

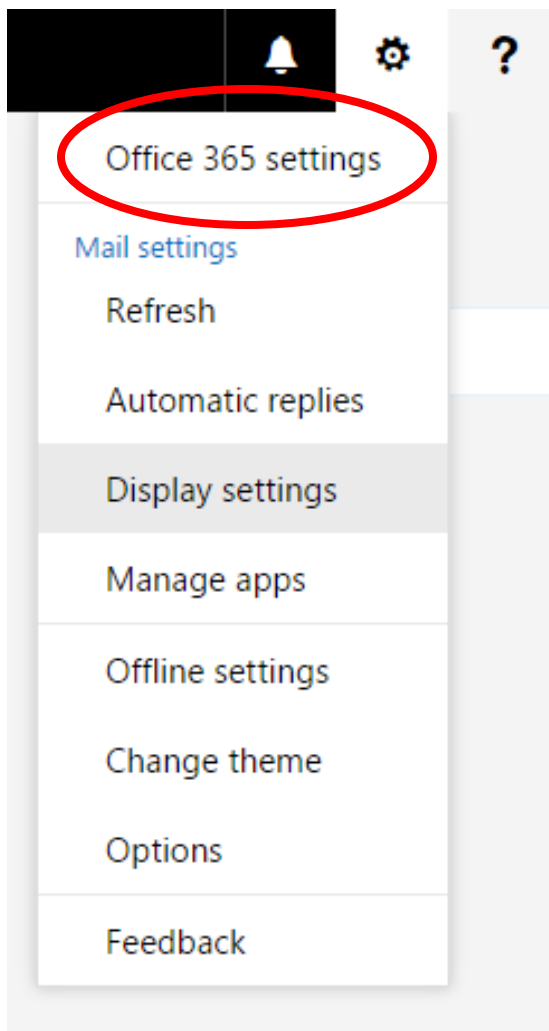
Installing Microsoft Office 365 Pro Plus

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 and staff currently attending or working at WITC. 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 and Apple devices.

The directions below explain how to download and install Office on a PC device.

To download Office Pro Plus first access your email using Outlook Web Mail (OWA). You can access OWA from WITC's email page. <http://www.witc.edu/email/>, choose the staff or student O365 icon. You can also access OWA from the My Campus single sign on portal, <https://mycampus.witc.edu> and choosing the O365 icon.


Once You have accessed your email using OWA, click on the menu cog in the right corner and select Office 365 Settings.



Select Software on the Office 365 settings menu.

Apple, Sue
Sue.Apple@my.witc.edu

General

Theme
Choose your favorite theme.  Default theme

Start page
Change where you land when you sign in. [Set your start page](#)

Notifications
Decide which notifications you need. [On](#)

Software
[Install and manage software.](#)

Password
[Change your password.](#)

On the Software page, **make sure Office is selected from the left side menu.**
The default install options are selected.











To continue with the Office 2013 install, click on the install button.

You can select a different language or the 64-bit version if needed. You also have the option to download Office Professional Plus 2010.

Office

Install the latest version of Office

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

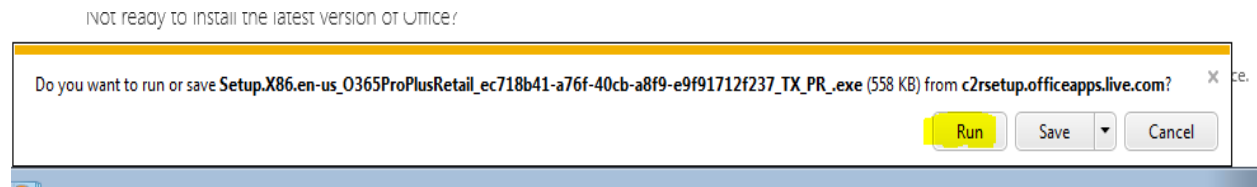
 Word  Excel  PowerPoint  OneNote  Access  Publisher  Outlook  Skype for Business  InfoPath  OneDrive for Business

Language: Version:

