Hours:
Monday - Friday 7:30 am - 5:00 pm*
Saturday 9:00 am - 5:00 pm
*Limited Phone Support Until 12:00 Midnight
Phone: (330)941-1595   E-Mail: techdesk@ysu.edu
http://techdesk.ysu.edu

Getting Started with Microsoft Office Professional Plus

About the Service

Microsoft Office Professional Plus software is ready for download to your personal device by using that device to log into the YSU Office365 portal. Available products to download include Word, Excel, PowerPoint, Outlook and OneNote among others (the online versions of these products have also been activated in tab area in your Outlook email on Office365 online shown below).
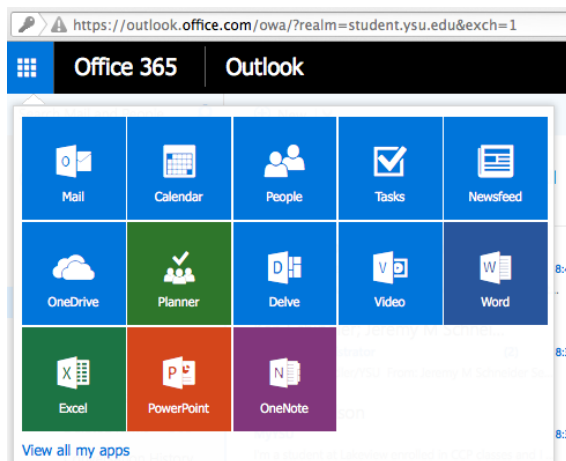
This is a product that is available at no cost for computers and mobile devices owned by eligible YSU students, faculty and staff. Based upon the Youngstown State University funded agreement with Microsoft, currently enrolled students, and faculty/staff with current appointments, are entitled to download and install Professional Plus on up to 5 personal devices. It is important to note that this software is NOT for installation on YSU owned devices. Also, upon conclusion of individual active enrollment and/or employment the software will no longer be accessible.

Before download and installation, consider the following:

1. The OneDrive resource is not to be used with any production data especially information protected by any regulation including but limited to FERPA, PCI, HIPAA, etc.

2. The OneDrive resource is not included in the enterprise backup. Once a file is deleted the ability to retrieve it will be lost.

3. The OneDrive resource is now the supported and recommended resource for online file storage and collaboration.

4. A proper device backup is recommended prior to major device configuration changes.

5. To use the installed Microsoft software, YSU students, faculty and staff will be required to authenticate using their YSU directory account/password (same as your YSU email

Downloading and installing the Microsoft Office Professional Plus

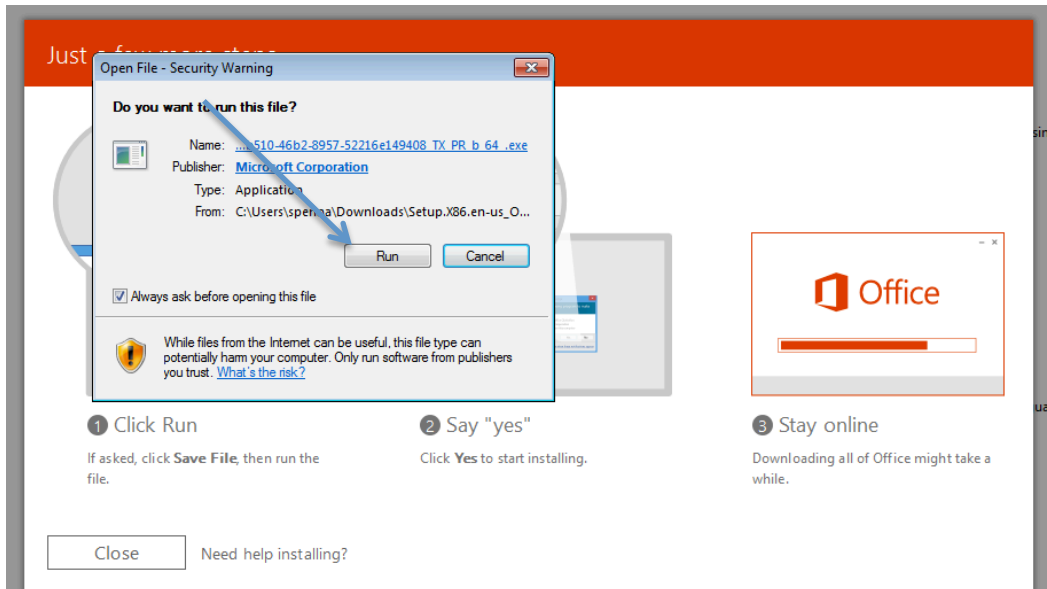**To begin the download and installation for Windows computer:**

