PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
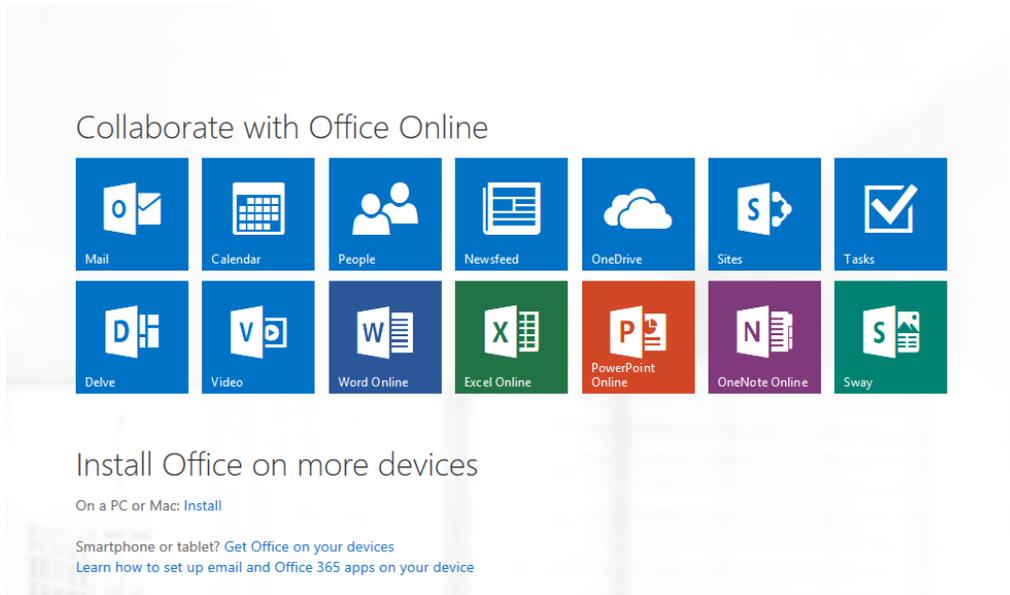
Office 365 ProPlus for Students

To contact the IT department call the help desk at helpdesk@pennhighlands.edu or call the help desk at 814-262-6470.
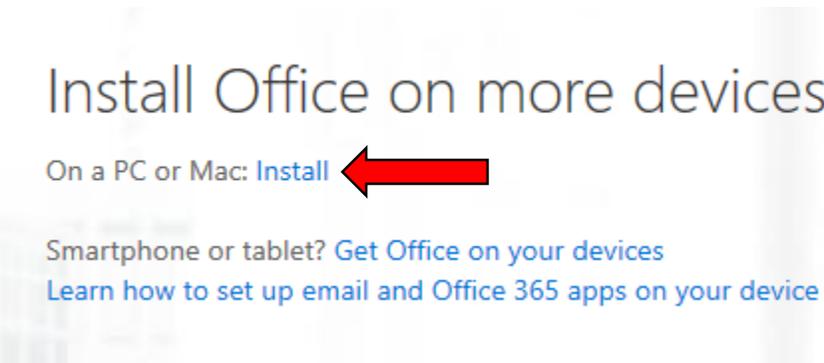
NOT AVAILABLE FOR ACE STUDENTS

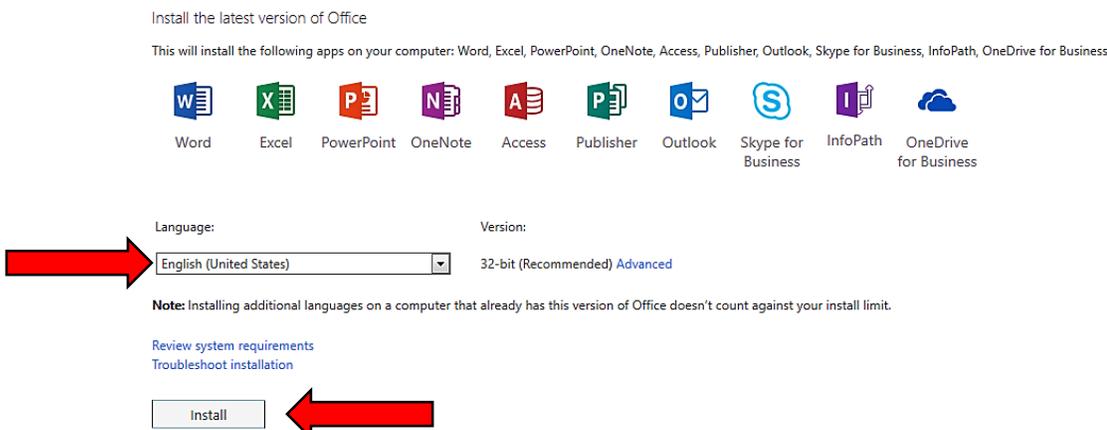# Installing Office 365 Pro Plus on your computer