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

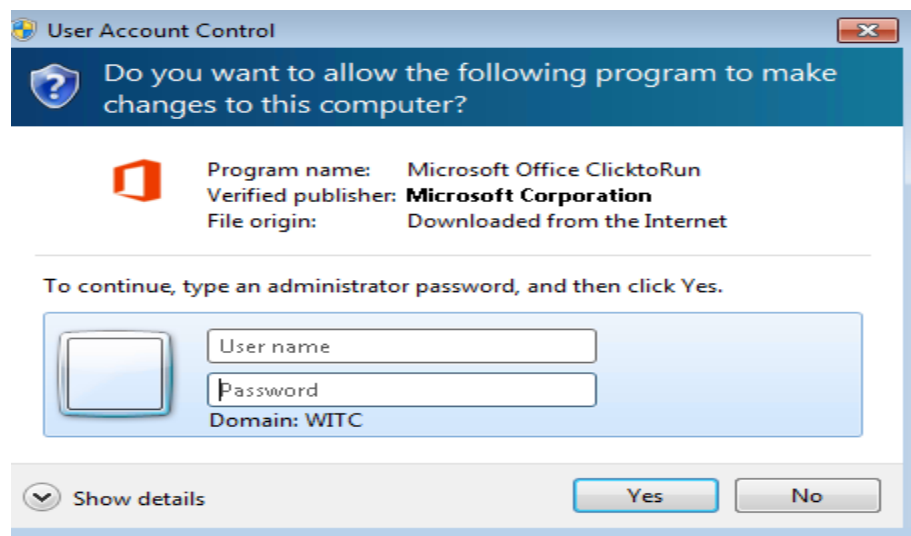
[Review system requirements](#)
[Troubleshoot installation](#)

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.

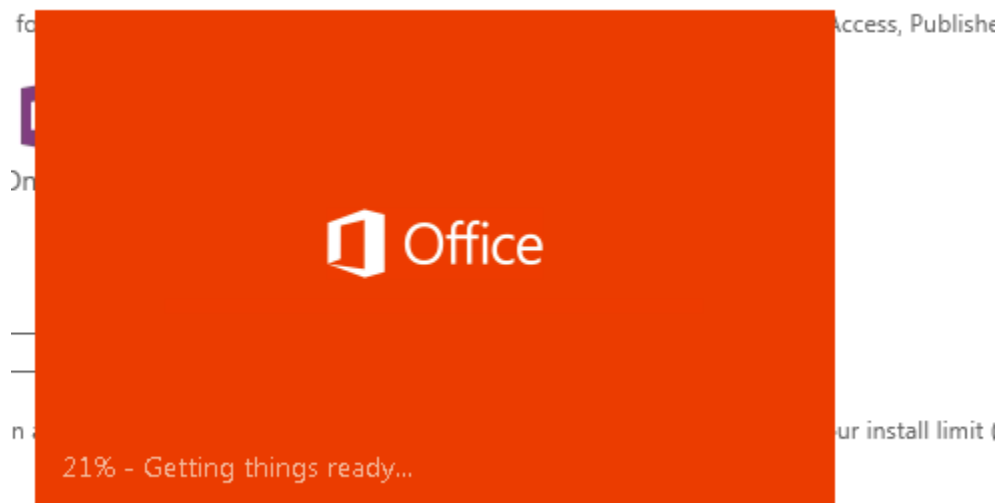


You may be prompted by the User Account Control. If you are an administrator for the PC you can simply enter your credentials. If you have not been given administrator permissions you will need to enter credentials for an administrator account.

