

Installing Office 365 ProPlus (Mac)

SCC FACULTY AND STAFF

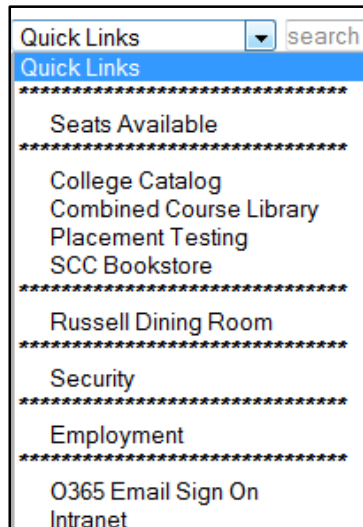
Office 365 ProPlus is a full version of Office, which includes Word, PowerPoint, Excel, OneNote, Outlook and more. Office 365 ProPlus allows Faculty and Staff to install the software on up to five PCs or Macs free of charge as long as you are employed at Sandhills Community College.

*****PLEASE DO NOT INSTALL THIS ON SANDHILLS COMMUNITY COLLEGE PC'S OR LAPTOPS*****

Important Notes:

If you already have a version of Microsoft Office installed (trial version), uninstall it and reboot your machine before continuing!
This version must be connected to the Internet every 30 days to stay licensed

1. The link is located on the Sandhills Home Page <http://www.sandhills.edu> Under the Quick links Choose O365 Email Sign on:



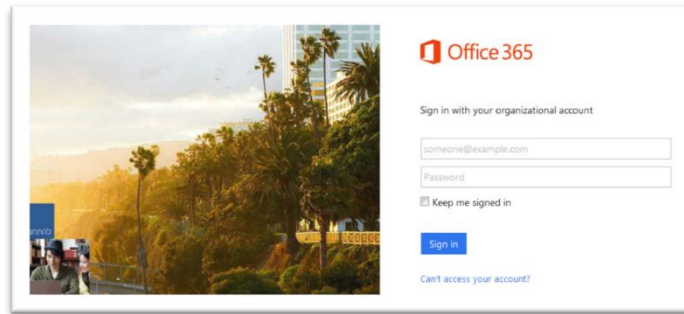
You can also find it under the For Faculty and Staff Link at the bottom of the Sandhills Home Page <http://www.sandhills.edu> Click on the following Icons/links on the SCC Home Page:

For Faculty & Staff |

[Office 365 \(Staff & Faculty Email\)](#)

- [Sign In to Office 365 Web Access](#)
Access Your E-mail on the Web with Outlook Web App

2. Login to Office 365 ProPlus (login.microsoftonline.com) using your @sandhills.edu account.

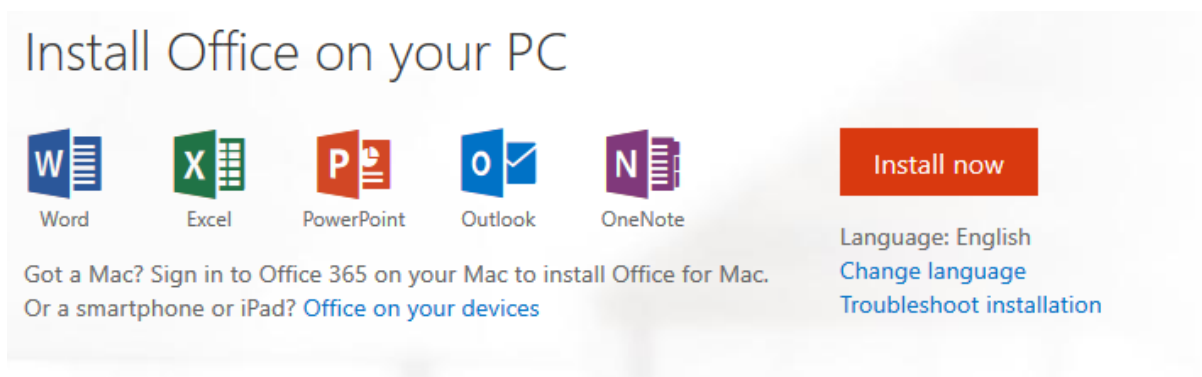


3. Click on the below "Office 365" link at the top left of the page



***NOTE: If you already have a version of Microsoft Office installed (full or trial version), uninstall it and reboot your machine before continuing!**

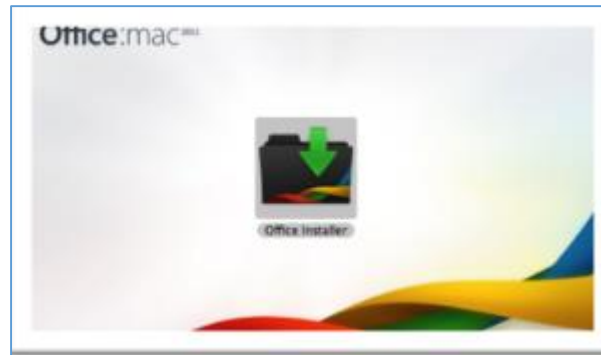
4. Click Install.



