Microsoft Student Advantage Office 365 Pro Plus

We are now offering Office 365 ProPlus to all students. This entitles students to download local copies of the full version of Microsoft Office including familiar Office applications like Word, Excel, PowerPoint, Outlook, OneNote, Access, Lync and Publisher on up to 5 personal devices.

Office 365 ProPlus is not a web-based version of Office. Instead it runs locally on your device so that you don't need to be connected to the Internet all the time to use it.

To use Office 365 ProPlus, you must log into your Office 365 account every 30 days in order to maintain full functionality of ProPlus.

In order to qualify you must be a current student on an active course. As a result your licence will run from the date you requested it to the 31st July of each year.

At this point the licence will be removed from your account unless you are a returning student. This means that if you are continuing a course (progressing from year 1 to year 2 for example) or are enrolled on a new course your licence will stay active and automatically roll over to the next year.

What is included with Office 365 ProPlus subscription licence?
- Office 365 ProPlus for PC (Office 2013 ProPlus base applications)
- Office 365 ProPlus for Mac (Office 2011 for Mac base applications)
- Office Mobile for iPhone/iPod Touch
- Office Mobile for Android

Office 365 ProPlus Details

Format	How to download / What you get?	Help and Support	System Requirements
Office 365 ProPlus for PC	**Download** the application via your web based email account, see details at the bottom of this page. What you get: Word 2013 Excel 2013 PowerPoint 2013 OneNote 2013 Access 2013 Publisher 2013 Outlook 2013 Lync 2013 InfoPath 2013	**Below is a link to some excellent training guides on Office 2013:** What's new Learn the basics Quick start guides Video tutorials Microsoft online help resources	Windows Server 2008 R2 Windows 7 Windows Server 2012 Windows 8 32-bit Office can be installed on 32-bit or 64-bit operating systems. However 64-bit Office can only be installed on 64-bit operating system. To find out if you have 32-bit or 64-bit Windows, click the **start button**, right-click **Computer** then click **Properties**, then under **System Type** you should see either 32-bit or 64-bit operating system. **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
Office 365 ProPlus for Mac	**Download** the application via your web based email account, see details at the bottom of this page. What you get: Word 2011 Excel 2011 PowerPoint 2011 Outlook 2011	**Here are some excellent training guides on Office for Mac 2011:** Help for Word 2011 Help for Excel 2011 Help for Outlook 2011 Help for PowerPoint 2011	A Mac computer with an Intel processor. Mac OS X version 10.5.8 or later (see versions) 1 GB of RAM recommended 2.5 GB of available hard disk space HFS+ hard disk format (also known as Mac OS Extended or HFS Plus) DVD drive or connection to a local area network (if installing over a network) 1280 x 768 or higher resolution monitor
Office Mobile for iPhone/iPod Touch iPad users can download the iPhone version	Download the **Office Mobile for Office 365** application from the **App Store**. What you get: Word Mobile Excel Mobile PowerPoint Mobile OneNote and Lync Mobile (available as separate download) More options from Microsoft	**Here are some help guides on Office Mobile for iPhone/iPod Touch:** FAQs, share documents, connect to Skydrive or SharePoint, features of Word, Excel and Powerpoint, and more. Signing in, Navigating, Word, Excel, Powerpoint, Settings, FAQs	iPhone 4 iPhone 5 iPhone 5s iPod Touch 5th generation iPad users can download the iPhone version, however the resolution would be as detailed as applications developed for iPhone. **All devices above must be running iOS 6.1 minimum** (see versions)
Office Mobile for Android Phones*	Download the **Office Mobile for Office 365** app from the **Play Store**. What you get: Word Mobile Excel Mobile PowerPoint Mobile OneNote and Lync Mobile (available as separate download) More options from Microsoft	**Here are some help guides on Office Mobile for Android:** FAQs, share documents, features of Word, Excel and Powerpoint, and more. Signing in, Navigating, Word, Excel, Powerpoint, Settings, FAQs	Android phones running OS 4.0 or greater (see versions) (* not compatible with some Android devices that are not a phone) Android touch enabled smartphones only

Installation

Office 365 Pro Plus is provided as a download. You will require a good internet connection and will need to stay online until the installation is complete.

