BROWN CITY COMMUNITY SCHOOLS

Free Microsoft Office ProPlus for Staff & Students

All current students, faculty and staff can get free downloads of Office ProPlus—including Word, Excel, PowerPoint and more—**on up to fifteen personally-owned devices**: five computers, five tablets and five phones. Enjoy your free subscription as long as you're a current employee or an active student enrolled in classes.

- Compatible with PC or Mac computers
- Available for Apple, Android and Windows Mobile phones
- Receives automatic updates

To get Microsoft Office ProPlus just follow one of the following guides below. (Note: the process may differ from the guides.)

Windows Office ProPlus Installation Guide

1. Before you start, uninstall previous versions of Office
2. Log in to your Office 365 account.
   a. Open the Office 365 website http://www.office.com
   b. Click the "Sign-In" on the top-right of the page.
   c. Log in using your school email address and network password.
3. Once logged in, click "Office 365" near the top-left corner of the page.
4. Click "**Install Office…**" located near the top-right of the page.
   Choose **Run** or **Save**
5. The streaming installation will begin
6. A video will display to explain the new features of Office 365 ProPlus. While the video plays, the installation will continue in the background. Do not go offline or restart your computer until the installation is complete.

Mac Office 365 ProPlus Installation Guide

1. Before you start, uninstall previous versions of Office
2. Log in to your Office 365 account.
   a. Open the Office 365 website http://www.office.com
   b. Click the "Sign-In" on the top-right of the page.
   c. Log in using your school email address and network password.
3. Once logged in, choose the **Settings gear icon** from the top-right corner of the page
4. In the dropdown list under **My app settings**, choose **Office 365**
5. Choose **Software**
6. Click **Install**
7. Once the download completes, double-click the **Microsoft Office 2016.dmg** file and run the installer
8. After you have completed the install process, open an Office application, such as Word, and you will be presented with the **Get Started with Office…** screen
9. Select **Sign in to an existing Office 365 Subscription**
10. Enter your school email address and click **Next**
11. If you are prompted to choose **Microsoft Account** or **Organizational Account**, choose **Organizational Account**
12. Enter your password and click **Sign In**
13. You may see the following prompt: Microsoft Office Setup Assistant would like to access your contacts. Click **OK**
14. Select your preferred setting for updates and click **Continue**

Mobile Office Installation Guide

Office 365 ProPlus is not available for mobile devices as a single application. You must download the individual Word, Excel, PowerPoint or OneNote apps.

1. Open your device's app store
2. Search for and install the Office app(s) you want to use
3. Open the app and tap **Sign in**
4. Enter your school email address and network password.
5. Hit enter
6. You will be redirected to the Office 365 login page
7. Enter your password and tap **Sign in**

Office 365 ProPlus Compatibility Charts

Software	PC	MAC
Access	Yes	No
Excel	Yes	Yes
Skype for Business	Yes*	Yes*
OneNote	Yes	No
OneDrive for Business	Yes	No*
Outlook	Yes	Yes
PowerPoint	Yes	Yes
Publisher	Yes	No
Word	Yes	Yes

*Can be installed separately.