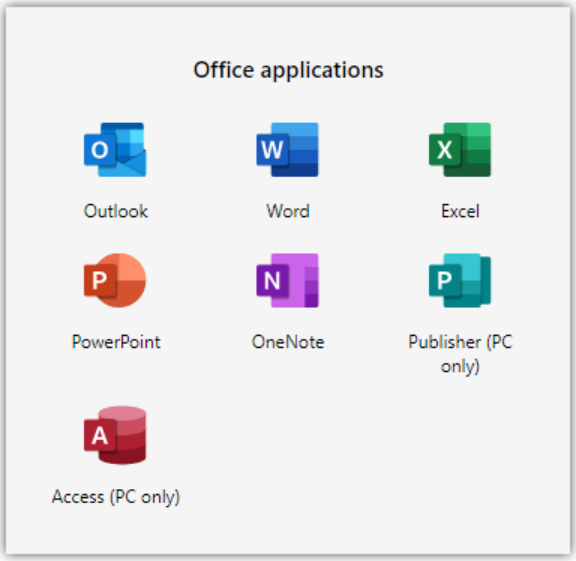
How to download and install Office 365 Pro Plus for students

SADDLEBACK COLLEGE TECHNOLOGY SERVICES

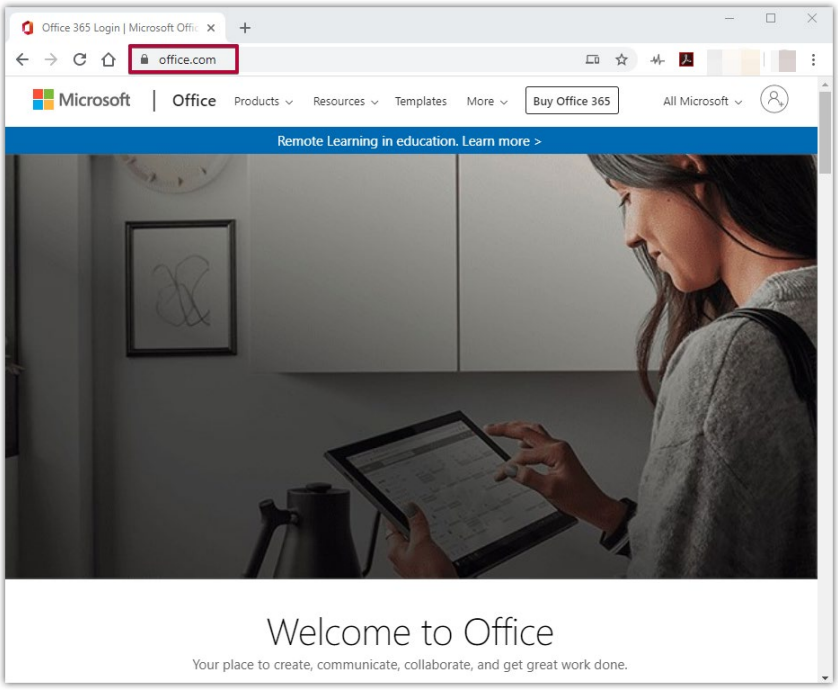
Microsoft Office 365 Pro Plus is not a web-based version of Office. It runs locally on the user's computer. Users don't need to be connected to the Internet all the time to use it. Microsoft Access is only available through Office 365 Pro Plus. If you need to use Microsoft Access follow these instructions to download and install Microsoft Office 365 Pro Plus.

NOTE: Office 365 Pro Plus download is only available for Windows PC or Mac. Microsoft Access only available on Windows PC. If you have a Chromebook, you cannot download Office 365 Pro Plus. Click here on how to access Microsoft Office Online on a Chromebook.