How can I get Office 365 ProPlus on Windows and Apple Mac?
Note: for iPhone/iPod Touch/iPad and Android, see the download info in the table higher up.
For **Windows** and **Mac OSX** follow through the rest of this guide:

- If you already have **Office 2010** or a previous version, it is recommended that you firstly uninstall Office from **Add/Remove Programs**, then reboot your computer
- Open your Office 365 live.oldham.ac.uk email at https://www.outlook.com/oldham.ac.uk
- Click the **cog** in the top right corner

- Then select **Office 365 Settings**
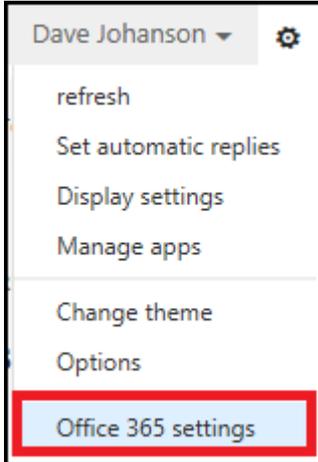
- Next choose **Software**
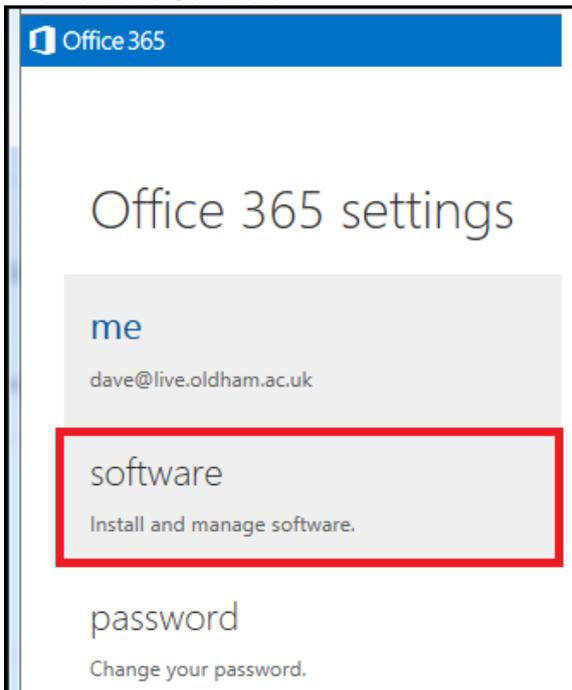
- Make sure **Office** is selected in the left menu
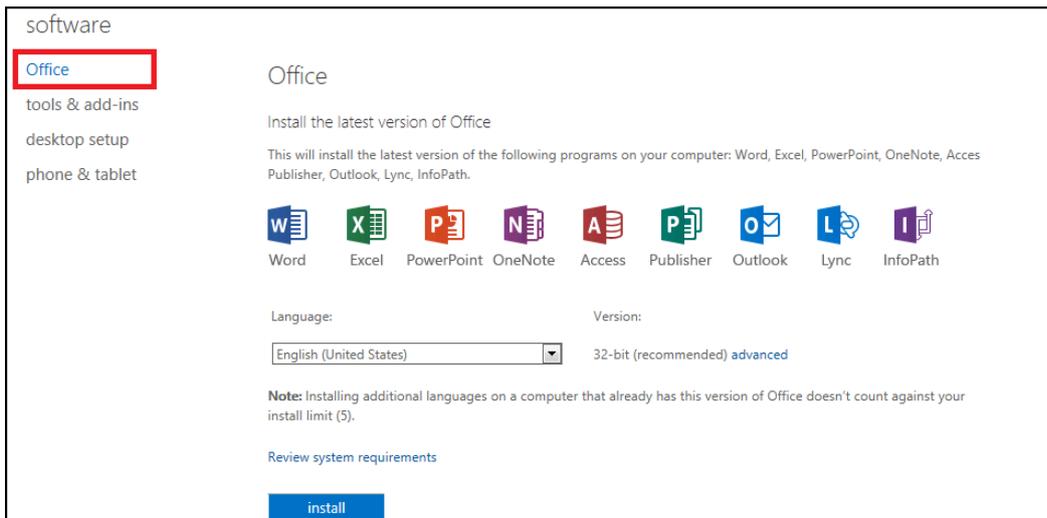
- Mac users: can go ahead and click **Install.**
  If prompted to enter either a product key or sign in, click **Sign in to an existing Office 365 subscription** then for authentication use your full idnumber**@live.oldham.ac.uk** email address and password (not just your username).

- Windows users: if you are happy to install the default *32-bit version, then go ahead and click **Install**.

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* Note for Windows users: the 32-bit installer can be installed on both 32-bit and 64-bit versions of Windows. If you have 64-bit Windows then you may prefer to download the 64-bit version, you can do this by clicking **Advanced** then changing the dropdown list to **64-bit**, before clicking **Install**.