1. Log into your Office365 account

2. The Home Page will have these tiles in the middle of the screen
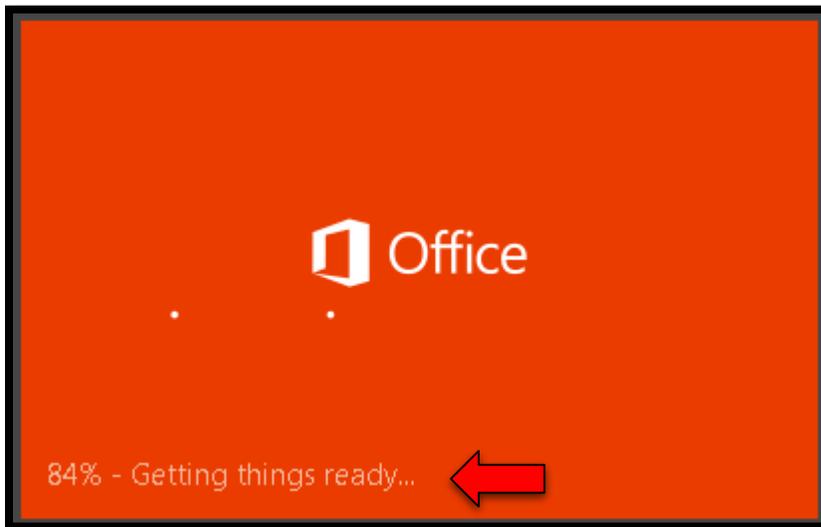

3. Click on **Install**

4. Select your Language and Click **Install**

5. At the bottom of your browser window, you may be prompted to Run Save or Cancel. Click **Run**
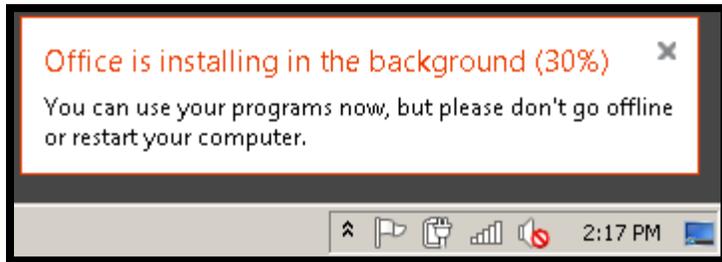
Do you want to run or save **Setup.X86.en-us_O365ProPlusRetail_459267....exe** (0.98 MB) from **c2rsetup.officeapps.live.com**?   ✕
Run   Save ▼   Cancel

6. Wait as Office365 prepares to install
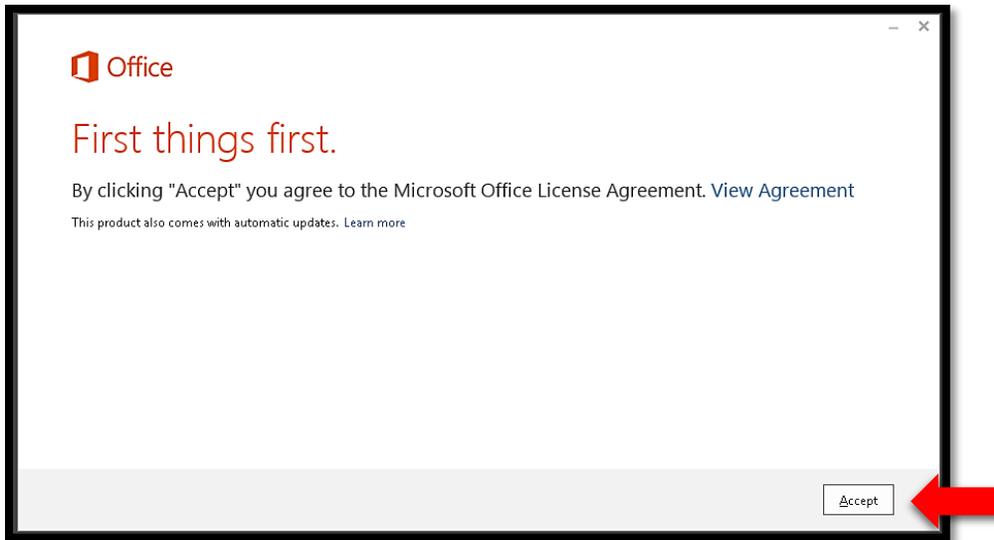
Office

84% - Getting things ready...