1. Please use the same steps 1-6 as is listed and explained below in the Mac instructions.

2. Pop up window will show up to save file.   Click "Save File."
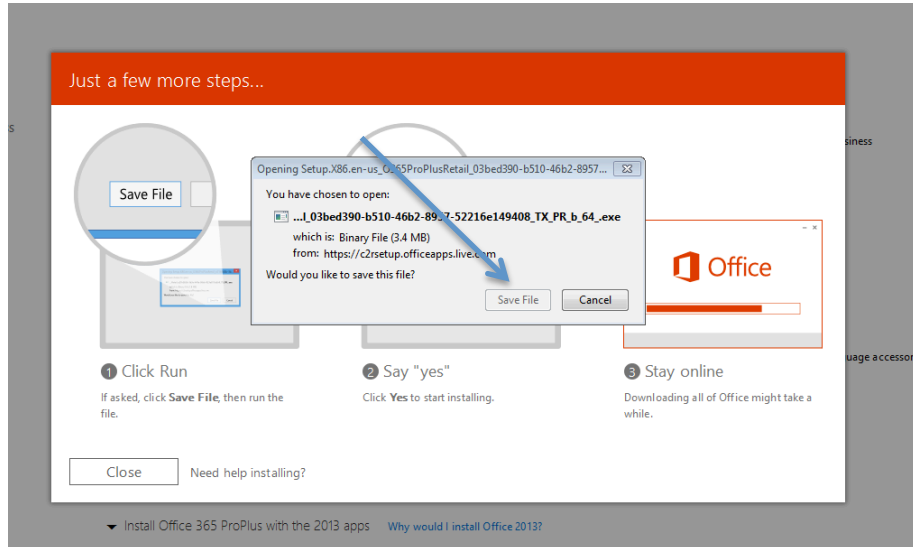
3. After "Save File" is clicked, then the file will show up that it is being saved shown below in screenshot. Click on the file that is shown below indicated by arrow.
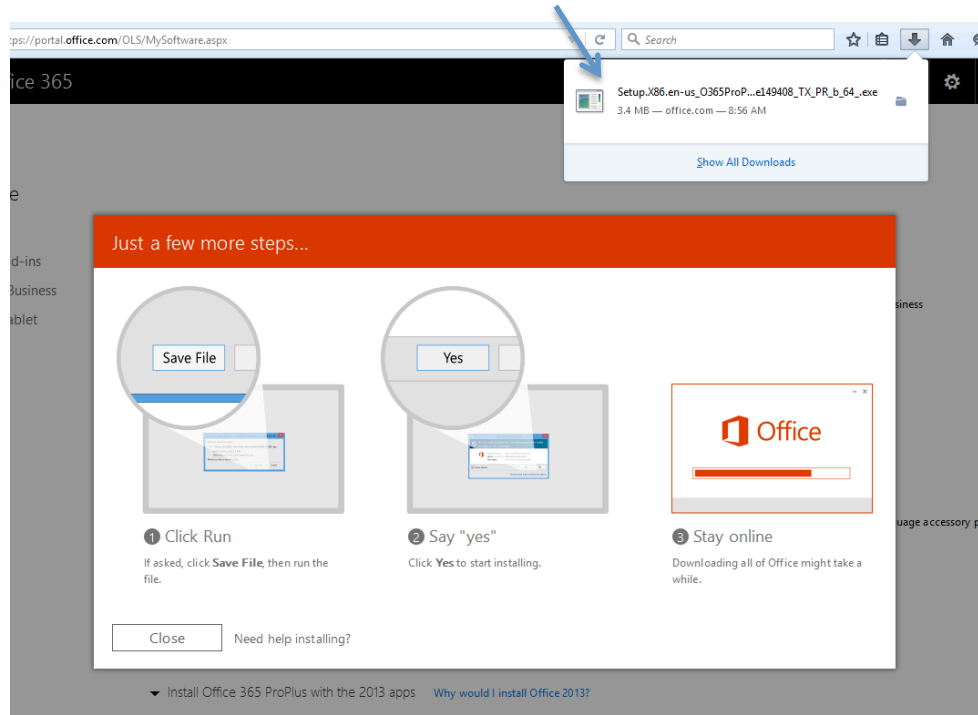
4. Window will pop up asking to Run the installation. Click "Run."