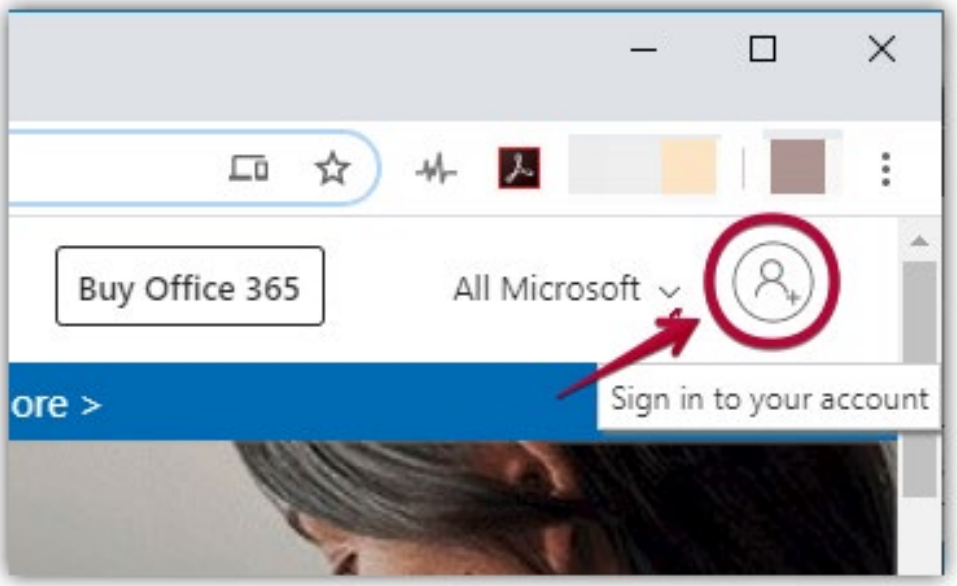
Here is a list of applications that are available with Microsoft Office 365 Pro Plus:



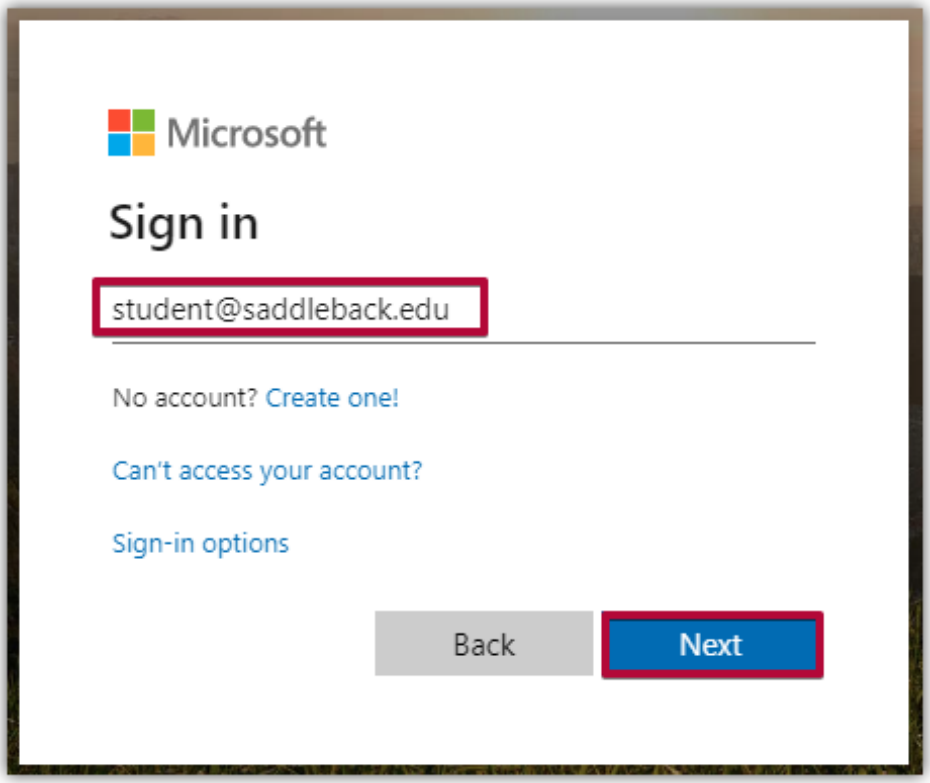
1. Open a web browser and navigate to https://office.com



