

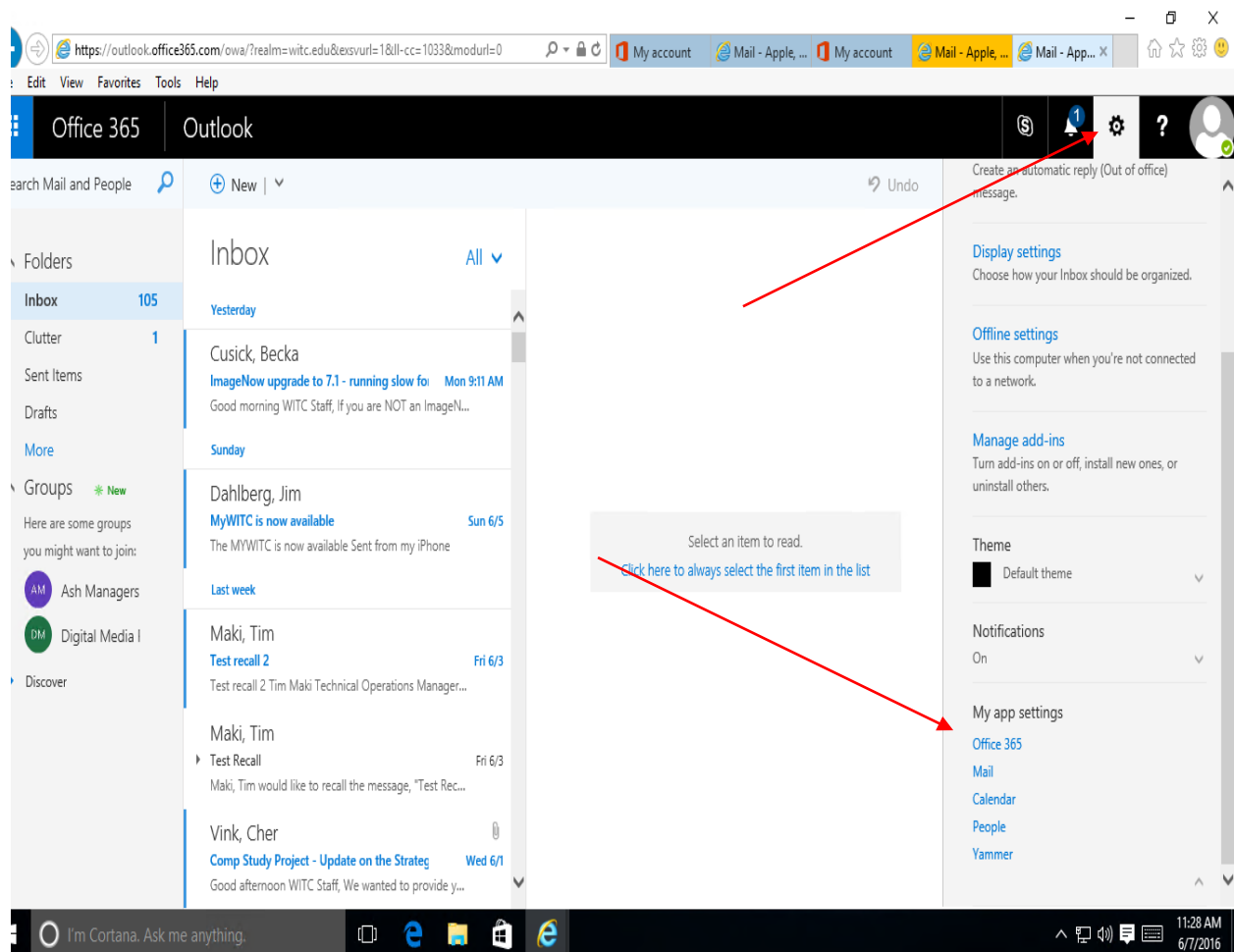
Installing Microsoft Office 365 Pro Plus

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. These directions were created using Internet Explorer version 11 on a Windows 10 computer. Other browsers are supported for loading Office Pro Plus. The steps can vary depending on the browser.

