

## Office365 ProPlus Guide



We are now able to offer Office365 ProPlus (A different name for the suite of Office applications including Word, Excel, PowerPoint and Publisher) to all students. You will be licensed to use this software while you are a student at St. Crispin's School. When you leave the school, the software will enter what they call 'reduced functionality mode', and you will only be able to view documents. At this time, you can either, uninstall, purchase an Office365 personal subscription (£5.99/month currently) or you may be able to continue using the software if you go to a university that also makes use of the same service.

To install Office365 ProPlus, follow the steps below:

1. Open a browser and visit the following address:  
<https://portal.office.com/OLS/MySoftware.aspx> or <https://goo.gl/KD2y6y>
2. Sign in with your school email username and password as usual.
3. Once the screen shown below appears, click on 'Install'.

### Office

Install Office 365 ProPlus with the new 2016 apps (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business

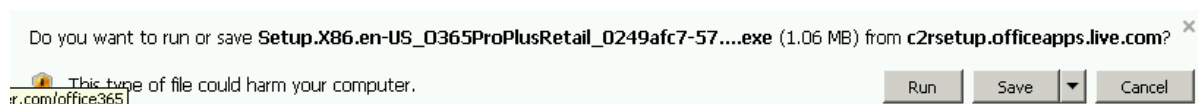


Language:  Version:

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](#)

4. If you are installing on a Windows computer, you may need to click the 'Run' button on the following notification on the bottom of the screen.



5. Office will then install. It may take quite a while. Eventually, you should be presented with the following screen. Click 'Next' and go through the first run screens.



Welcome to your new Office.

We think you'll love it. Let's get started.

Next

- At this point, you can now use Office. The applications will be in your start menu like any other program installed on your computer.

