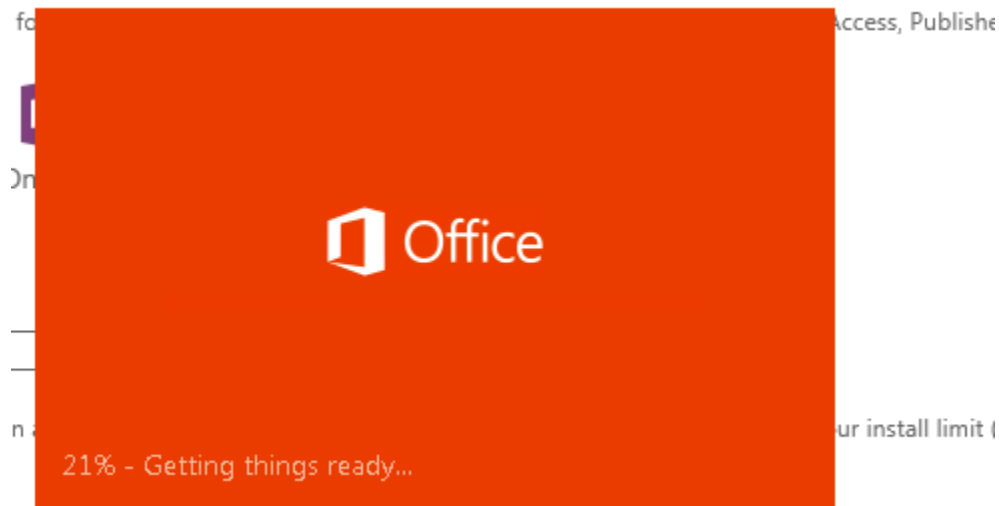
- Next you will be asked if you would like to Run the install or Save it. For these instructions we are selecting Run. You can select Save and run the install from the location that you chose to save the software.



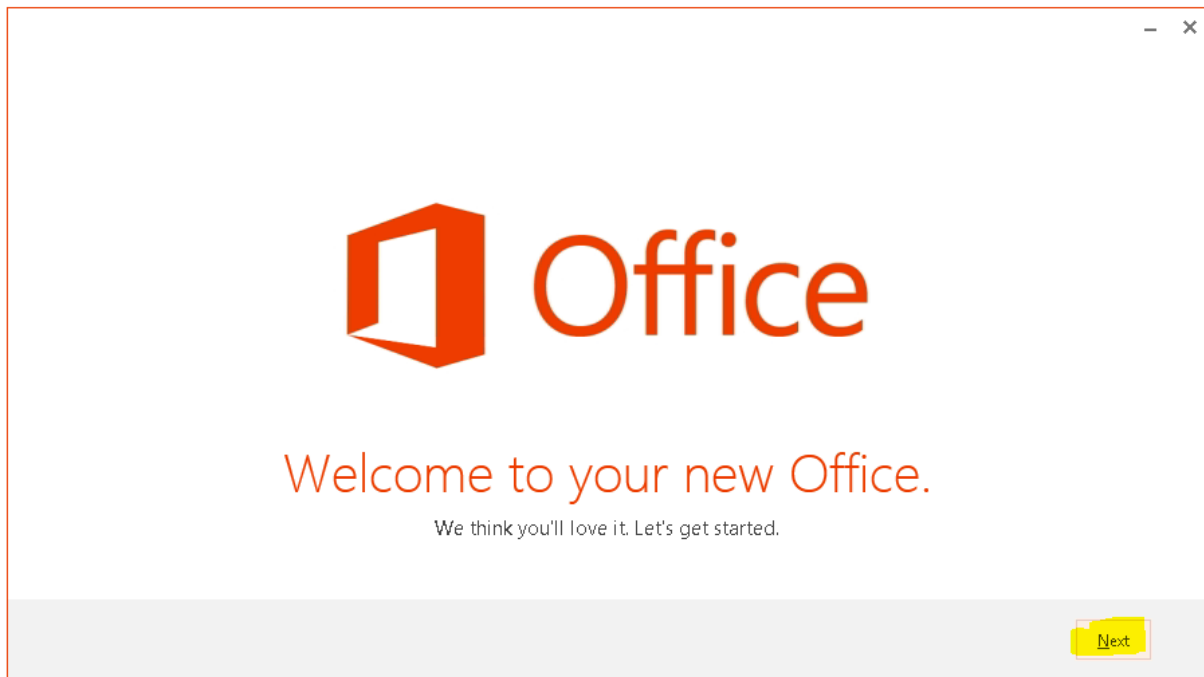
- You may be prompted by the User Account Control. If you are an administrator for the PC you can simply enter your credentials. If you have not been given administrator permissions you will need to enter credentials for an administrator account. If you do not see this screen, just skip to the next step.