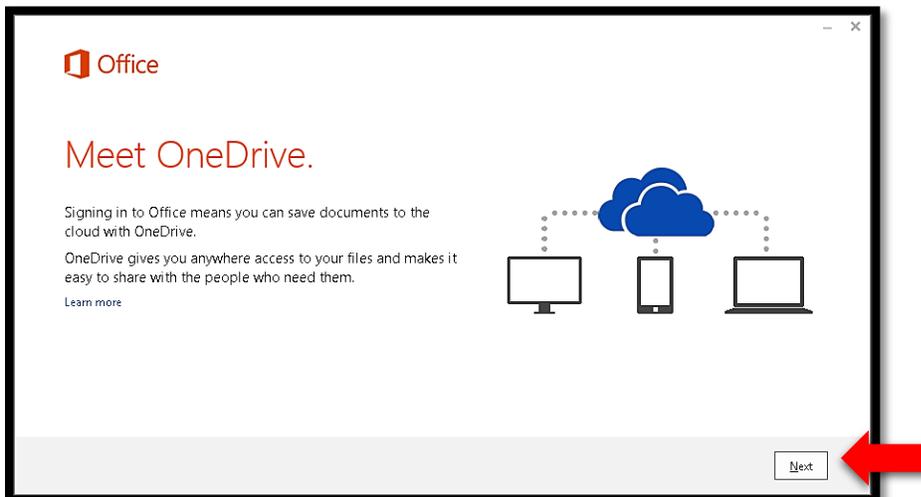7. When Office365 launches, click **Next**

8. In the bottom right corner of the screen, you will see the progress of Office 365 installation
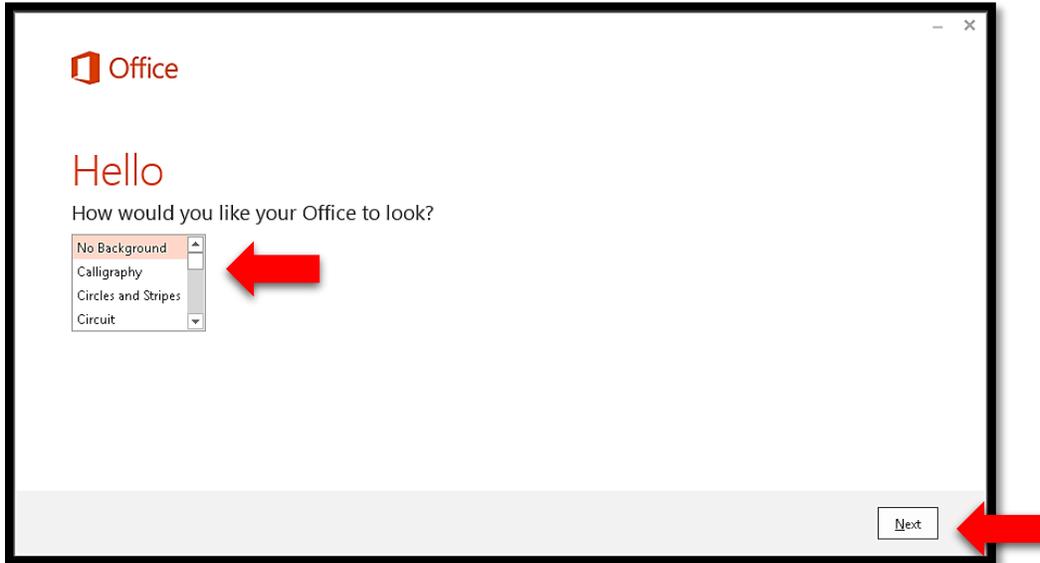
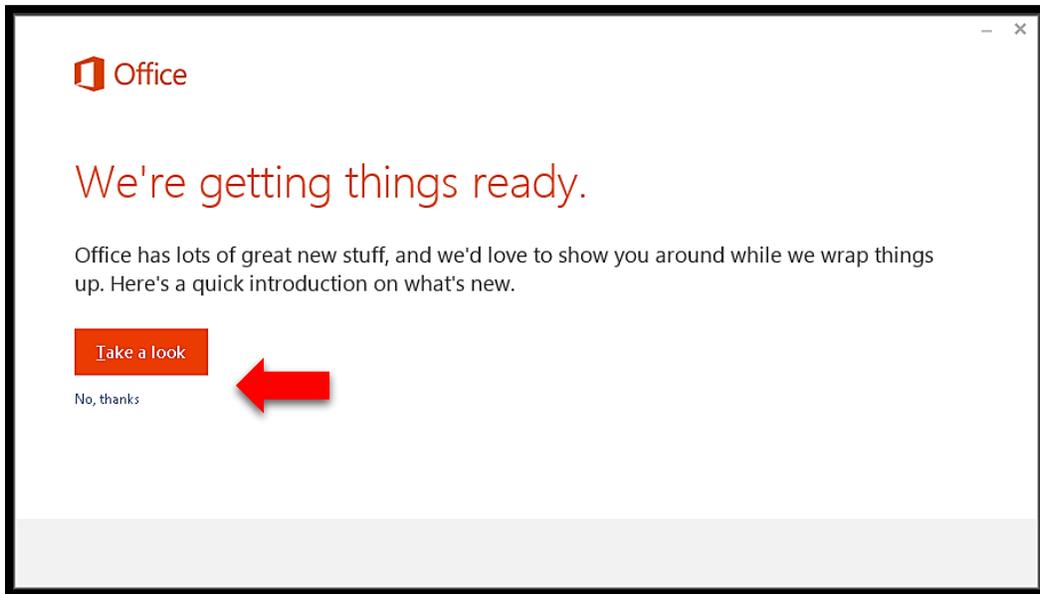9. Accept the Office License Agreement by clicking **Accept**
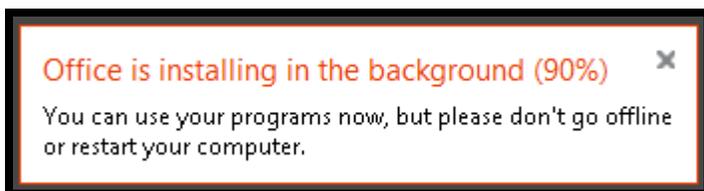

