



CCBC IS OFFERING MICROSOFT OFFICE 365 PRO PLUS, AT NO COST, TO ITS CURRENT STUDENTS.

Office 365 ProPlus is a full version of MS Office having the same features and functionality as other versions of Office, for example, Word in Office 365 ProPlus works the same way it does in the standard Microsoft Office Suite.

Office 365 ProPlus is not a web-based version of Office, it runs locally on your computer. Although an Internet connection is not required at all times to use it, users must connect to the Internet at least once every 30 days so the status of their Office 365 subscriptions can be checked. If you don't connect within 30 days, Office 365 ProPlus goes into reduced functionality mode.

In addition to no charge, users can also install and run Office 365 ProPlus on a total of five other computers or mobile devices.

OFFICE 365 PRO PLUS IS AVAILABLE FOR PC'S, MAC'S IPHONES AND ANDROID DEVICES.

Office 365 Pro Plus for the PC includes the following applications:

Word 2013
Excel 2013
PowerPoint 2013
OneNote 2013
Access 2013

Publisher 2013
Outlook 2013
Lync 2013
InfoPath 2013





Office 365 Pro Plus for the MAC includes the following applications:

- Word 2011
- Excel 2011
- PowerPoint
- 2011Outlook 2011



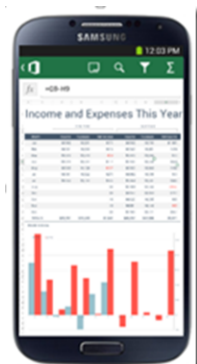
Office Mobile for the iPhone includes the following applications:

- Word Mobile
- Excel Mobile
- PowerPoint Mobile
- OneNote and Lync Mobile available as separate download.



Office Mobile for Android includes the following applications:

- Word Mobile
- Excel Mobile
- PowerPoint Mobile
- OneNote and Lync Mobile available as separate download





PC REQUIREMENTS FOR OFFICE 365 PROPLUS

Operating System

Windows Server 2008 R2, Windows 7, Windows Server 2012, Windows 8

Note: 32-bit Office can be installed on 32-bit or 64-bit operating systems and 64-bit Office can only be installed on 64-bit operating systems.

Computer and processor

1 GHZ or faster x86 or 64-bit processor with SSE2 instruction set.

Memory

1 GB RAM (32-bit)

2 GB RAM (64-bit) recommended for graphics features, Outlook Instant Search, and certain advanced functionality.

Disk space

3 gigabytes (GB)

Monitor resolution

1024 x 768

MAC REQUIREMENTS FOR OFFICE 365 PROPLUS

Computer and processor

A Mac computer with an Intel processor.

DVD drive or connection to a local area network (if installing over a network).

Operating System

Mac OS X version 10.5.8 or later.

Memory

1 GB of RAM recommended.

Disk space

2.5 GB of available hard disk space.

HFS+ hard disk format (also known as Mac OS Extended or HFS Plus).

Monitor resolution

1280 x 768 or higher resolution monitor



IPHONE REQUIREMENTS FOR OFFICE MOBILE FOR IPHONE

iPhone 4

iPhone 5

iPhone 5s

iPod Touch 5th generation

All devices above must be running iOS 6.1 minimum

ANDROID REQUIREMENTS FOR OFFICE MOBILE FOR ANDROID

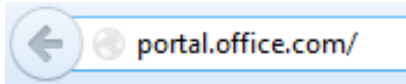
Android OS 4.0 or greater

Android touch enabled smartphones only

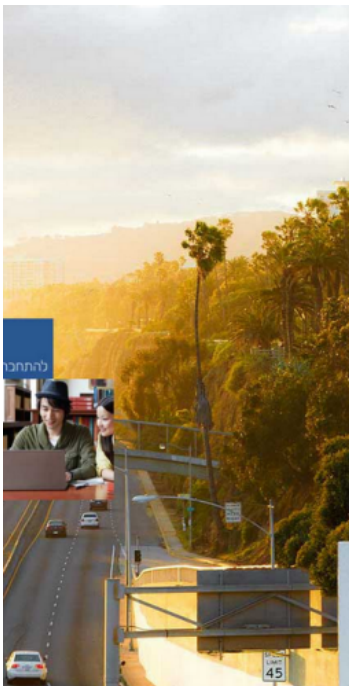
INSTALLING OFFICE 365 ON A COMPUTER

Follow these steps to install Office 365 on a computer:

1. Using an Internet browser, type the following address into the URL field



2. You will be redirected to the Office 365 site.



Sign in with your organizational account

Keep me signed in

[Sign in](#)

[Can't access your account?](#)



3. Sign in with yourname@email.ccbcmd.edu. For example

Sign in with your organizational account

ssimcoe@email.ccbcmd.edu

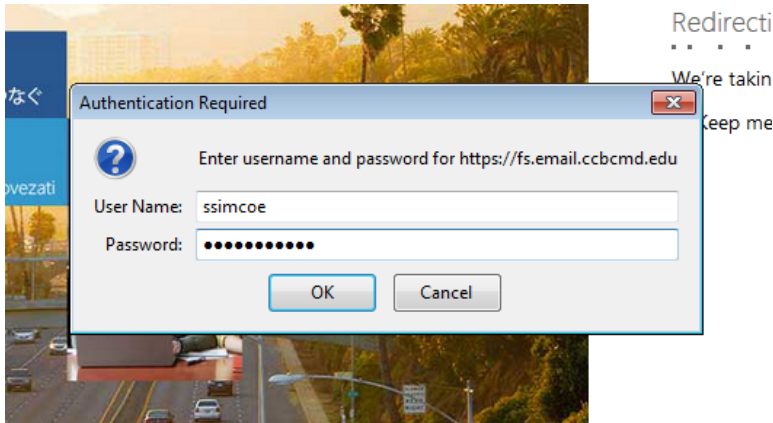
Password

Keep me signed in

Sign in

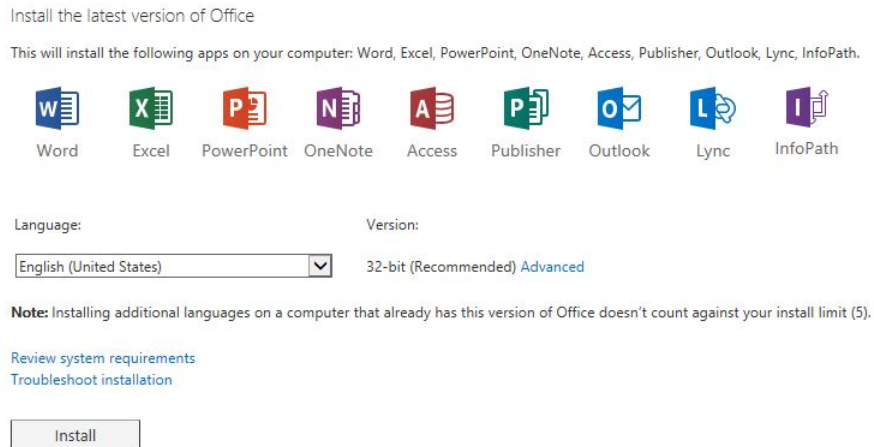
No password is required. Click the sign in button

4. Depending on the browser you use to access Office 365, you may receive an additional login window labeled "Authentication Required". If this is the case, enter your login credentials (not the email address used in the last step) and click "OK".





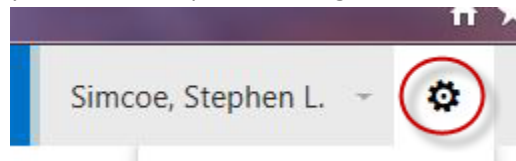
5. After successfully logging in you may have two options for installing the Office suite. The first option is the install page for the program automatically displays as soon as you enter the site.



If this is the case, click the “Install” button to start the installation process.

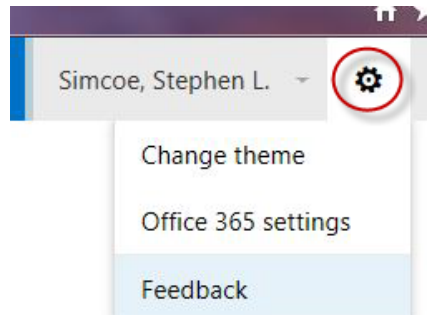
If the “Install page does not automatically display, follow these steps to use the second option.

- a. In the top, right corner of the page that displays after you log in is your name. Next to your name is a picture of a gear.