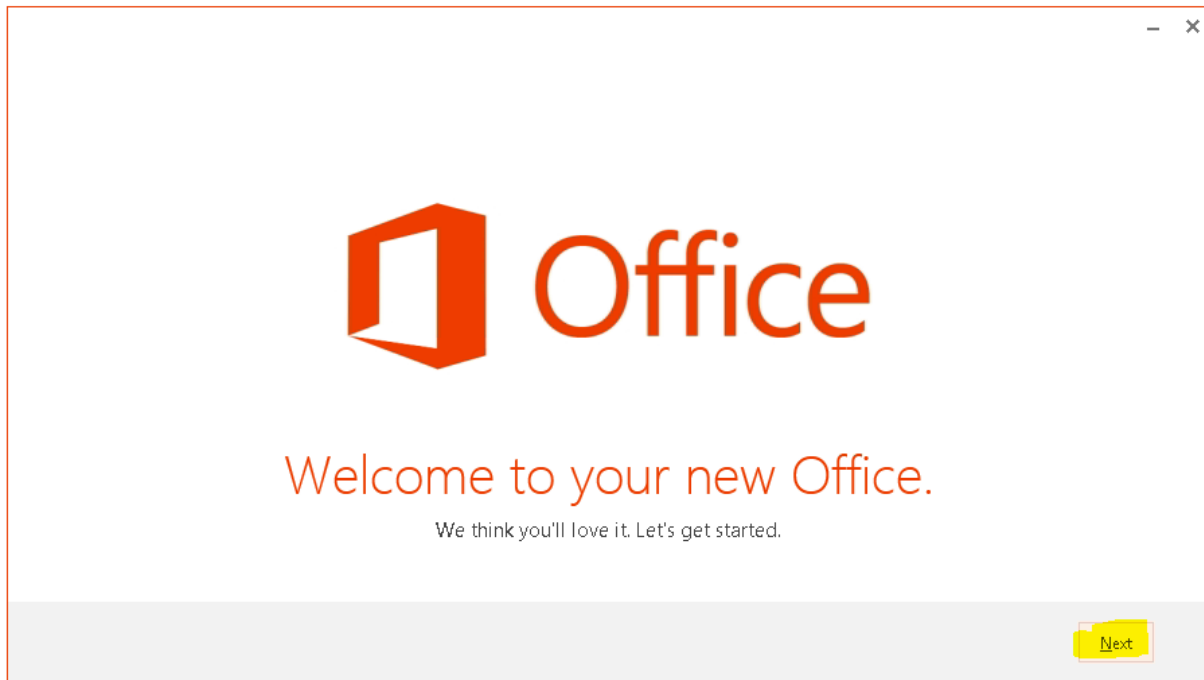
If you do not see this screen, just skip to the next step.



