

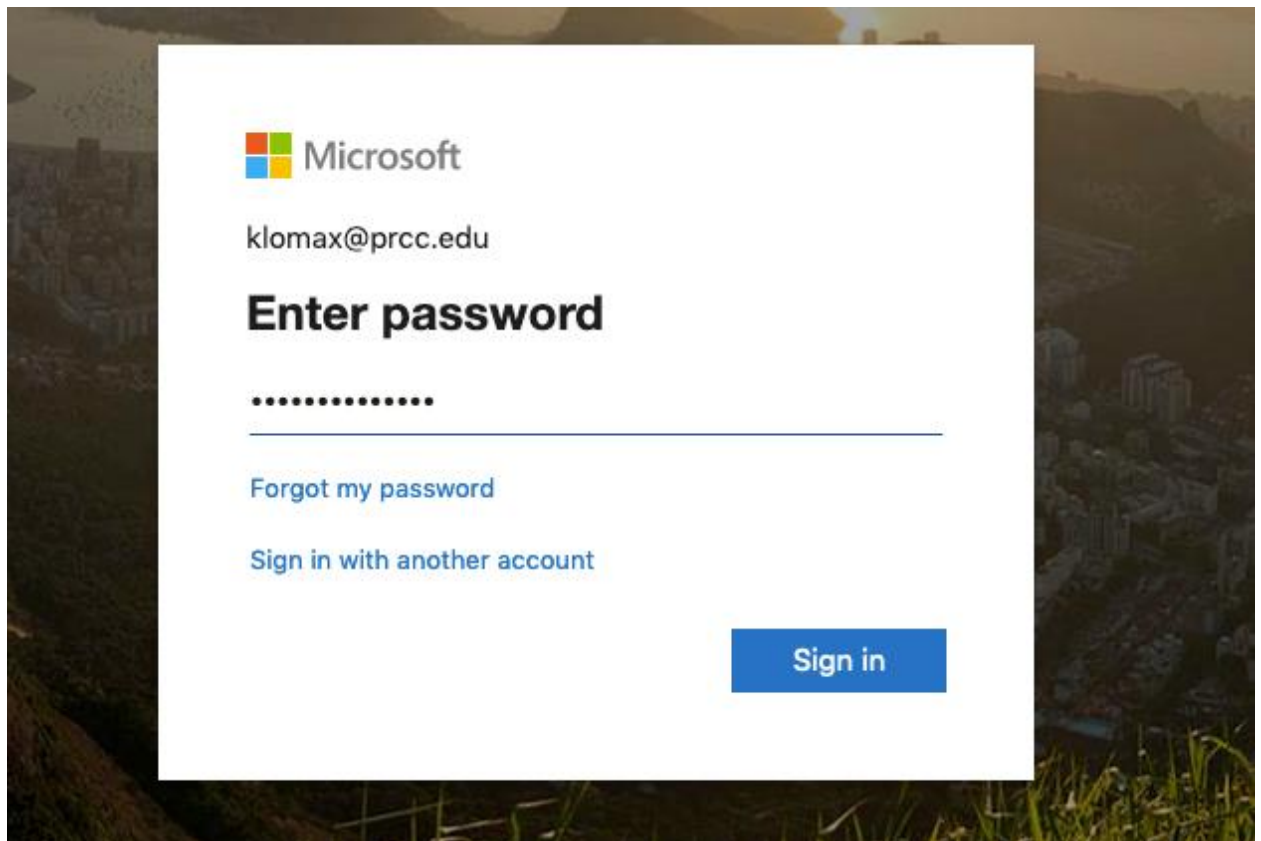
How to Install Office 365

For Faculty, Staff, and Active Students

Faculty, staff, and active students are able to download Microsoft Office 365 ProPlus applications on up to 5 devices (PC, Mac, and/or mobile devices - Android or iOS) by following these instructions. If there is an existing copy of Office on the computer, it will remain on the computer. Office 365 ProPlus will be installed in addition to the existing Office installation.