5. Type in credentials for installation to Run and click "Yes." After that is done, downloading and installing process will start.
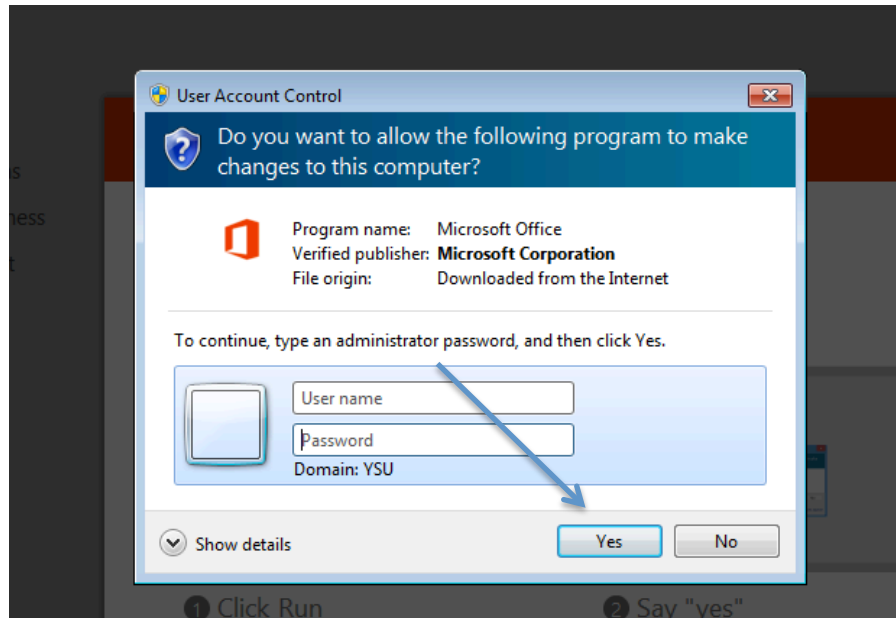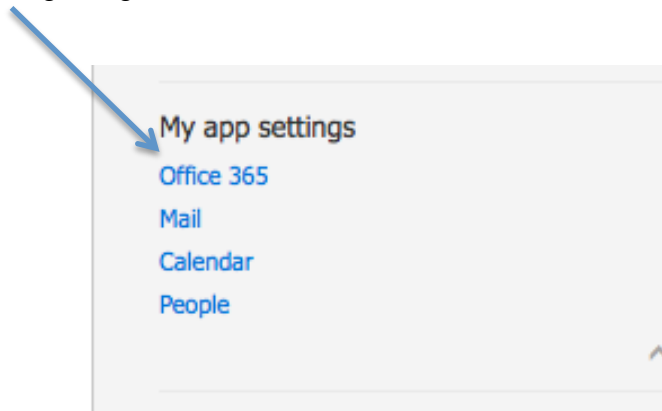