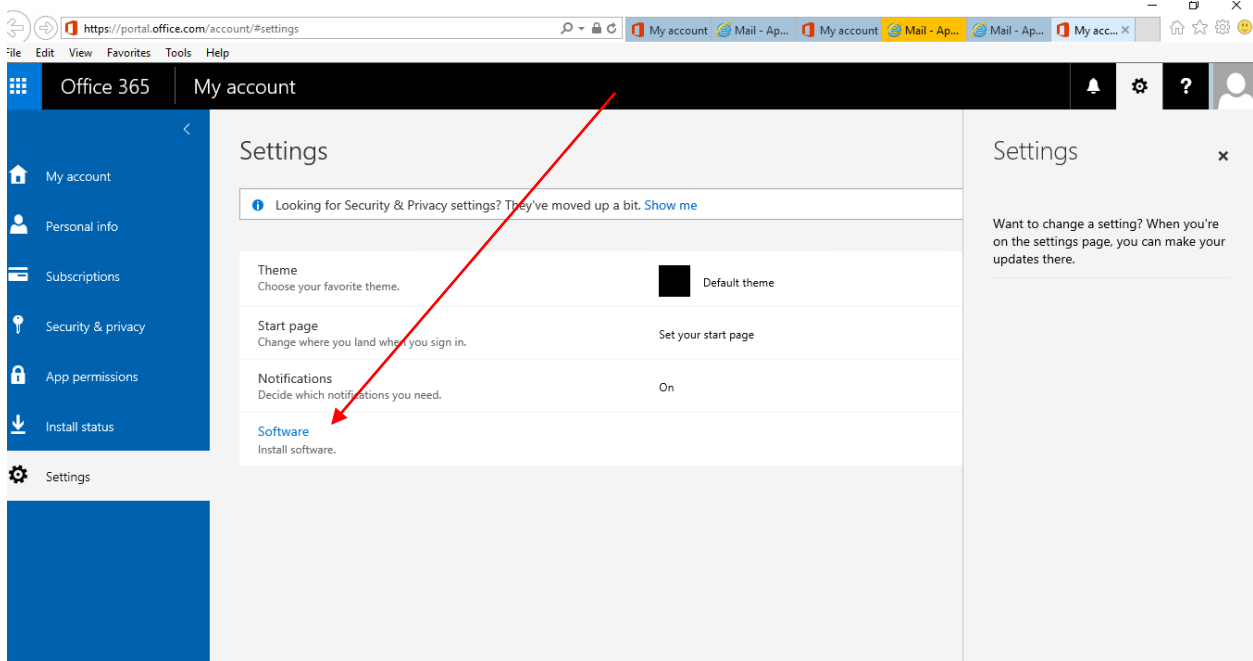
To download Office Pro Plus first access your email using Outlook Web Mail (OWA). You can access OWA from WITC's email page. <http://www.witc.edu/email/>, choose the staff or student O365 icon. You can also access OWA from the My Campus single sign on portal, <https://mycampus.witc.edu> and choosing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

Once you have accessed your email using OWA, click on the menu cog in the right corner and select Office 365 under My app settings.