Because of Office 365's online activation features, Office 365 ProPlus **will not work on computers that are completely cut off from the Internet.**

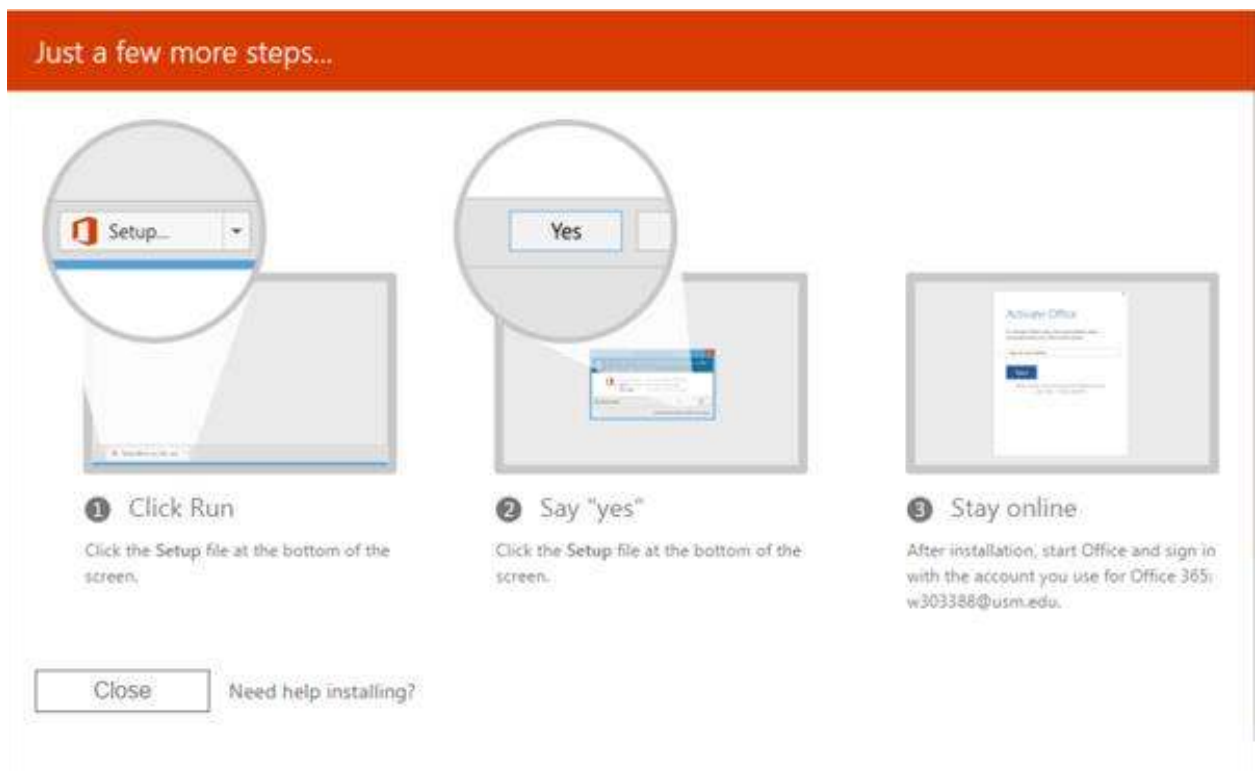
1. You will first need to log into the OWA Portal at <https://portal.office.com>, you will log in with your PRCC email address and Riverguide password.