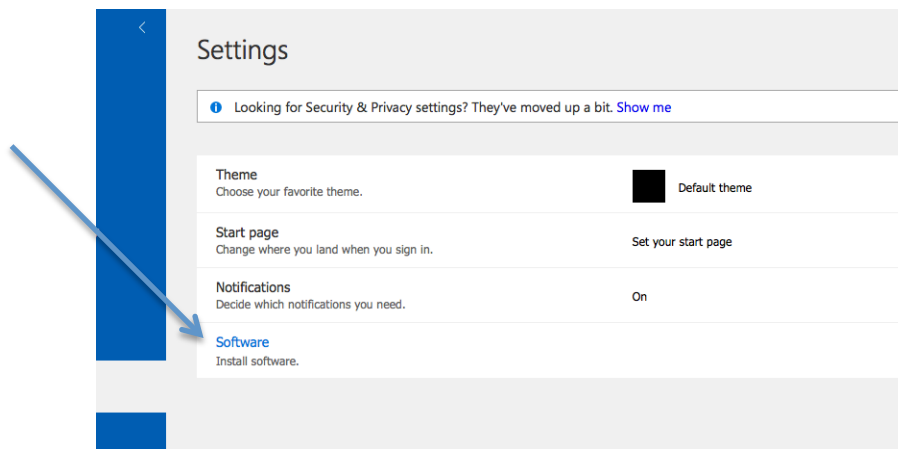**To begin the download and installation for Mac computer:**