To find out if you have a 32-bit or 64-bit version of Windows:
On Windows 7: click the **Start button**, right-click **Computer** then click **Properties**, then under **System Type** you should see either 32-bit or 64-bit operating system
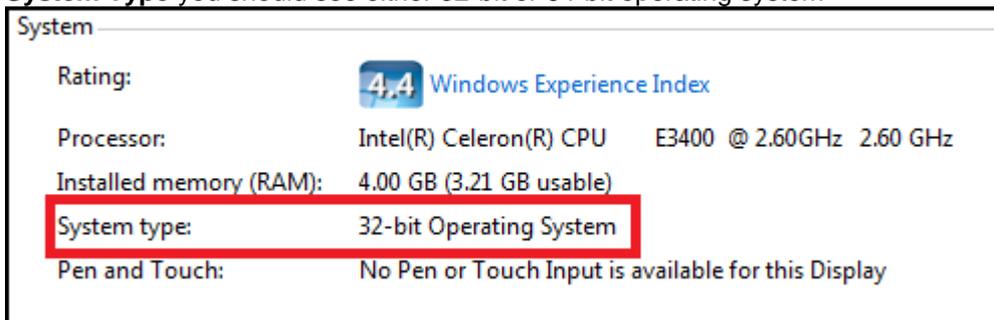

On Windows 8.0: on your keyboard press **Windows Key** and **D** together (to put into desktop mode), then hover the mouse in very bottom right corner, and from the popup menu click **Settings**, then **PC Info**.
On Windows 8.1: right-click the **Start button** then click **System**.

Configuring Outlook

To configure outlook for use with your Office 365 account click the **Start button**, then click on **Control Panel**
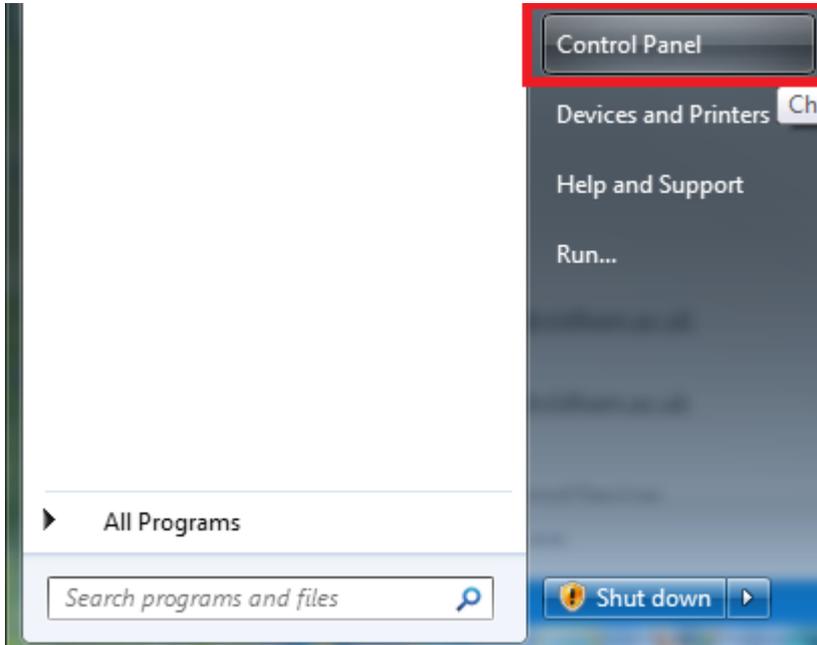
Select the **Category** drop down and select **Small Icons**
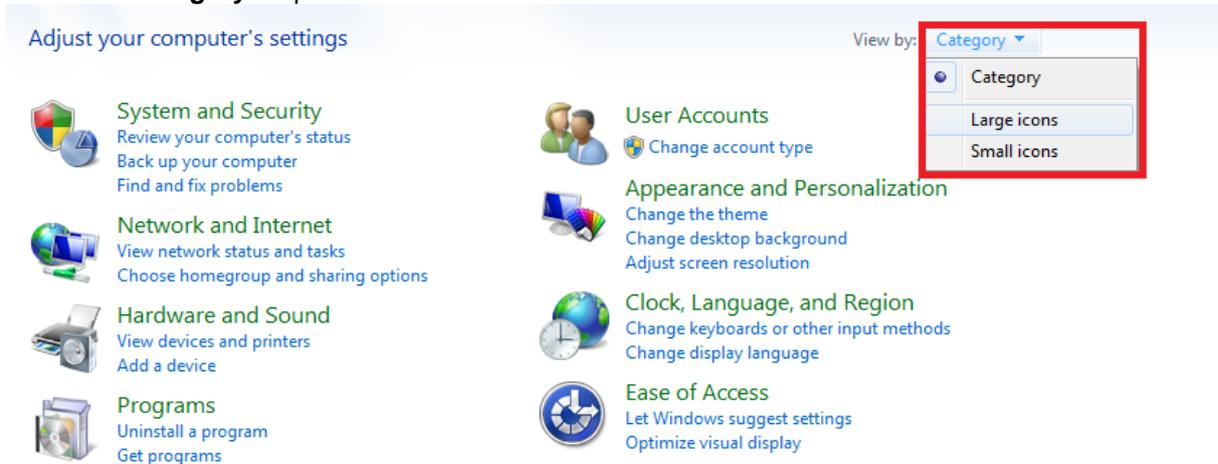
Click on the **Mail Icon**. On a 64bit system this will be called **Mail (32-bit)**.