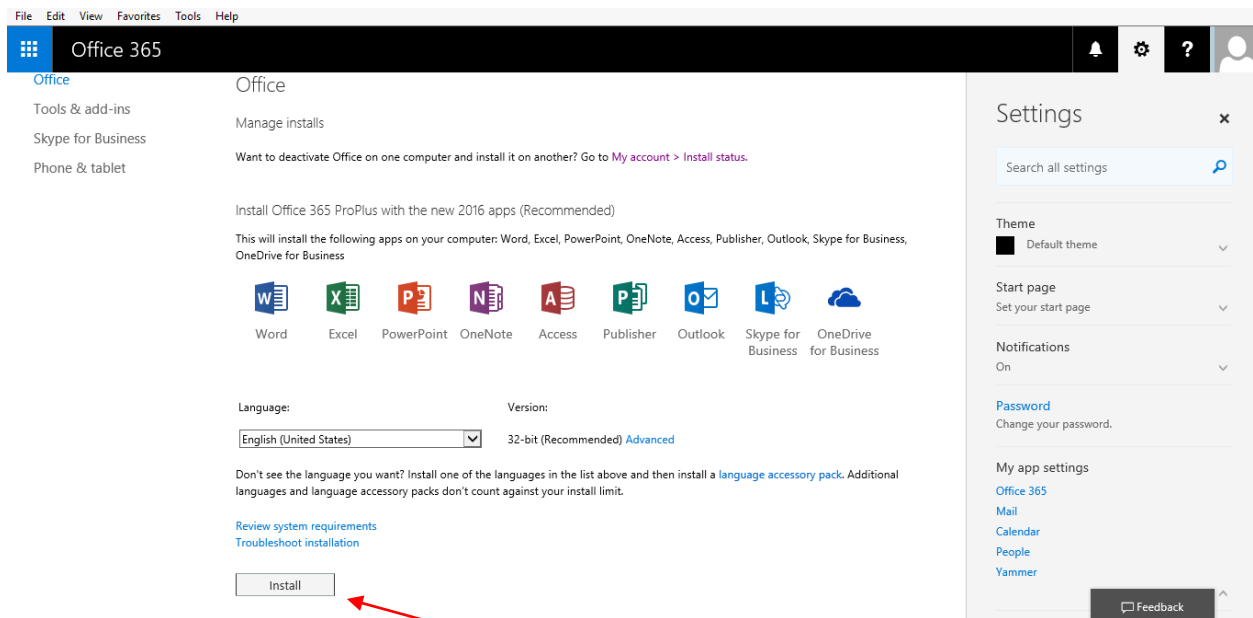
The screenshot displays the Outlook Web Mail (OWA) interface in a browser window. The address bar shows the URL: <https://outlook.office365.com/owa/?realm=witc.edu&exsvurl=1&ll-cc=1033&modurl=0>. The interface includes a navigation pane on the left with folders like 'Inbox' (105 items) and 'Clutter' (1 item). The main content area shows an 'Inbox' view with several email entries, including one from 'Cusick, Becka' and another from 'Maki, Tim'. A red arrow points from the 'Settings' gear icon in the top right corner to the 'My app settings' section in the right-hand pane. Within 'My app settings', the 'Office 365' option is highlighted. Another red arrow points from a text box that says 'Click here to always select the first item in the list' to the first email entry in the inbox list.

Click on Software.