1. Log into your YSU Office365 portal.

2. Click on the gear icon (settings) typically located at the top right of the Office365 portal page.
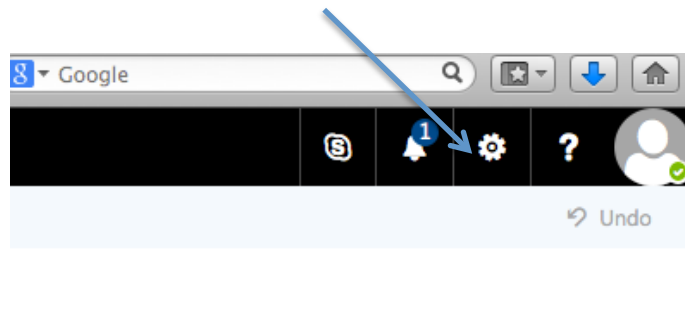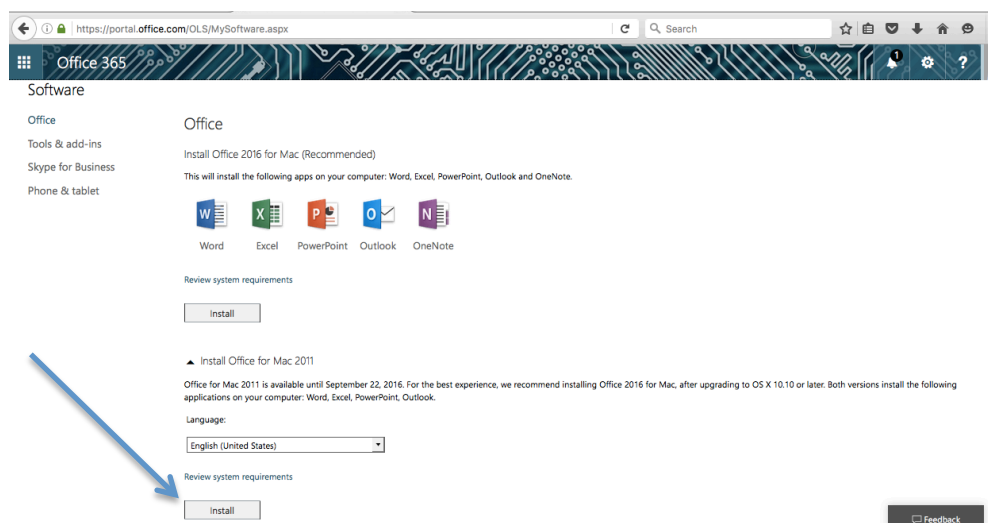
3. A menu will drop down with a "My App Settings" category. Click "Office 365" under My App Settings. That will display the "Settings" page with the choice to "Install Software" after you sign in again.
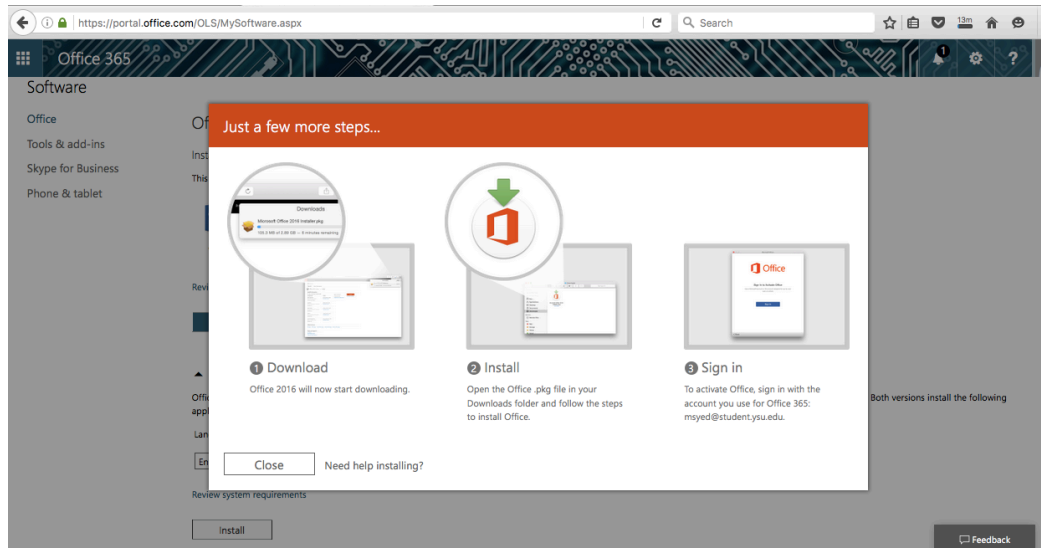
My app settings

Office 365

Mail

Calendar

People

4. Click "Install Software" to access the software installation page and begin the Install process.

Settings

ℹ Looking for Security & Privacy settings? They've moved up a bit. Show me

Theme
Choose your favorite theme.   Default theme

Start page
Change where you land when you sign in.   Set your start page

Notifications
Decide which notifications you need.   On

Software
Install software.

5. Click "Install" after you click the drop down arrow.

https://portal.office.com/OLS/MySoftware.aspx

Office 365

Software

Office
Tools & add-ins
Skype for Business
Phone & tablet

Office

Install Office 2016 for Mac (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook and OneNote.

Word   Excel   PowerPoint   Outlook   OneNote

Review system requirements

Install

▲ Install Office for Mac 2011

Office for Mac 2011 is available until September 22, 2016. For the best experience, we recommend installing Office 2016 for Mac, after upgrading to OS X 10.10 or later. Both versions install the following applications on your computer: Word, Excel, PowerPoint, Outlook.