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

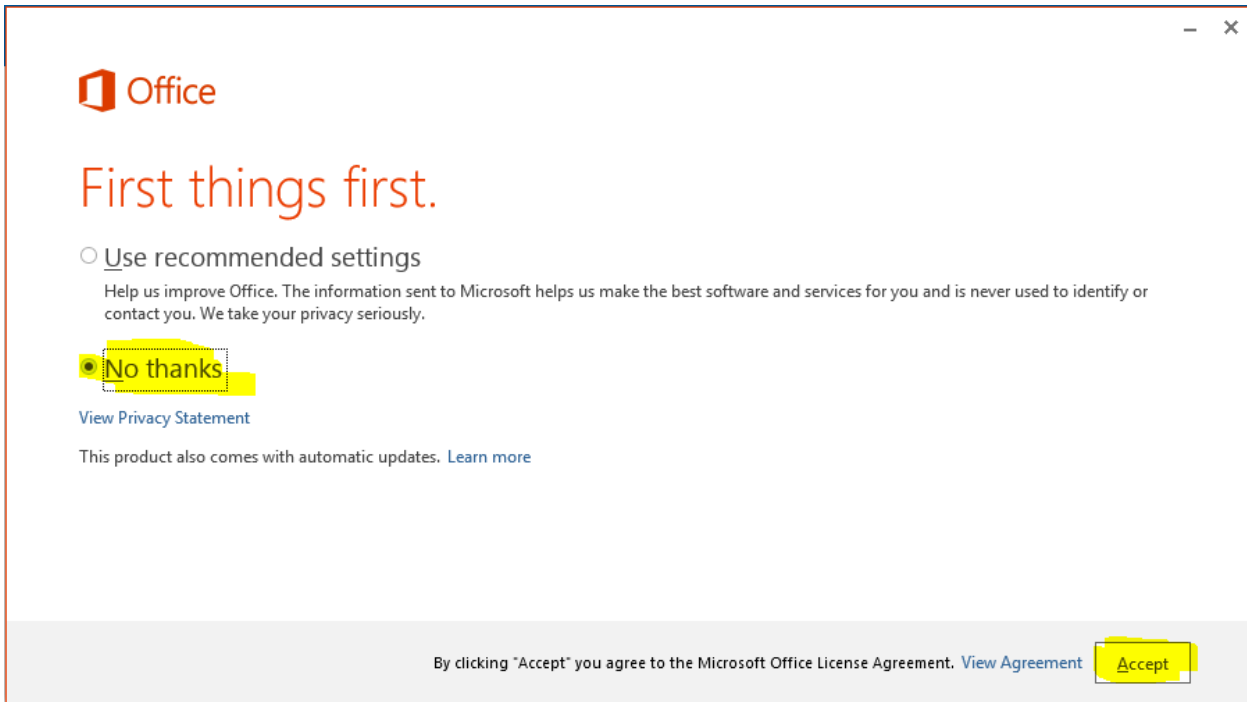


Click on Next to continue the install.



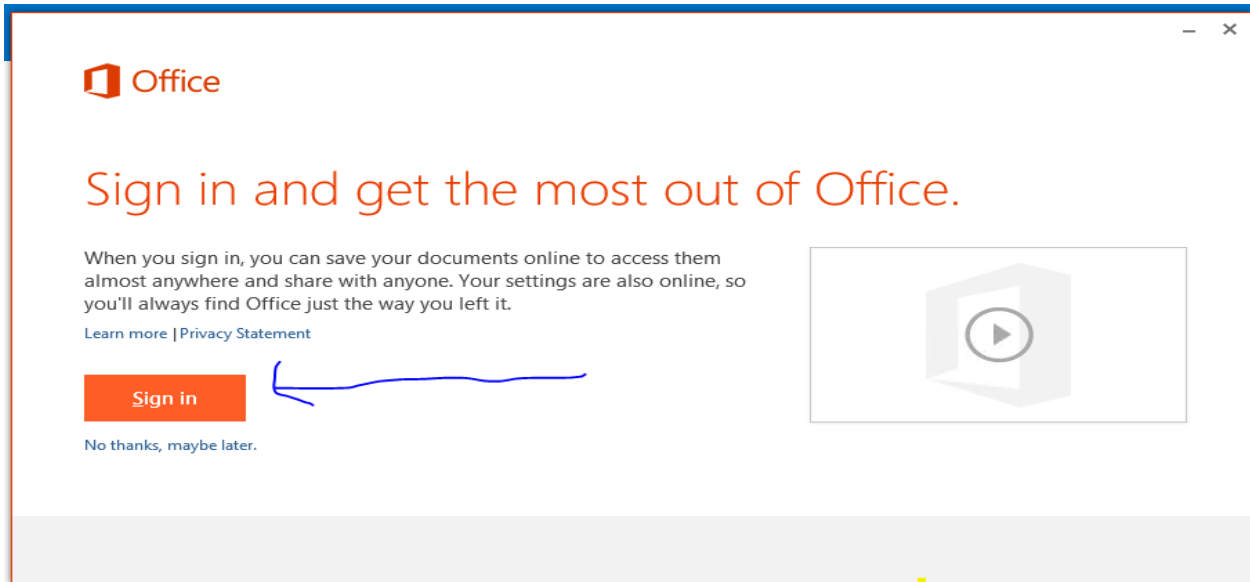
Not ready to install the latest version of Office?

Select your preference for sharing information with Microsoft. Then click on Accept.



You are now prompted to sign into Office 365 using your WITC credentials. This is not necessary to install Office but is suggested. This set's up Office so you can save your documents to your OneDrive.