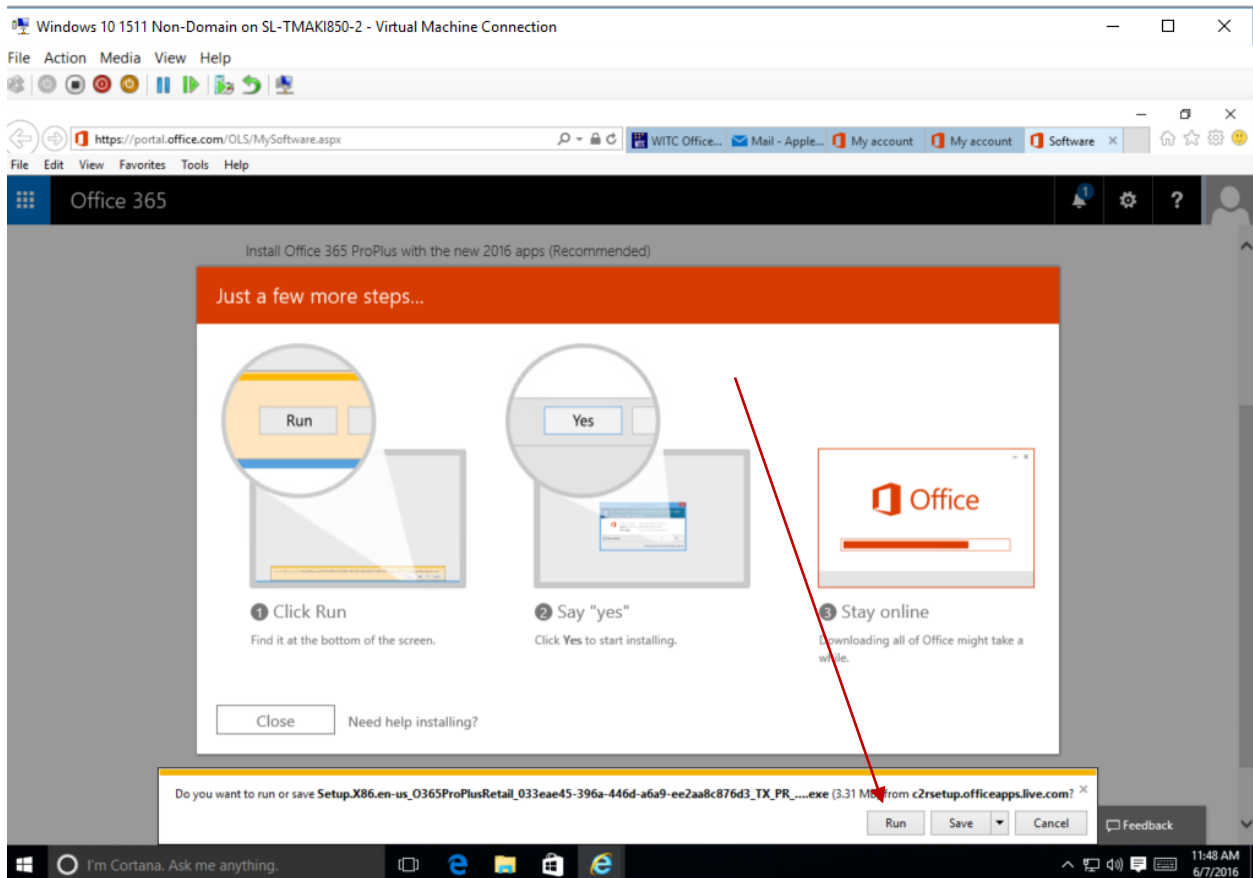


The language will default to English and can be changed if needed. The version is defaulted to 32-bit. This is recommended unless there is an explicit reason for installing the 64-bit version.

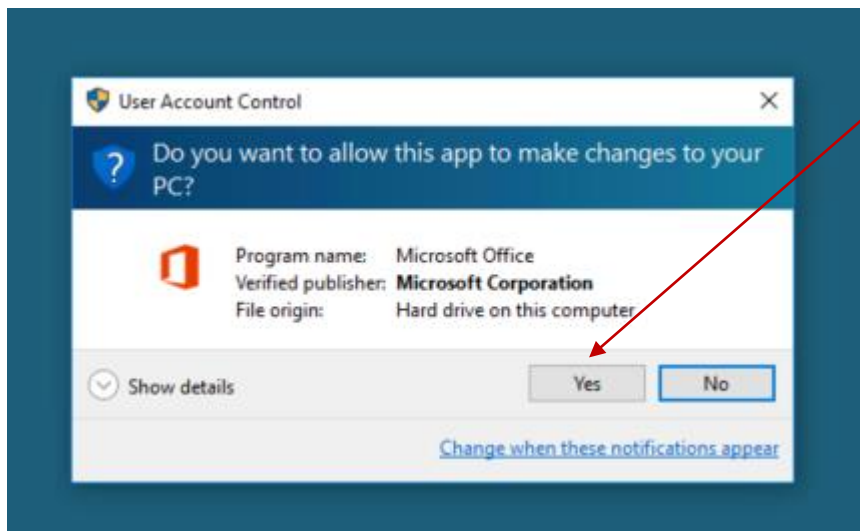
Click on Install.



