

Installing Office 365 ProPlus (PC)

SCC FACULTY AND STAFF

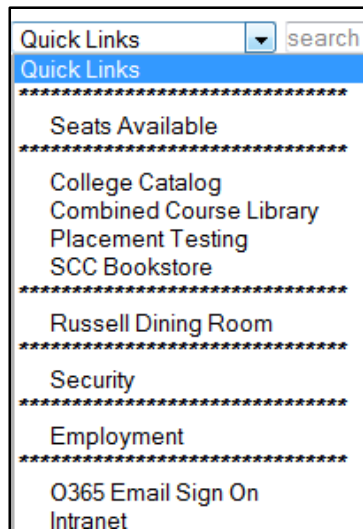
Office 365 ProPlus is a full version of Office, which includes Word, PowerPoint, Excel, OneNote, Outlook and more. Office 365 ProPlus allows Faculty and Staff to install the software on up to five PCs or Macs free of charge as long as you are employed at Sandhills Community College.

*****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:



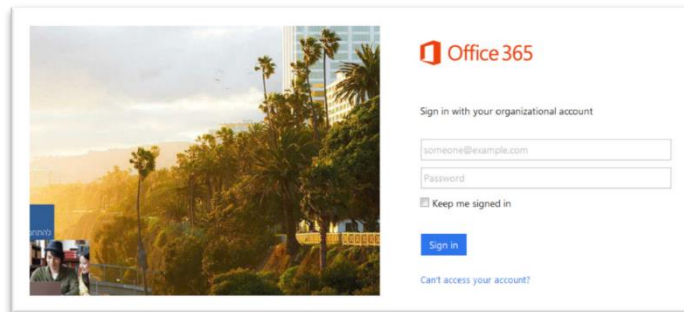
You can also find it under the For Faculty and Staff Link at the bottom of the Sandhills Home Page <http://www.sandhills.edu> Click on the following Icons/links on the Sandhills Home Page:

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.

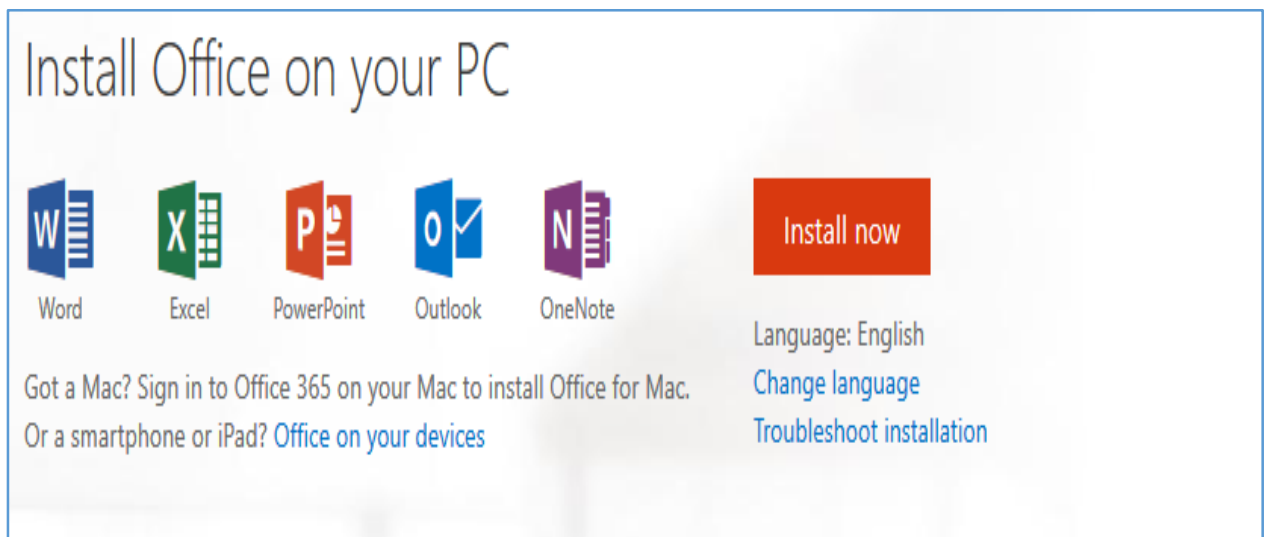


3. Click on the below "Office 365" link at the top left of the page

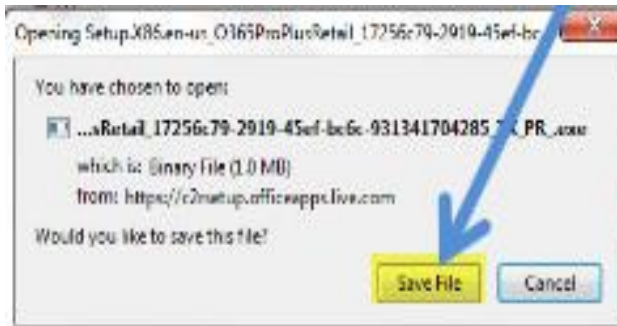


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4. Click Install.