Language:

English (United States)

Review system requirements
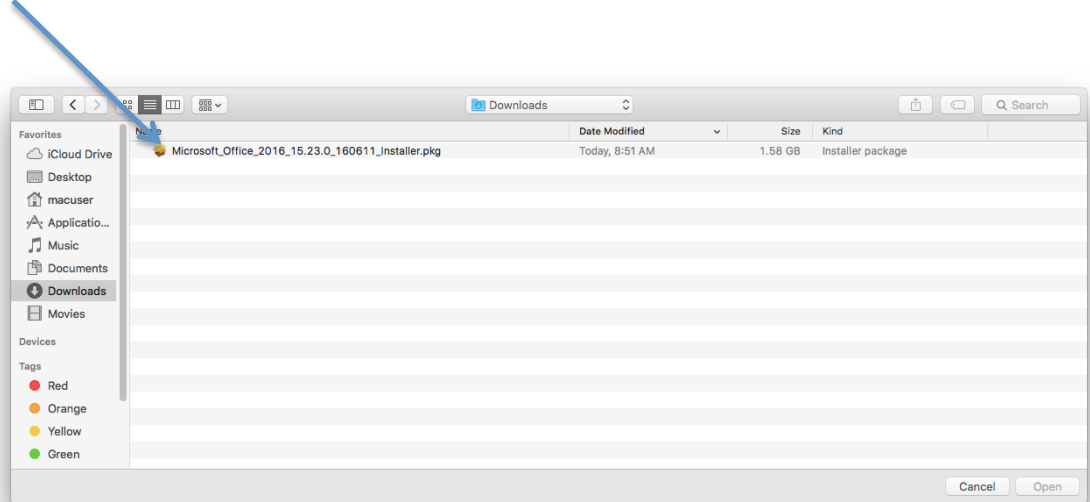
Install

Feedback

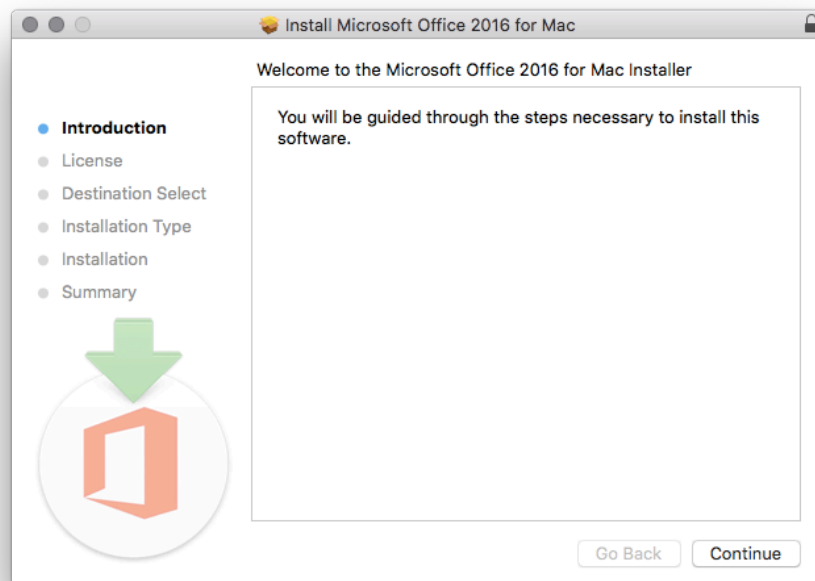6. These steps will be shown autimatically for the download and install.
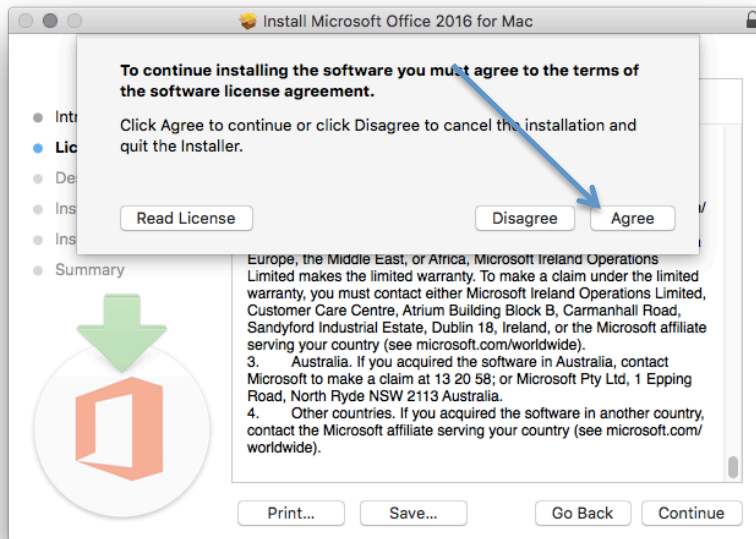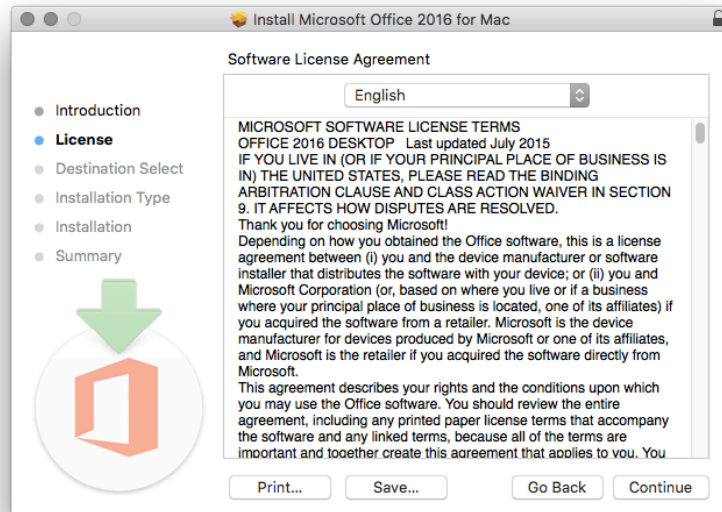

