



To contact the IT department call the help desk at <u>helpdesk@pennhighlands.edu</u> or call the help desk at 814-262-6470.

NOT AVAILABLE FOR ACE STUDENTS

Installing Office 365 Pro Plus on your computer

- 1. Log into your Office365 account
- 2. The Home Page will have these tiles in the middle of the screen



3. Click on Install

	Insta	all O	ffice	on	ma	ore	dev	vice	es		
	On a PC o	or Mac: I	nstall 🧲								
	Smartpho Learn how	one or ta w to set u	blet? Get up email a	Office and Of	e on you ffice 36	ur devi 5 apps	ces on you	ur dev	ice		
4.	Select your La	anguage a	nd Click I	nstall							
	Install the latest	version of Office									
	This will install the	following apps on y	our computer: Wor	d, Excel, Powe	rPoint, OneNot	e, Access, Publ	lisher, Outlook,	Skype for Bu	siness, InfoPath, C	neDrive for Bu	siness
	w	X 🛛 🛛 🎴	N	A	P	0	S	1 ji			
	Word	Excel PowerP	oint OneNote	Access	Publisher	Outlook	Skype for Business	InfoPath	OneDrive for Business		
	Language:			Version:							
	English (United St	ates)	•	32-bit (Recom	imended) Advar	nced					
	Note: Installing add	ditional languages o	on a computer that a	already has th	is version of Of	fice doesn't co	unt against yo	ur install limit			
	Review system requ Troubleshoot instal	uirements lation									
	Install										

5. At the bottom of your browser window, you may be prompted to Run Save or Cancel. Click Run



6. Wait as Office365 prepares to install





8. In the bottom right corner of the screen, you will see the progress of Office 365 installation



9. Accept the Office License Agreement by clicking Accept



10. Click Next



11. Choose a layout (No Background is fine), then click Next

Coffice	_ ×
Hello How would you like your Office to look?	
	Next

12. For a tour of Office365, click Take a look, otherwise click No, thanks to start using Office365

Coffice	– ×
We're getting things ready.	
Office has lots of great new stuff, and we'd love to show you around while we wrap things up. Here's a quick introduction on what's new.	
Take a look No, thanks	

13. If the progress indicator in the bottom left has not reached 100%, you may need to wait for Office365 to finish installing





Optional: If you chose to see the tutorial, click on the arrow to advance the slides. Use the X at the top right to quit the tutorial.