Adjust your computer's settings

Action Center	Administrative Tools
BitLocker Drive Encryption	Color Management
Default Programs	Desktop Gadgets
Display	Ease of Access Center
Fonts	Getting Started
Intel(R) GMA Driver	Internet Options
Location and Other Sensors	Mail
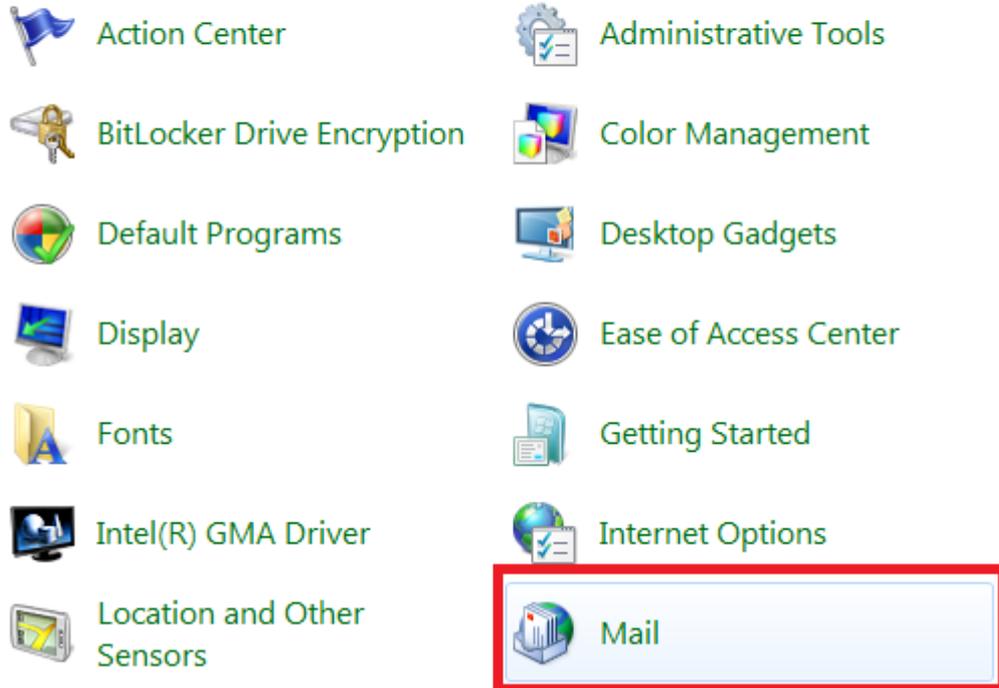
In the Mail Setup, click on **E-Mail Accounts**

Mail Setup - newwork

E-mail Accounts

Setup e-mail accounts and directories.

E-mail Accounts...

Data Files

Change settings for the files Outlook uses to store e-mail messages and documents.

Data Files...

Profiles

Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.

Show Profiles...