7.   Software is installing.
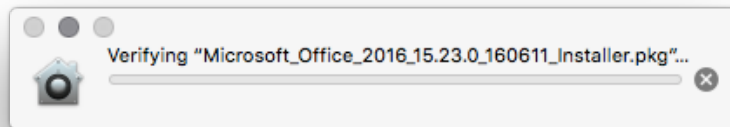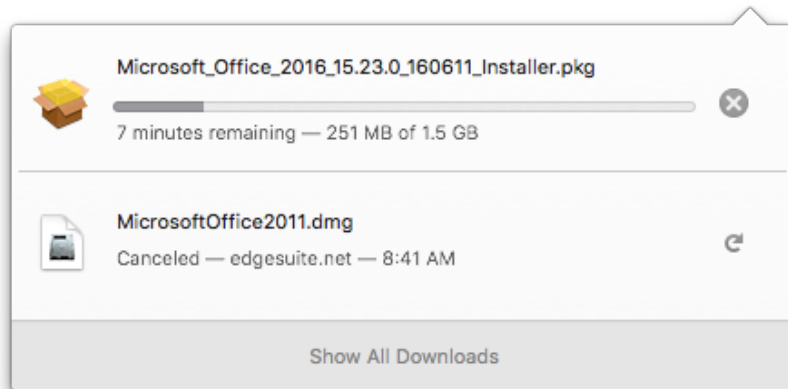
8. Go to Downloads folder and click on the installer.