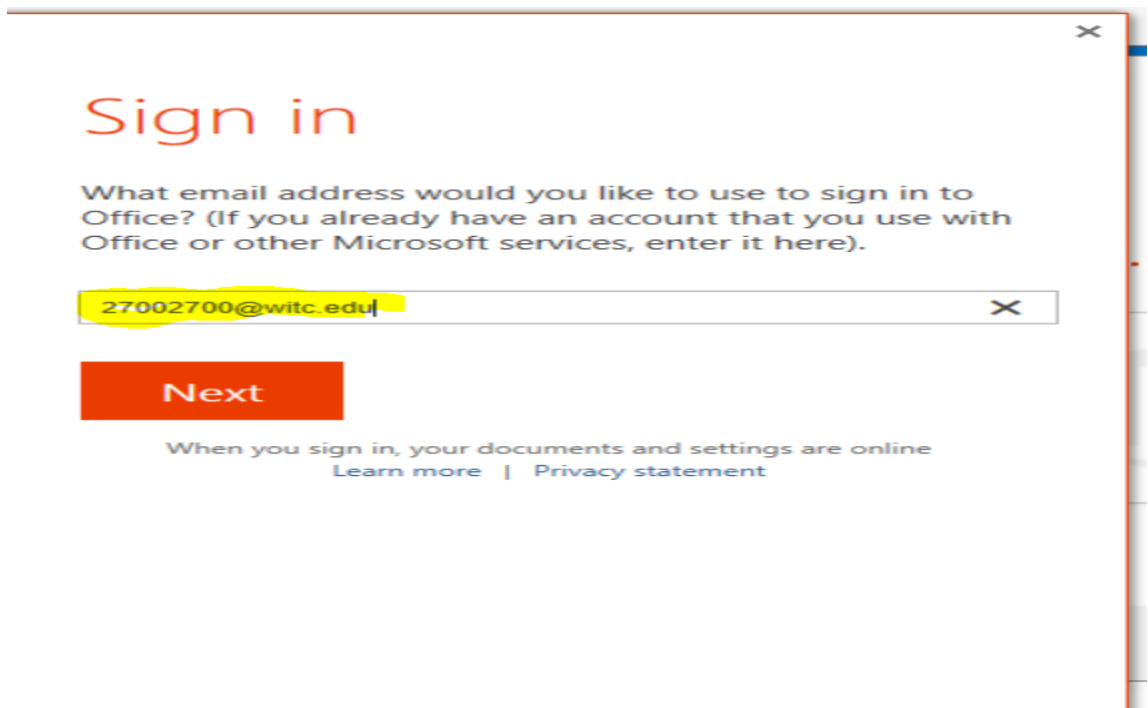
Click the Sign in button.



Students Enter your student id@witc.edu

Staff enter your employeed@witc.edu

Click Next



Enter your WITC account password. This is the same password to access O365 email or sign into WITC computers.
Click Sign In.

Sign In

User ID:

27002700@witc.edu

Password:

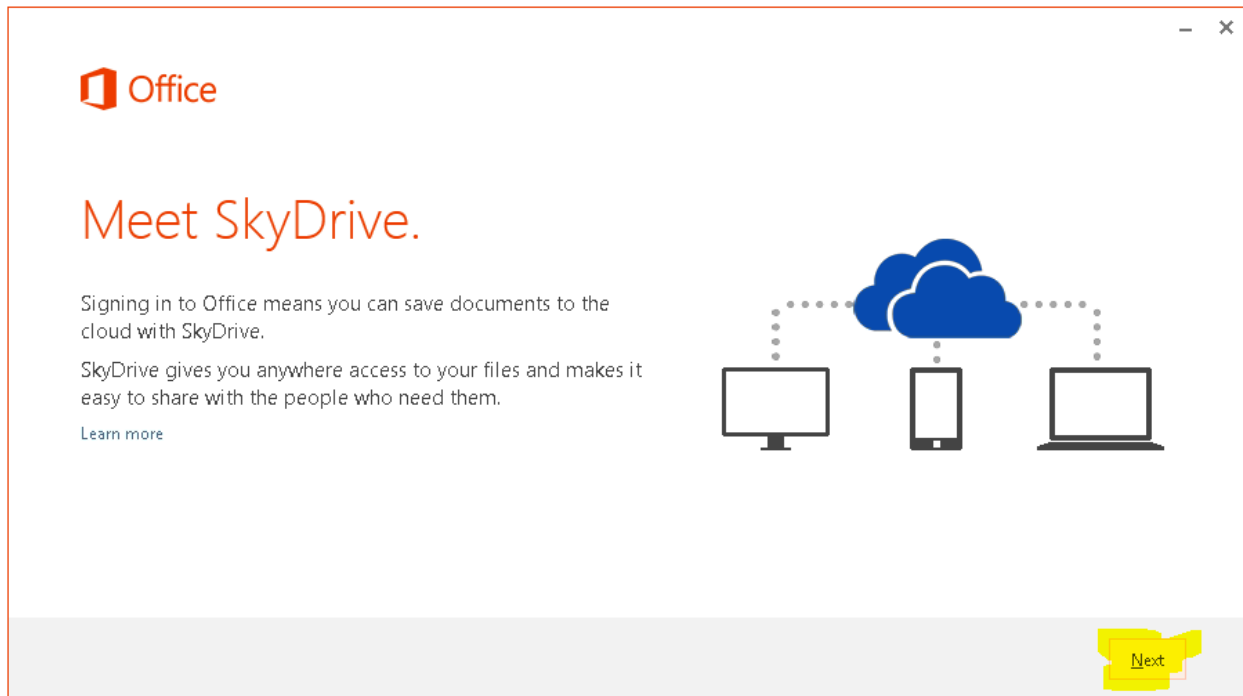
Keep me signed in

Sign in

[Can't access your account?](#)

This page is informational, it has information regarding saving your documents to the SkyDrive.

Click on Next to continue with the install.



The image shows a window titled "Office" with the Microsoft Office logo. The main heading is "Meet SkyDrive." Below this, there is text explaining that signing in to Office allows saving documents to the cloud with SkyDrive, and that SkyDrive provides anywhere access to files and makes it easy to share. A "Learn more" link is provided. To the right, there is a diagram showing a cloud connected to a desktop monitor, a smartphone, and a laptop. At the bottom right, there is a yellow "Next" button.

Office

Meet SkyDrive.

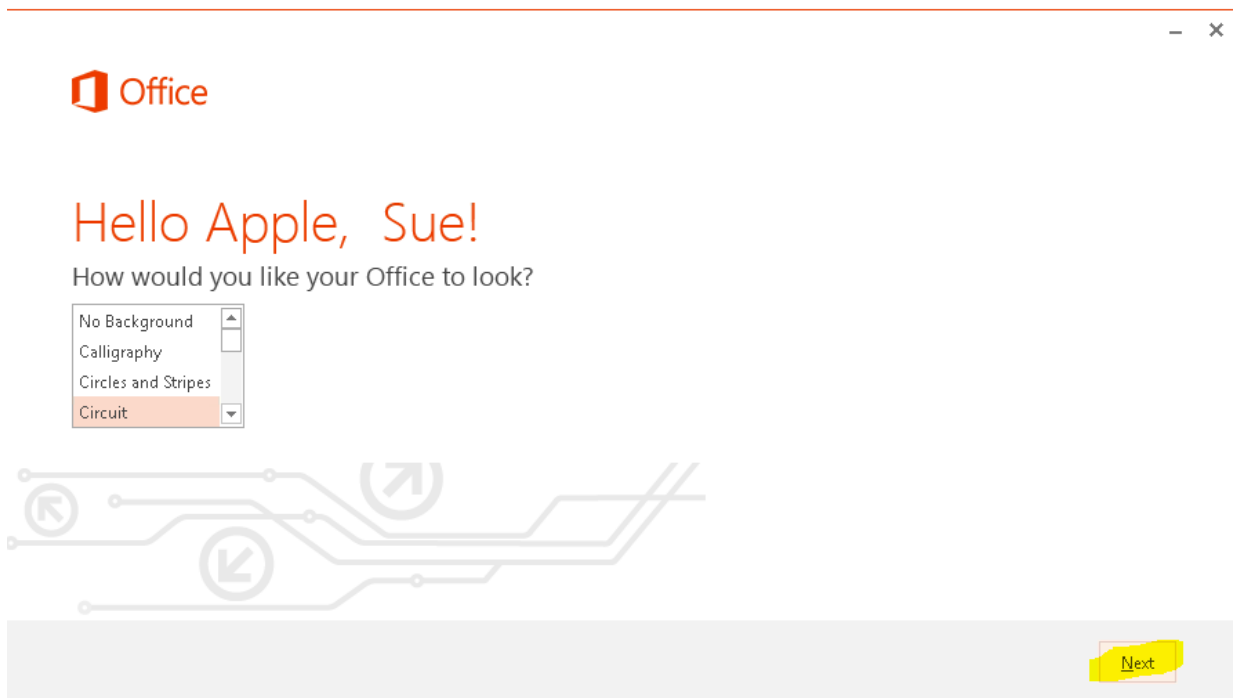
Signing in to Office means you can save documents to the cloud with SkyDrive.