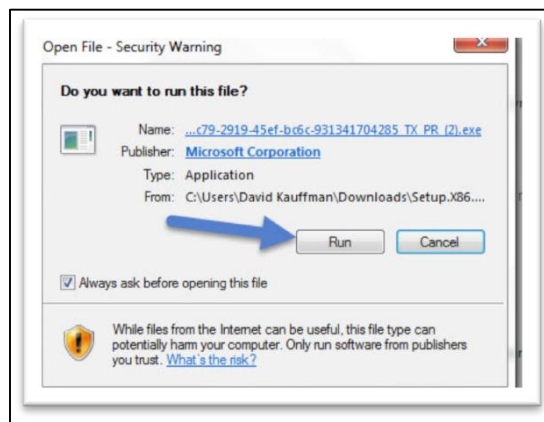


5. A pop-up message will ask you to save a file to your computer. Click Save File.



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

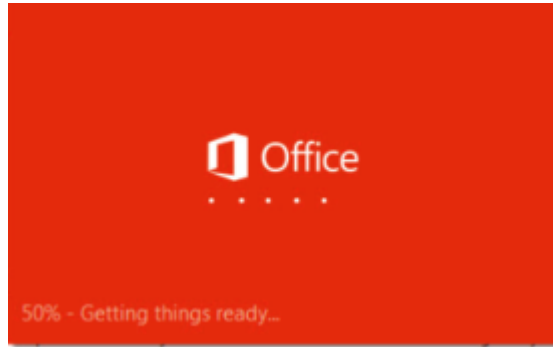
6. Find the newly downloaded file on your computer and double click the file name to run it. The following screen will appear. Click Run to begin the installation.



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. Office is preparing to install.

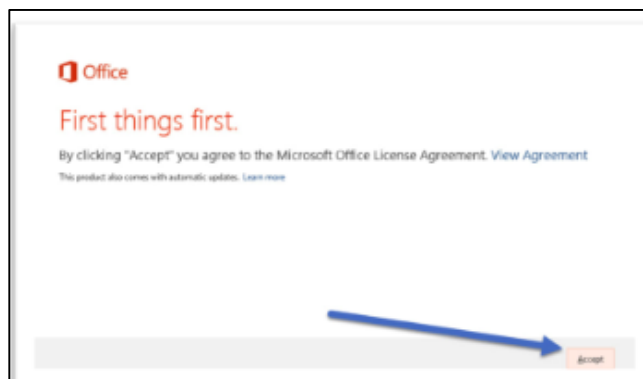


8. While Office is actually installing, the screen will be similar to the screen below. Click the Next button to continue.

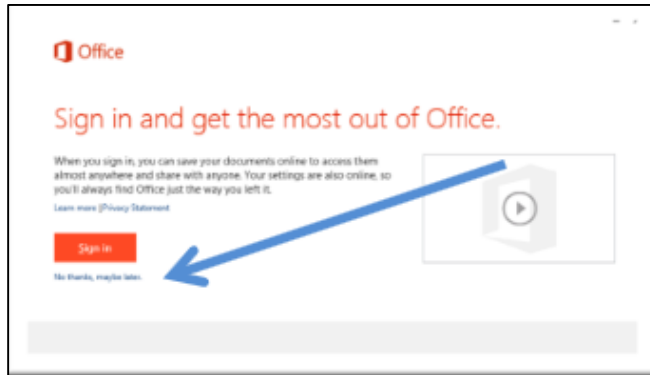


NOTE: Do not turn off/restart your computer or disconnect from the Internet During this process.

9. Accept the Microsoft Office License Agreement by clicking the Accept button.



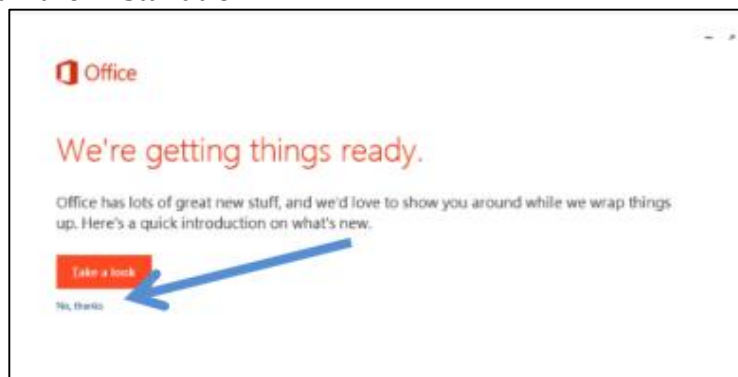
10. Click No thanks, maybe later to continue.



11. Click Next to continue.

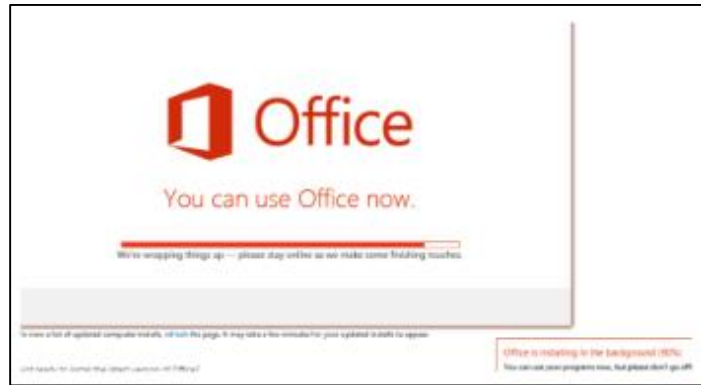


12. Either click Take a look to review some features of Office or click No, thanks to continue with the installation.



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13. The screen below will appear. Remember stay online during the process.



14. When the install is complete, the following screen will display. Click all done! To Finish the installation process.



15. To use an Office application, such as Word, go to All Programs, Microsoft Office 2013 and choose the program.

NOTE: It may be necessary to reboot your machine. You may be required to accept the License Agreement again.

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