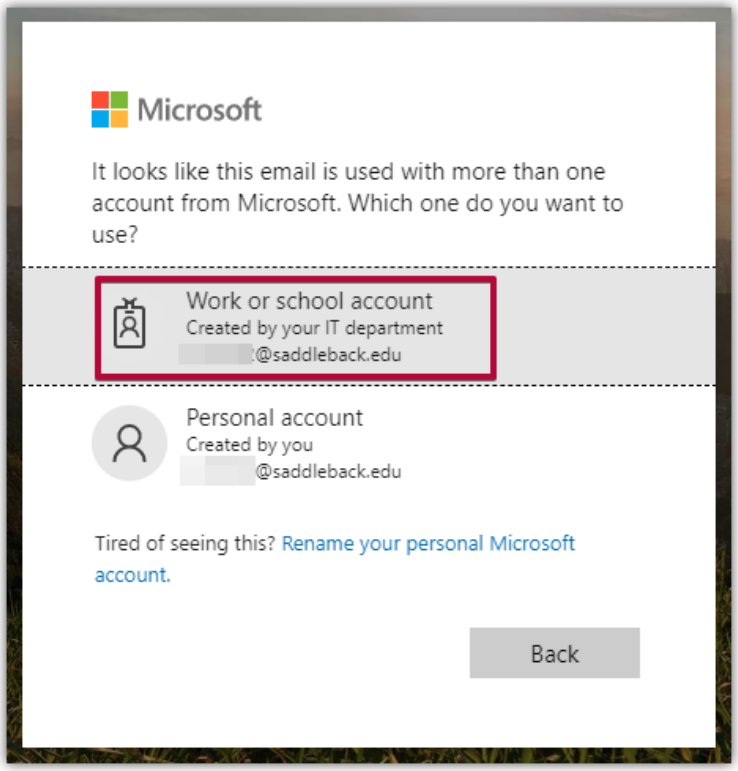
2. Click on the **user icon** at the top right of the web page to sign into your Microsoft account.



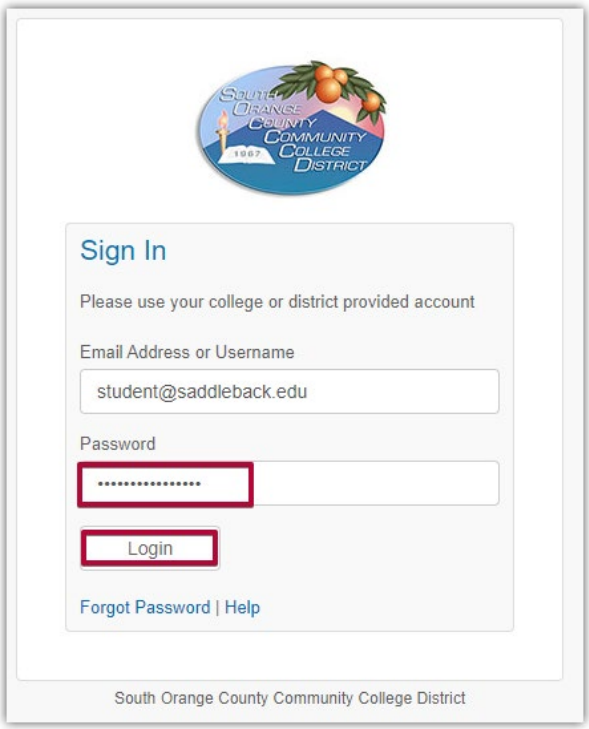
3. Type in your Saddleback College **email address** then click **Next**.