SkyDrive gives you anywhere access to your files and makes it easy to share with the people who need them.

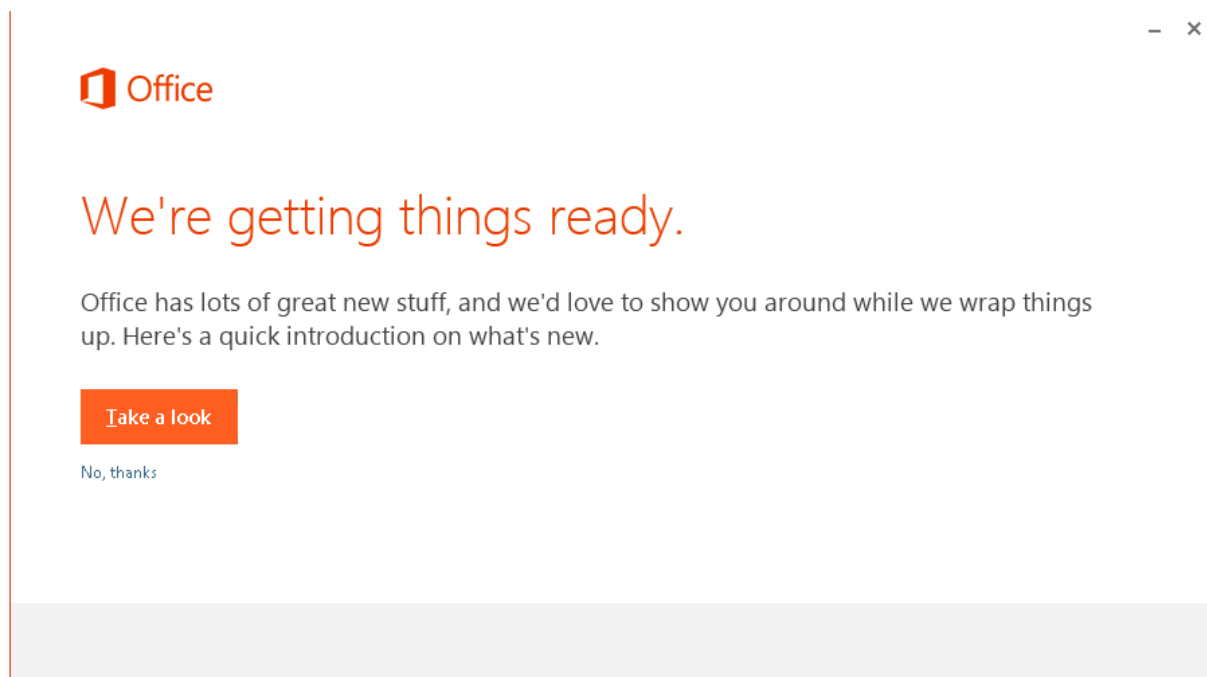
[Learn more](#)

Next

This page allows you to 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.



The screen below will be displayed while Office is being downloaded to your computer. Make sure you stay on line until this completed.



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



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

Important: When you use the Office Pro Plus applications you maybe required to login to Office 365.

It is important to enter the correct credentials.
Enter your credentials like the example below.

If the prompt asks for a user id or email address.

Students enter

studentid@witc.edu

Staff enter

employeeid@witc.edu

Password

Use your WITC password that you use to access your Office 365 email or login to WITC computers.

Stopping automatic updates

When this documentation was released WITC's supported version of Office was Office 2013. Microsoft has released a new version of Office called Office 2016. Students should stop the automatic upgrade from Office 2013 to Office 2016. Directions for stopping the upgrade are located at the link below. WITC plan's on upgrading and supporting Office 2016 the first semester of school year 2016-2017.

<http://www.witc.edu/emailcontent/pdfs/Office-Pro-Plus-Update-Settings.pdf>