10. Click **Next**

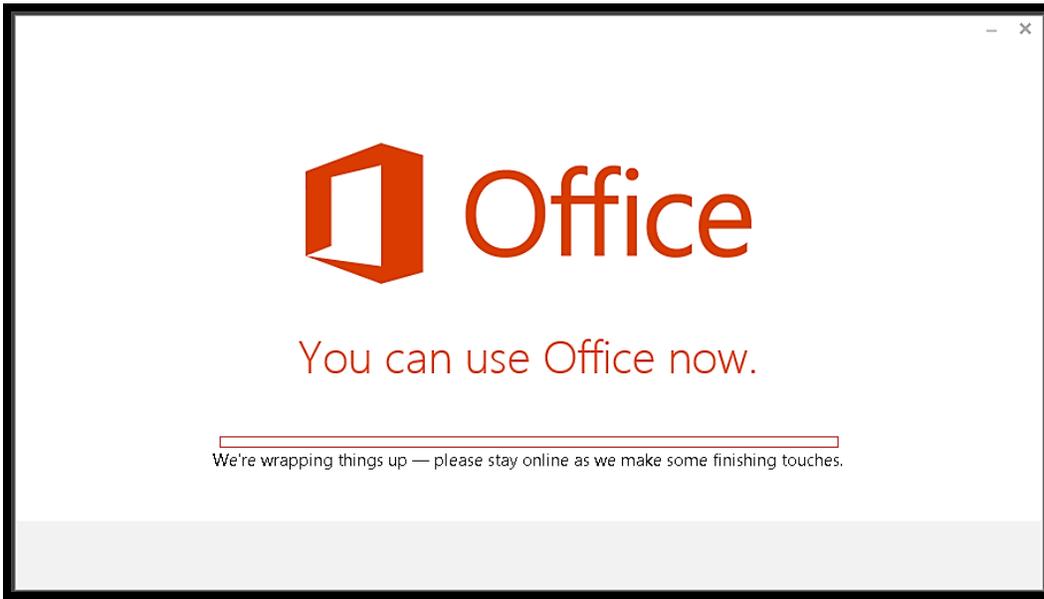11. Choose a layout (No Background is fine), then click **Next**

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

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.