- The install will start and the Box below will be displayed.

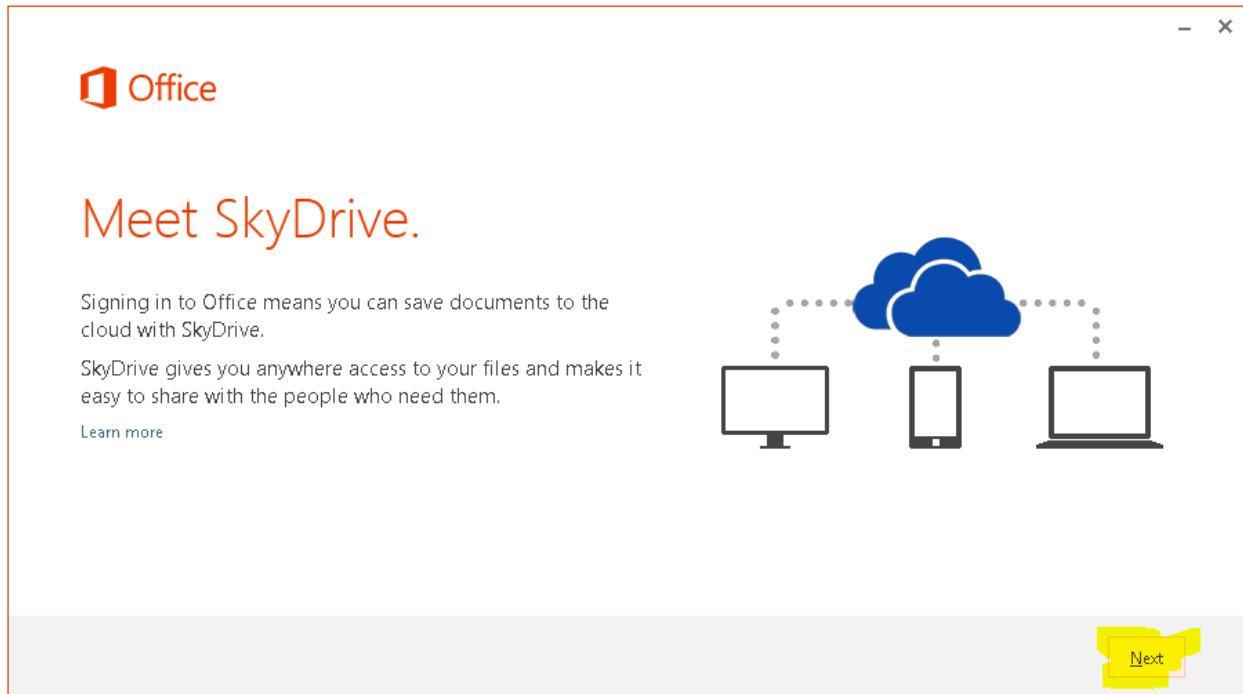


Click on the Next button on the Welcome page to continue the install

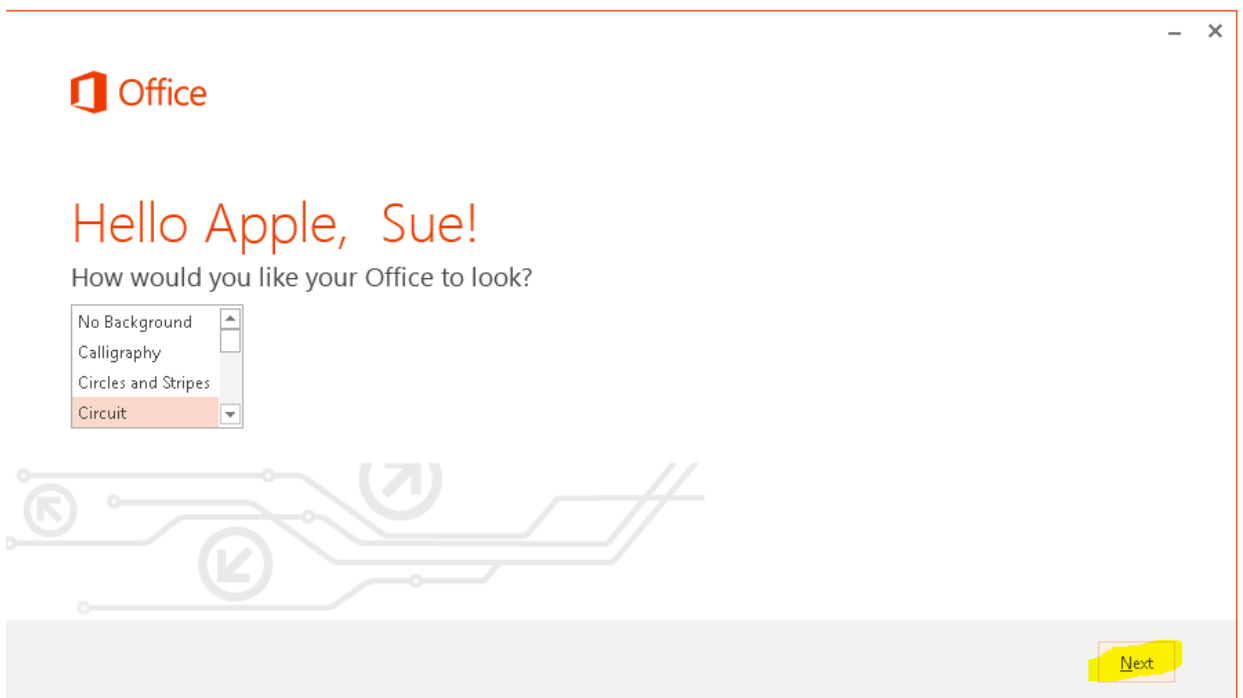


Not ready to install the latest version of Office?

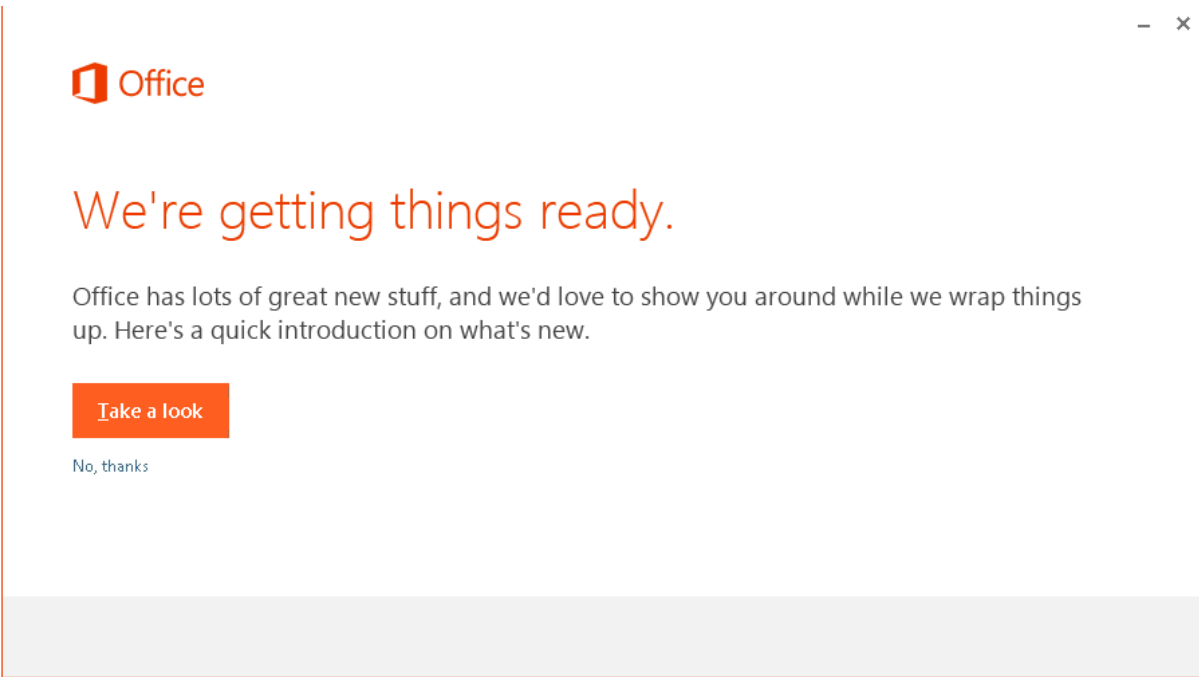
- Click on Next to continue with the install.



- Here you can choose your Office Background. After making your selection, click on the Next button.



- The Office software is now being loaded on your computer. You can go through a tutorial of what new in Office 2013 or select No Thanks.



- When the software has been loaded you will the display below indicating that the install has been completed. Click on the All done button.



- After the install is completed you will need select to send MS information or decline by selecting No Thanks. After you have selected, click on the Accept button. By clicking the Accept button you are agreeing to MS Office License Agreement. You can view the agreement by clicking on View Agreement.



- Congratulations! Your Microsoft Office suite should be installed and ready for you to use.