Close
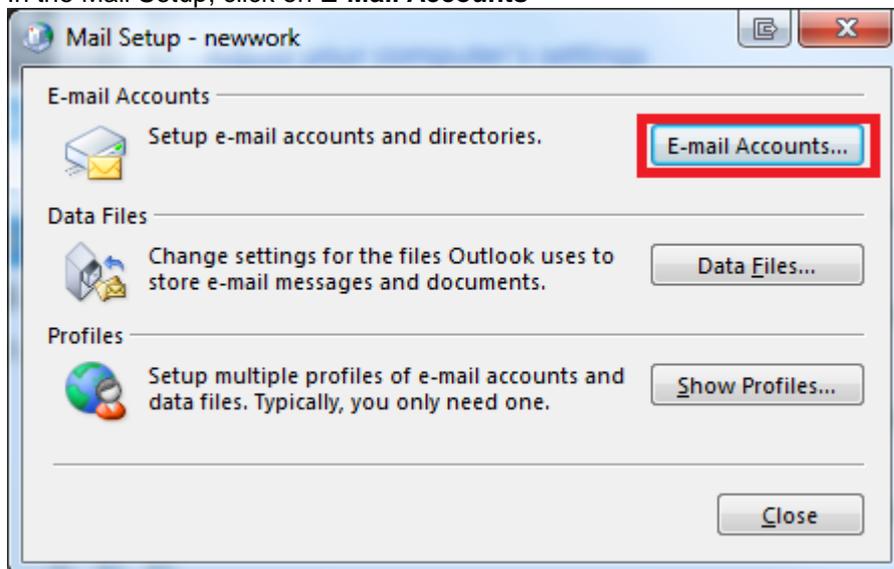
Click on **New**
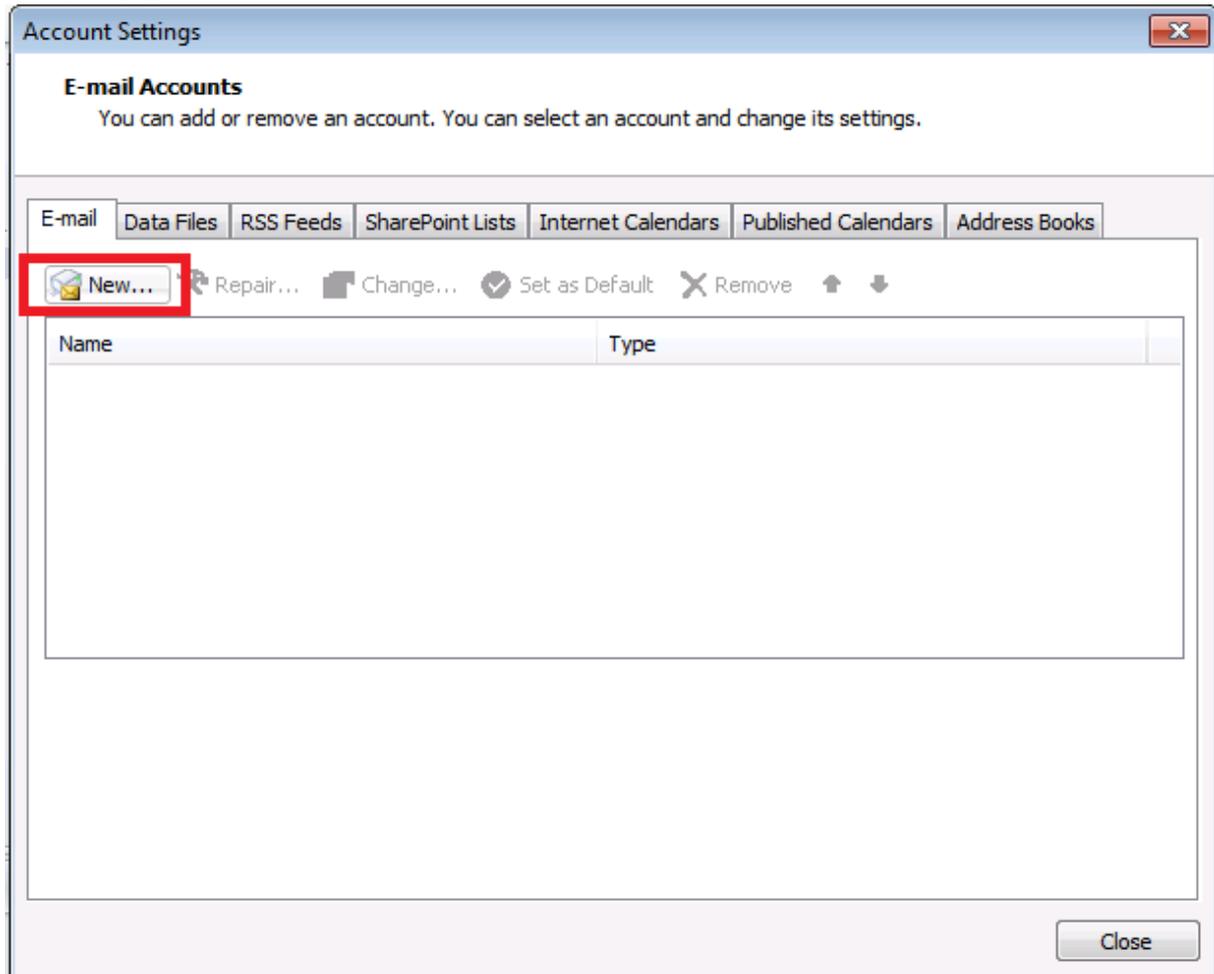
In the setup box enter your Display name in the Your Name field. eg: Doe, John
Enter your email alias in the Email Address field. eg: 444444@live.oldham.ac.uk
Enter your password in the Password fields.
Click **Next**.