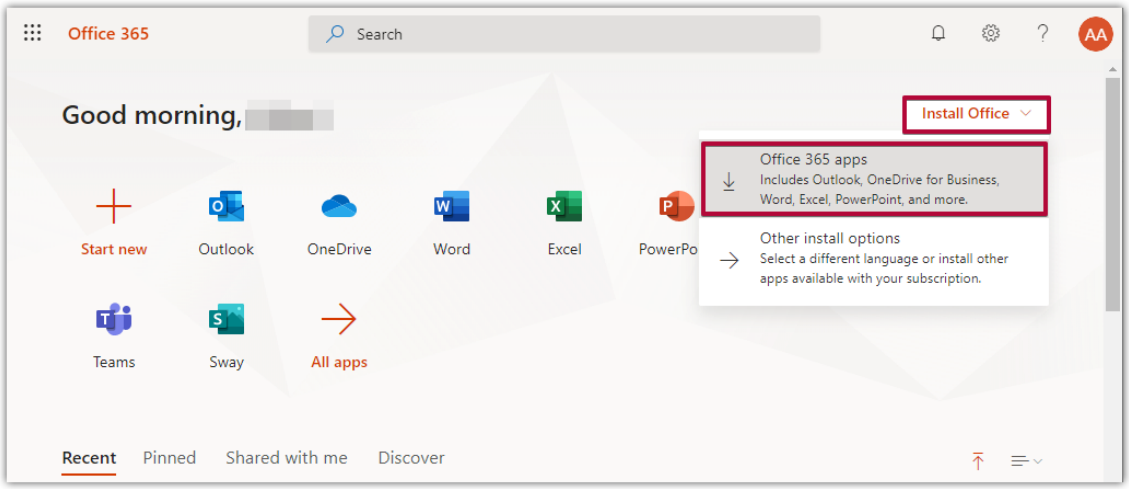
4. ***If you get the following message, click on Work or school account.***



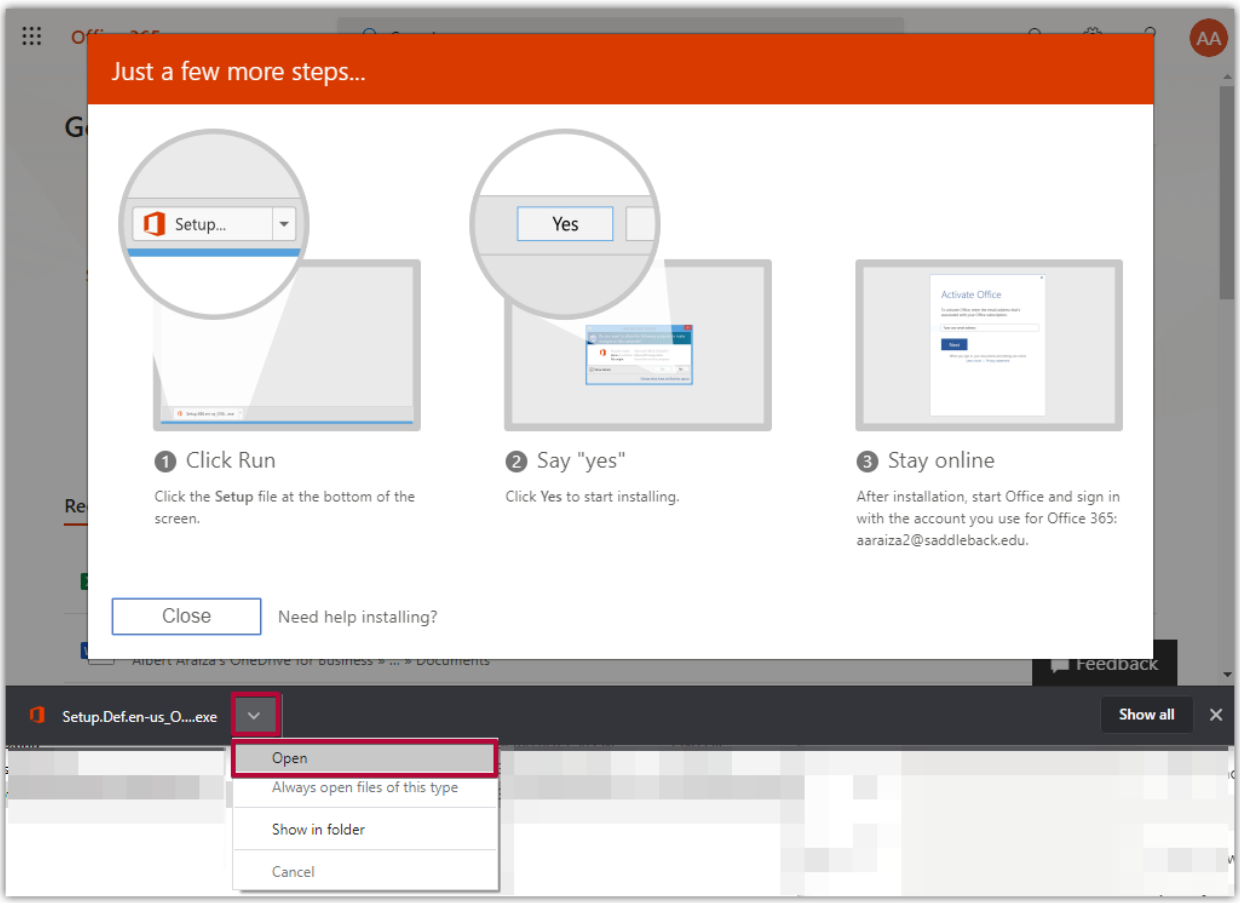
5. Enter your Saddelback College email **password** on the SOCCCD single sign on page, then click **Login**.