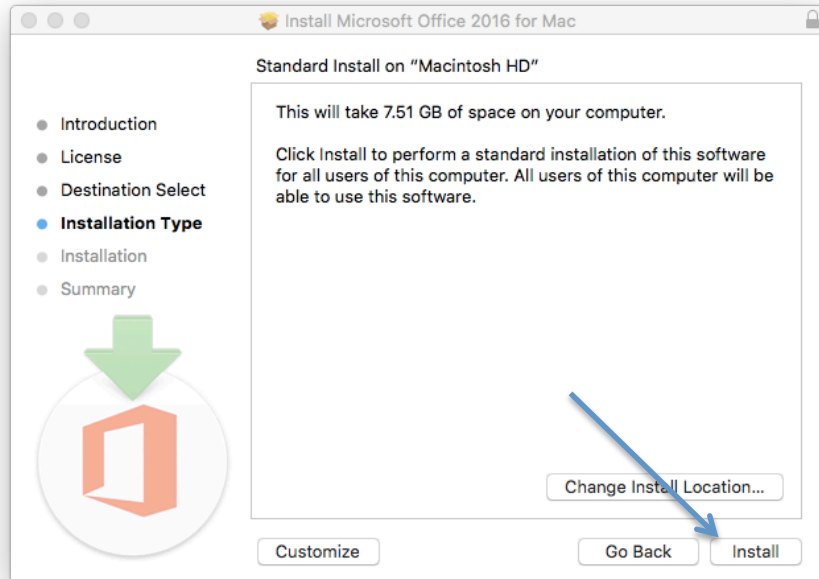9. Go through the steps to install the software.

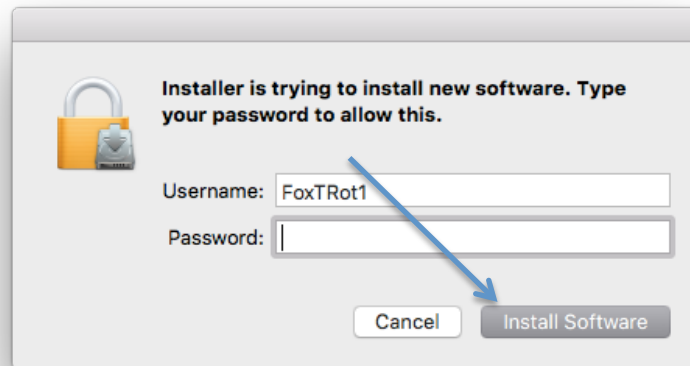10. Agree to terms and conditions.

11. Make sure all Microsoft applications are closed. Then click install.

12. During the installation process, you will be prompted to type in your credentials to download software. Then click "Install Software."

13. Wait until installation is successful and installed. You will get the following screen once the installation is complete.
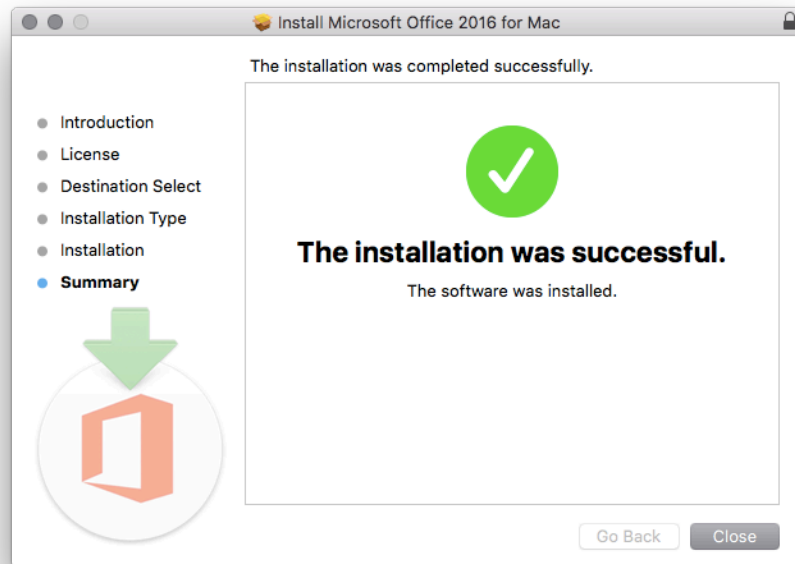
YSU Tech Desk - Contact the IT Service Desk at 330-941-1595 or email at techdesk@ysu.edu for general information and assistance.