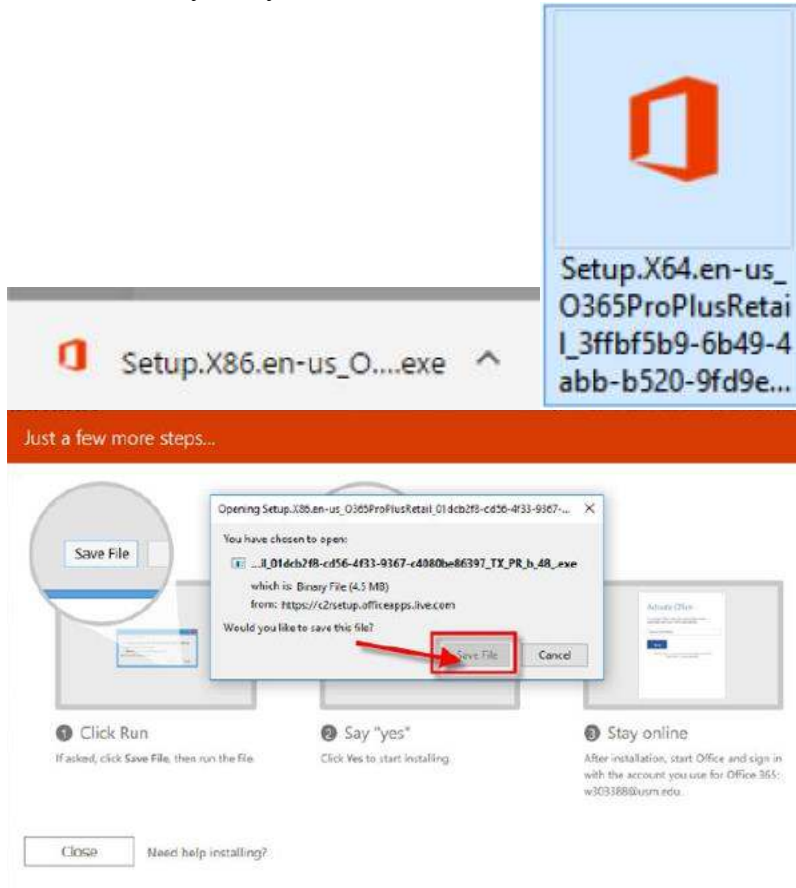
2. Select "Install Office" located in the upper right-hand corner. Next, select Office 365 apps



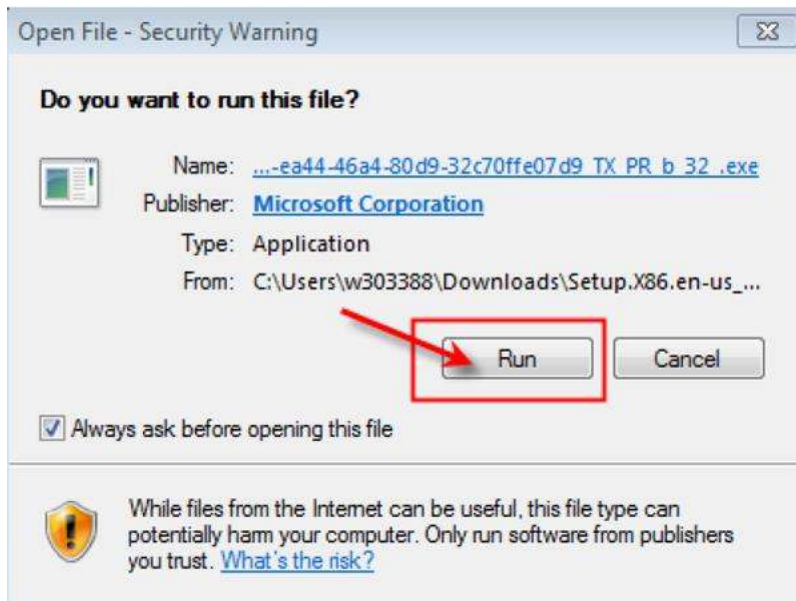
3. Next, follow the instructions that pop up on this window. You will be asked to run or save a file. If you run it, then it will ask you to allow Microsoft to make changes, and you select "Yes." If you save it, then it will download to your Downloads folder. Once saved, run the file from there.



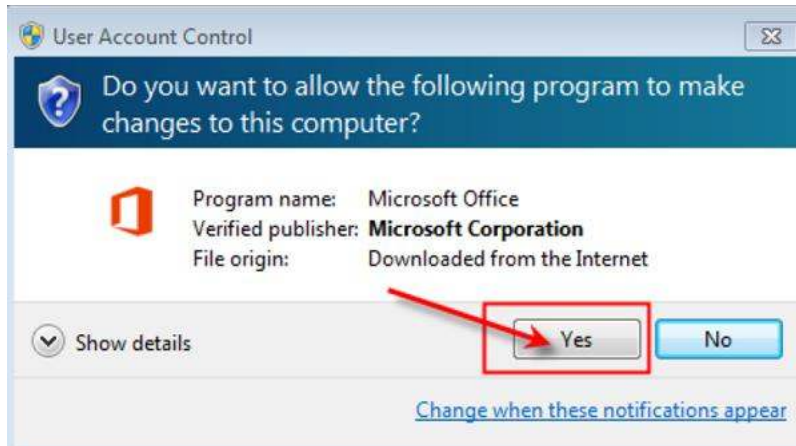
4. Double-click on the Setup.exe file at the bottom of your screen. Depending on your browser, it may ask you to save the file.