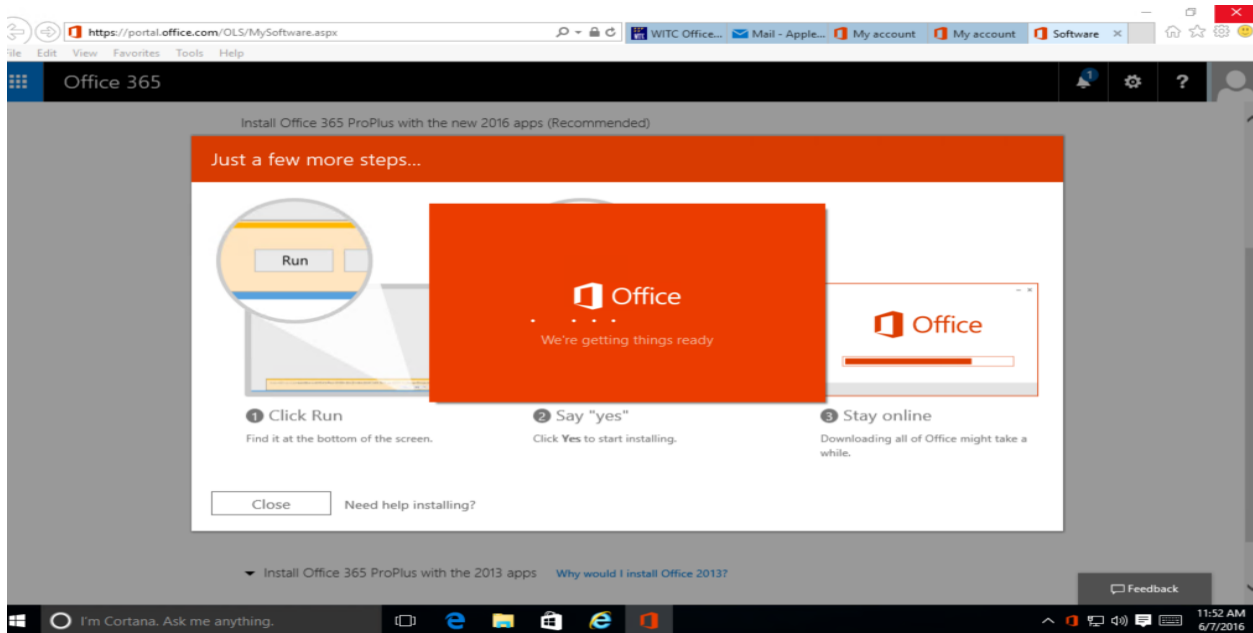
A pop up Window will be displayed at the bottom of the screen. Click on Run to start the install.



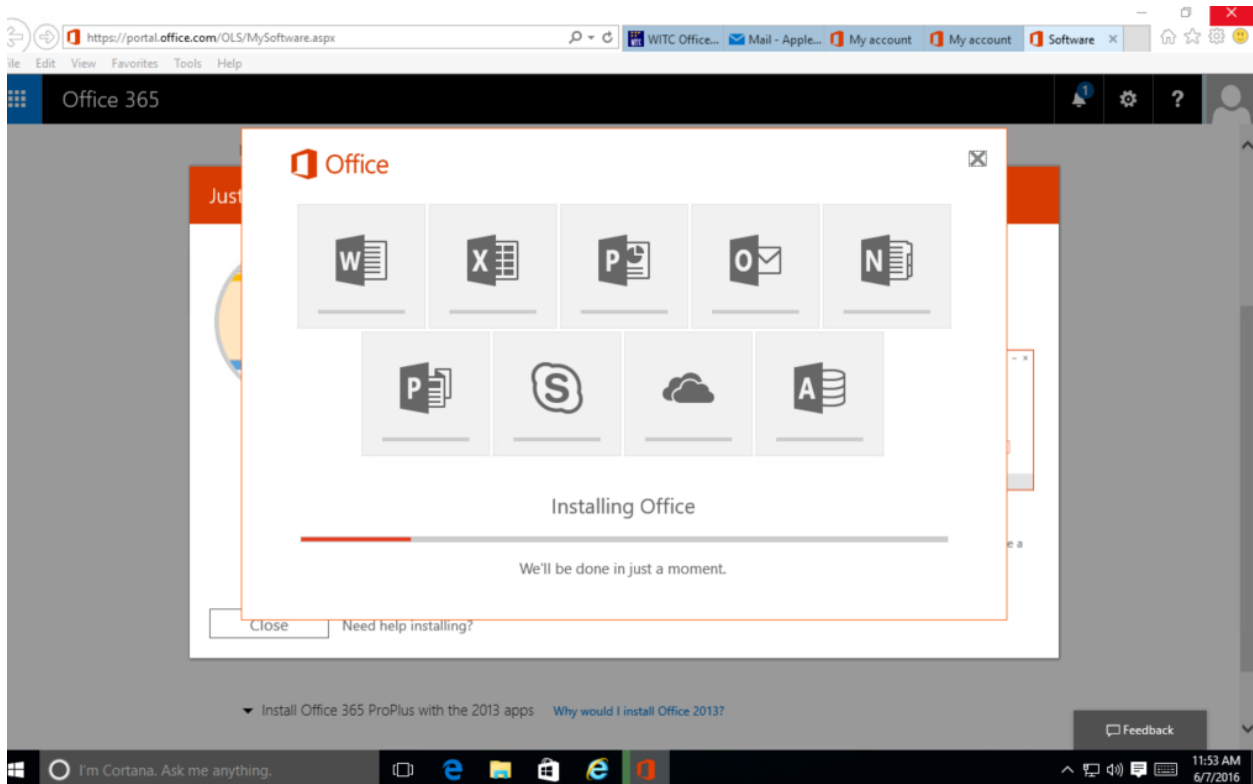
You may see the User Account Control window like the one below. Click Yes to allow the install.