5. A pop--up message will ask you to save a .dmg file to your computer. Click Save File.

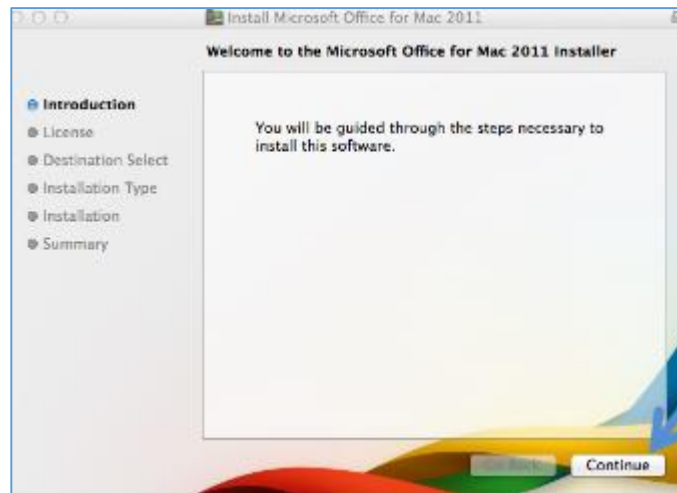
NOTE: Remember where you save the file! It will most likely be saved in the Downloads folder on your computer.

6. Find the newly downloaded file on your computer and double click the file name to run the installer. The following screen will appear.

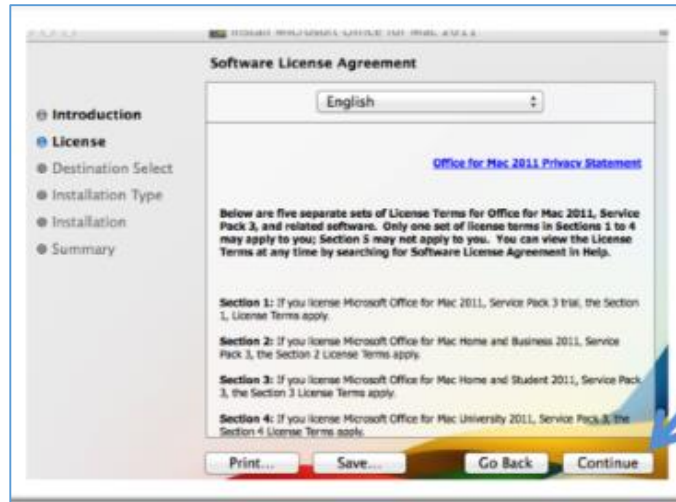


NOTE: A security message may appear regarding running the file. Agree to the message to continue the installation process.

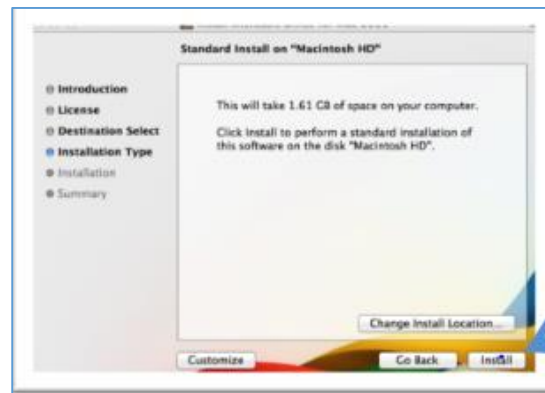
7. The following will appear on your screen. Click Continue to begin the installation.



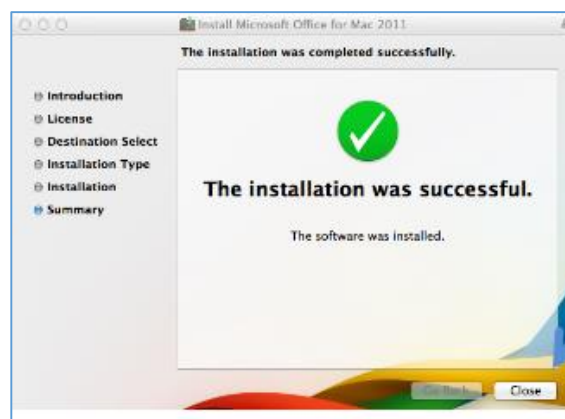
8. Accept the Microsoft Office License Agreement by clicking the Continue button. A pop--up will appear. Click Agree.



9. Click Install to continue.



10. When the install is complete, the following screen will display. Click Close to finish the installation process.



11. After you have complete the install process, open an Office application, such as Word and you will be presented with the Get Started with Office 2011 screen. Select Sign in to an existing Office 35 Subscription.



12. Type in your Sandhills e-mail address and click Next. Then Select Organizational Account.



13. To activate the software, login with your Sandhills e-mail account again. The software is now active.

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