Outlook will then try to connect to Microsoft and setup the mail connection. When this process has completed, click **Finish**.

On starting outlook you will be asked to re-enter your password.
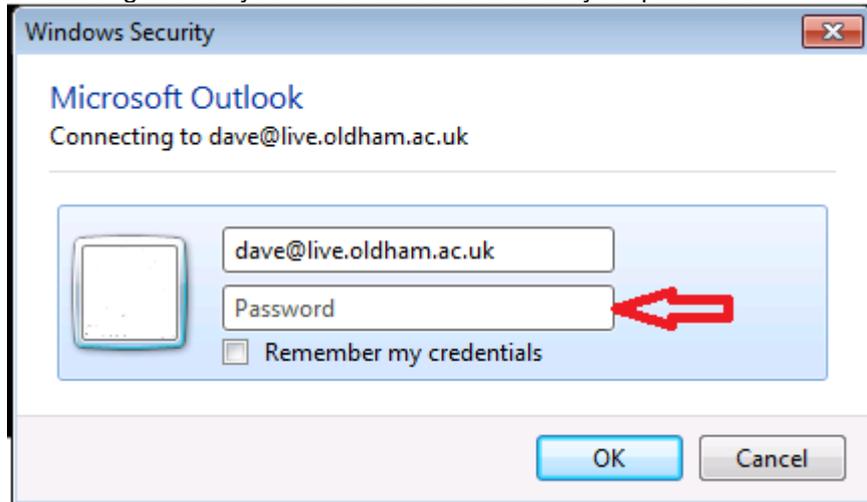
It may take several minutes for Outlook to prepare for the first use.
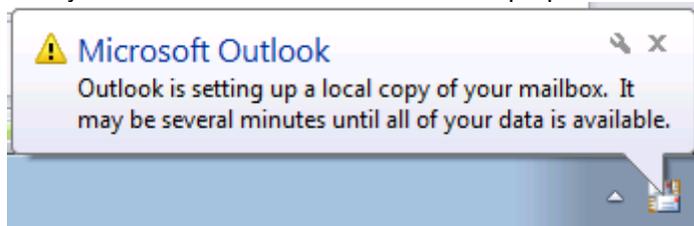
FAQs

How many machines/devices can I run this subscription on?
Each subscription licence allows you to run Office on up to five machines being Mac or PC. You can also run Office Mobile for Android or Office Mobile for iPhone on up to 5 mobile devices.

Is this a full version Office?
Yes, this is full Office on the PC, Mac, iPhone/iPod Touch, and Android platform and all are available for offline use.

Is there a getting started guide available?

Watch this video to learn about using Office and Office Web Apps in Office 365.

How long will the free subscription of Office 365 ProPlus last for?
You will be licenced for the duration of your course(s) because the licence is linked to your live.oldham.ac.uk email account.

Could there be issues using Office 2013 ProPlus and Office 2010/2007 documents?
To open a Microsoft Word 2013 .docx or .docm file in Word 2010 or 2007, you don't need to do anything extra. Just open the file.
For previous versions of Office, you can view Microsoft's compatibility webpage.

Troubleshoot your Office installation

If you are having trouble accessing your account or password, please contact the I.T.Support department on I.T.Support

Please be aware that Office 365 Pro Plus is provided by Microsoft, therefore once you have successfully logged in to your account all further support will be carried out by Microsoft Office Support.

When you're installing, you may get a "Something went wrong…" error. Or, if you get some other error, see General troubleshooting for installing Office 2013 and Office 365.

After you have Office installed, try creating a few documents. If an Office program looks blurry, displays as all black or all white, the screen flickers, or looks different on different computers, see Office 365 doesn't look right.