The install will start.

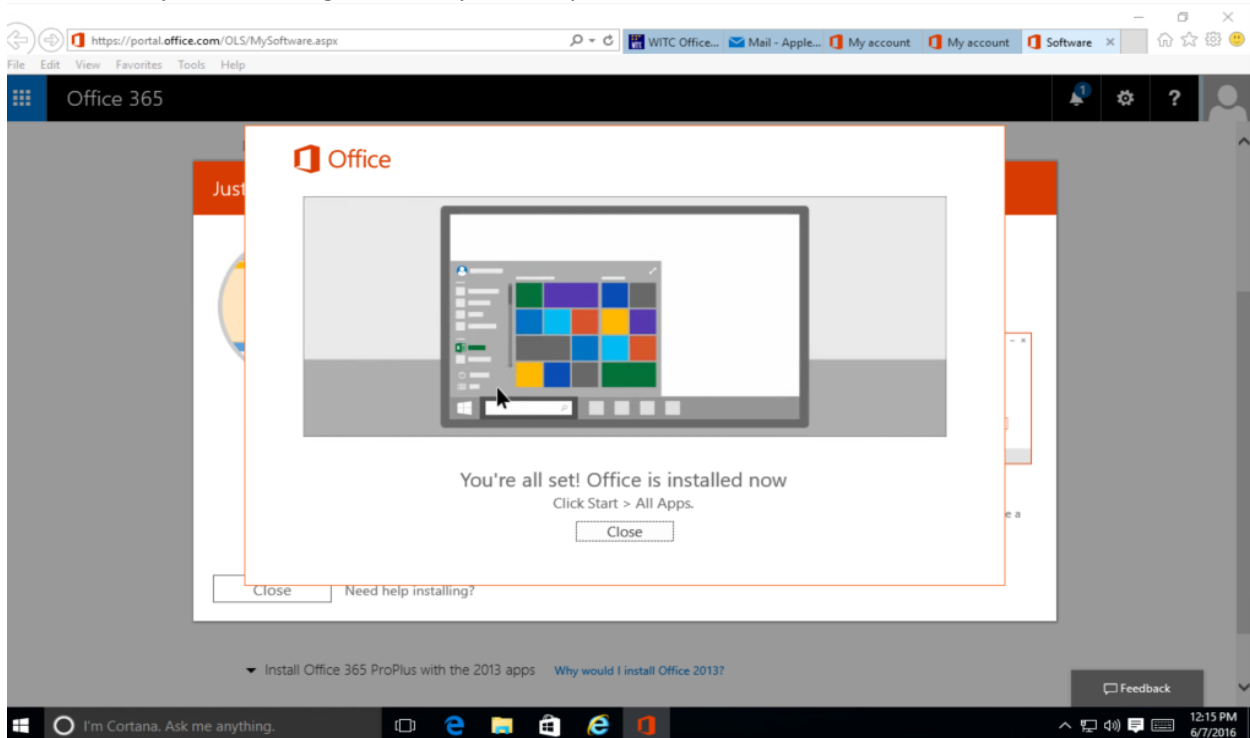


After the install has started the status window will be displayed with the progress of the install.



The confirmation message below will be displayed when the install has completed. Click on the close button to close the install.

You are ready to start using Office on your computer.



For more information on Installing Office 2016 Pro Plus access Microsoft's install instructions at the link below.

<https://support.office.com/en-us/article/Download-and-install-Office-using-Office-365-for-business-on-a-PC-72977511-dfd1-4d8b-856f-405cfb76839c>

Important: When you use the Office Pro Plus applications you may be 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.