Click the picture of the gear

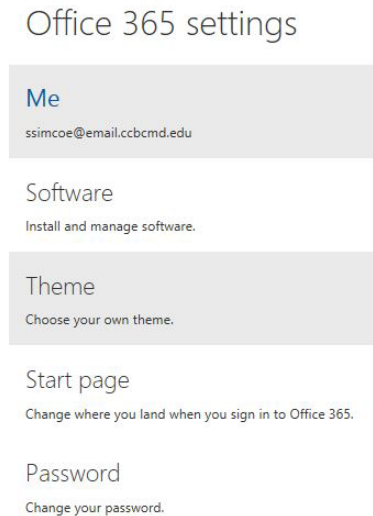
- b. After clicking the picture of the gear, a menu will display



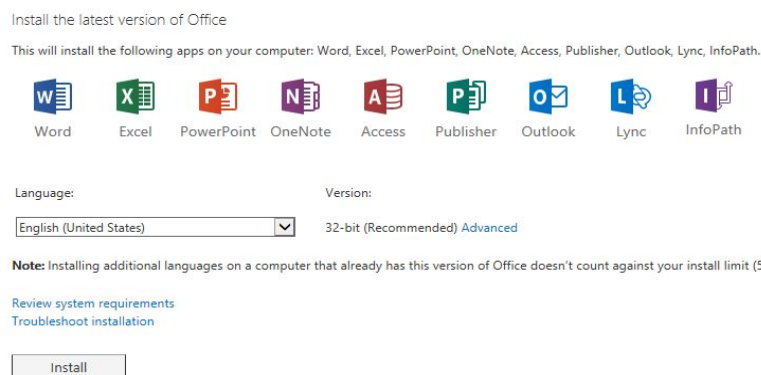
From this menu click, “Office 365 settings”.



- c. The Office 365 settings window will display



From this menu click “Software”. After clicking the “Software” link the Install page will display. To start the install of the Office, click the Install button.



- d. In the Windows operating system you may see a message display that ask the following



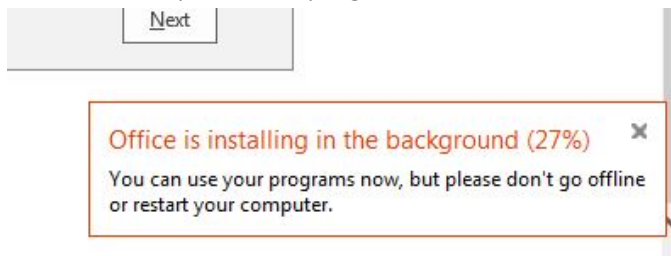
If so, click the “Run” button in order to start the install.



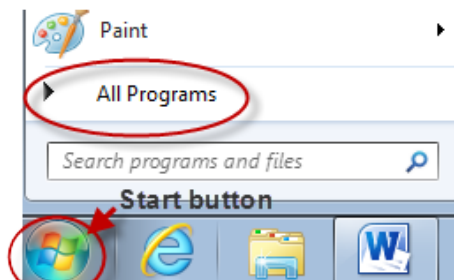
- e. After the install begins, two windows will display, one details the features of Microsoft Office



- f. and the other provides a progress status on the installation

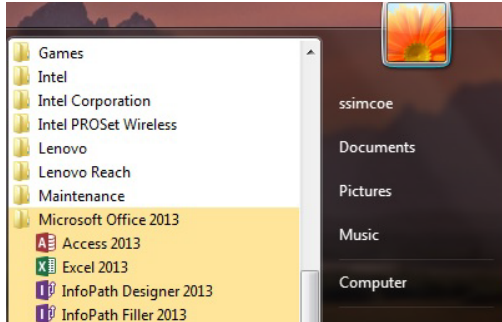


- g. After the installation is complete, verify that it was successful by clicking the "Start" button and then "All Programs"



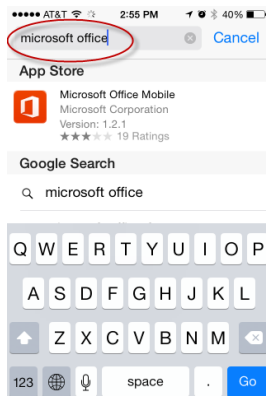


- h. Scroll down in the programs list until you locate “Microsoft Office 2013”



INSTALLING MICROSOFT OFFICE MOBILE ON A MOBILE DEVICE

1. Launch the browser application on the mobile device, in this case Safari on an iPhone and type in a search for “Microsoft Office Mobile”



2. Tap Microsoft Office Mobile in the search results. Again, for the iPhone, the App store application opens with the option to download the Microsoft Office Mobile app.