6. You will now be signed into Microsoft Office online. Click **Install Office**, the click on **Office 365 apps**.

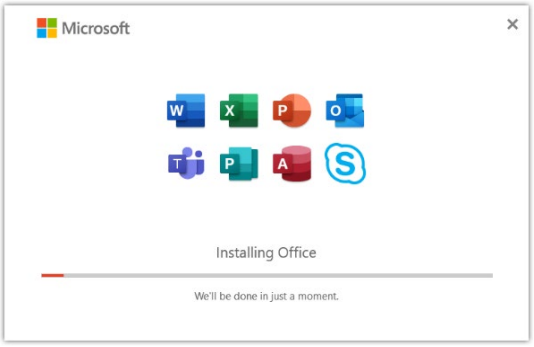


7. Open the **Setup** file at the bottom of your browser screen

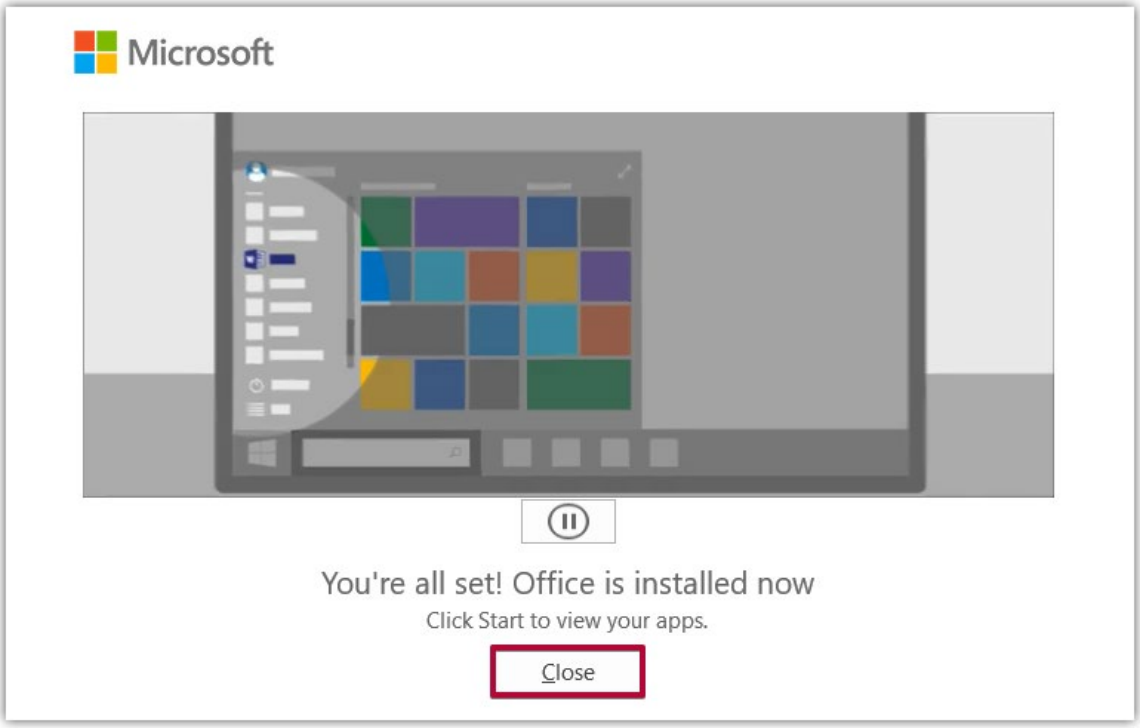
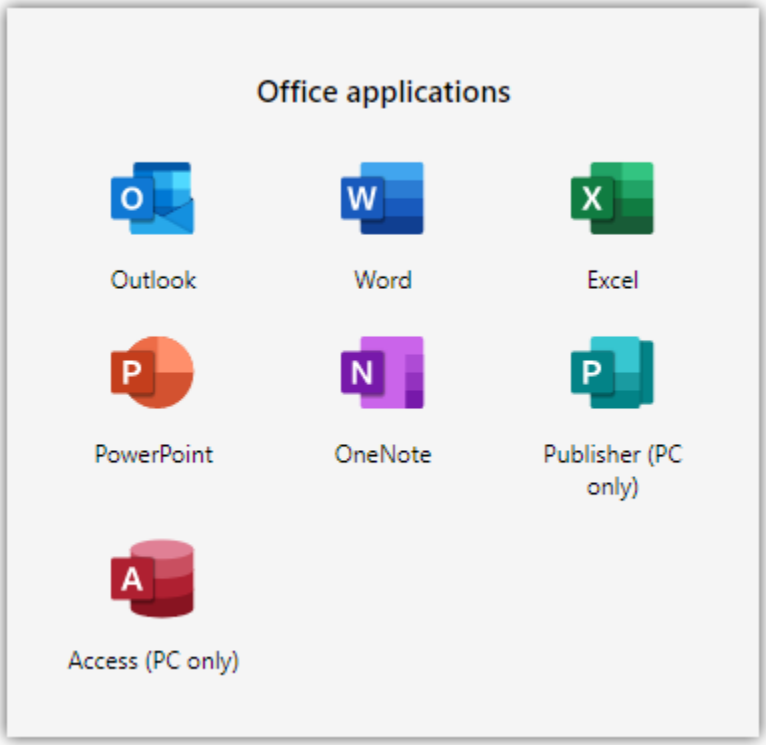


8. Click on **Yes** on the User Account Control pop-up message.

9. The Microsoft Office installation is now underway. Wait until installation finishes. You will see the following images while Office 365 installs. Wait until the Office installation finishes.



10. You will see this window after Office has finished installing. Click on **close**.



11. You now have the full Microsoft Office Pro Plus software suite installed on your computer. **Note that you can install the Desktop versions of Office on up to 5 pcs or Macs per user**.