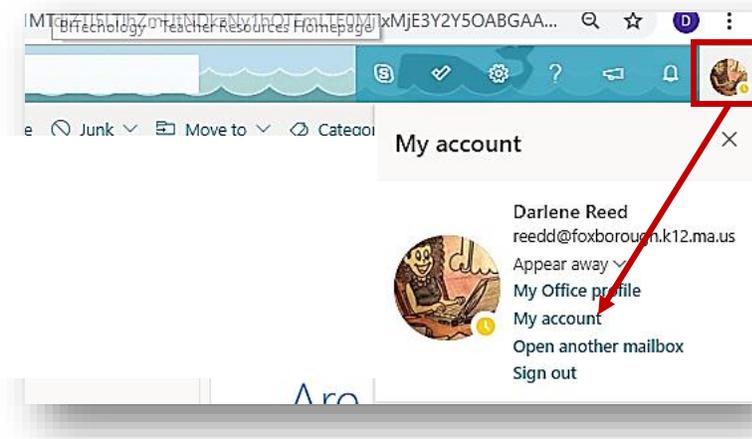


OFFICE 365

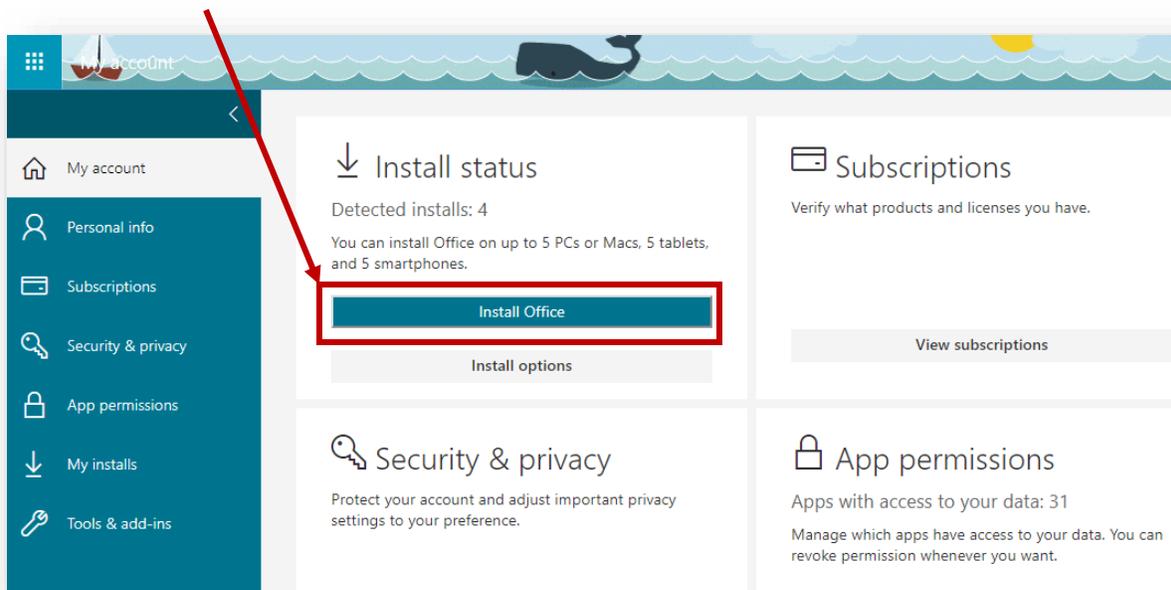
DOWNLOADING MICROSOFT PRO PLUS

You have 5 free downloads of Microsoft Pro Plus available with your Office 365 account.

1. Log-in to your **Office 365** account.
2. Click your **profile picture** in the top right corner of your email window, then click **My account**.



3. Click **Install Office**.



4. Click the **Setup file** at the bottom of the screen, then click **Yes**, to start the install.

Note: To manage previous installations, click **My installs** in the left pane.

Office 365 FAQs (from Microsoft Office in Education Site)

What is Office 365?

Office 365 Education for Students is an Office 365 plan that is available for free to students who attend academic institutions that have purchased Office 365 for faculty and staff. This plan allows students/staff to install Word, Excel, PowerPoint, Outlook, OneNote, Publisher, and Access on up to 5 PCs or Macs and Office apps on other mobile devices including Android, iPad®, and Windows tablets. The plan also includes 1TB of OneDrive storage, managed by the school, and students can edit and collaborate using Office Online.

How long can I use this plan?

You can use the plan until you graduate or are no longer enrolled at a qualified school. Student/Staff eligibility may be re-verified at any time. At expiration, the Office applications enter a reduced-functionality mode, which means documents can be viewed but it isn't possible to edit or create new documents. In addition, online services associated with the school email address, for example Office Online and OneDrive, will no longer work.

Who manages the OneDrive account provided with this offer?

This account is associated with the school and should be used for school/work-appropriate content, such as homework and schoolwork. Permissions and access can be changed by the school's IT administrator at any time.

I'm having trouble with the installation, where I can find help?

On the Office download page (within Office 365 accounts), there is a link for a list of system requirements. Before downloading, we advise that you check the requirements to be certain that your personal computer or mobile device is compatible with the most current version of Office. There is also a link for a troubleshooting guide for your reference if you have difficulty with the installation of Office. Please note: FPS is unable to support or troubleshoot personal computers or mobile devices.