5. Select "Run."



6. Select "Yes."



7. The next step should quickly go through an automated process. After the process, then the downloading will start.

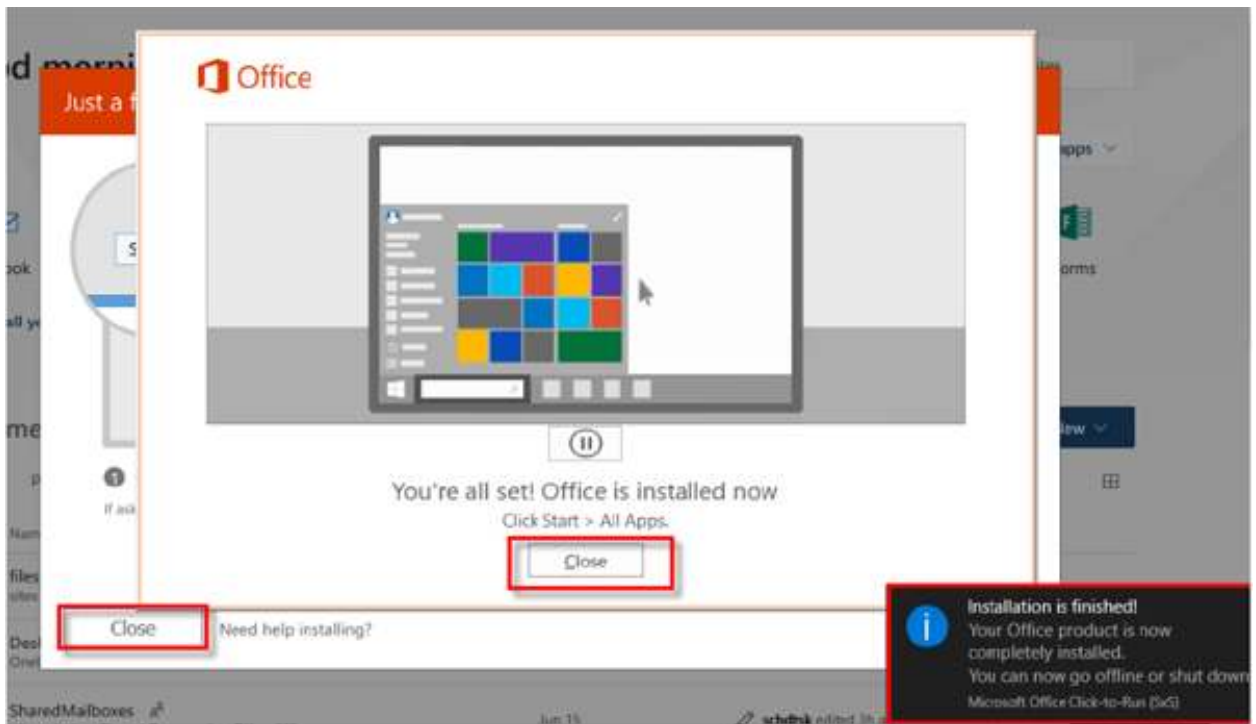
Just a few more steps...

A screenshot of the Office installation progress screen. It features the Office logo and the text "We're getting things ready". The screen is divided into three sections, each with a numbered step: 1. Click Run, 2. Say "yes", and 3. Stay online. Below each step is a brief instruction. At the bottom, there is a "Close" button and a link for "Need help installing?".

- 1 Click Run**
If asked, click **Save File**, then run the file.
- 2 Say "yes"**
Click **Yes** to start installing.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365: w303388@usm.edu.

Close Need help installing?

8. One final set up and you will be good to go. You'll need to select "Close" on both screens. Once this step is complete, you may use any of the programs.



**As part of the installation process, Office 365 ProPlus communicates with the Office Licensing Service and the Activation and Validation Service to obtain and activate a product key. Each day, or each time the user logs on to their computer, the computer connects to the Activation and Validation Service to verify the license status and extend the product key. As long as the computer can connect to the Internet at least once every 30 days, Office enters reduced functionality mode until the next time a connection can be made. To get Office fully functional again, usually a user can simply connect to the Internet and let the Activation and Validation Service reactivate the installation.