

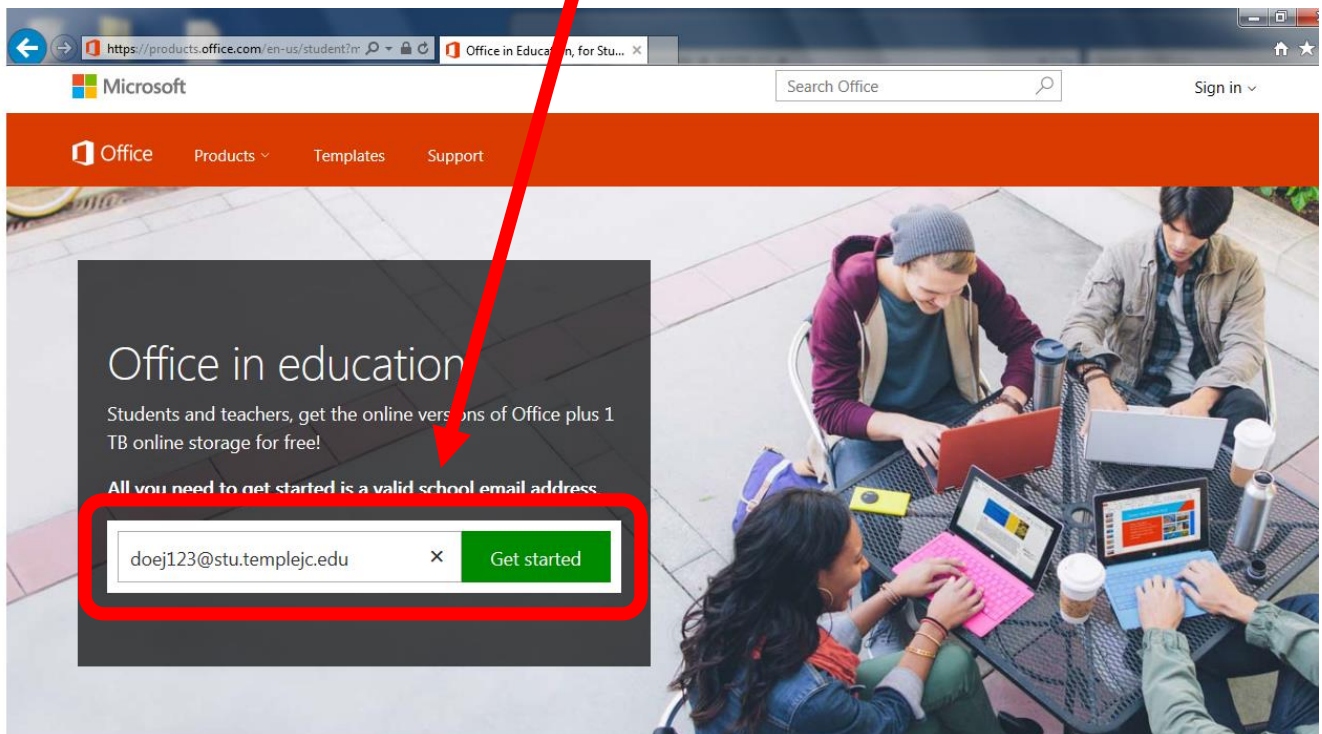
How to Install the Free Office 365 ProPlus

- ★ If you have a Trial Version of Microsoft Office on your computer:
- You **MUST** uninstall it and restart your computer
 - Then follow the steps listed below

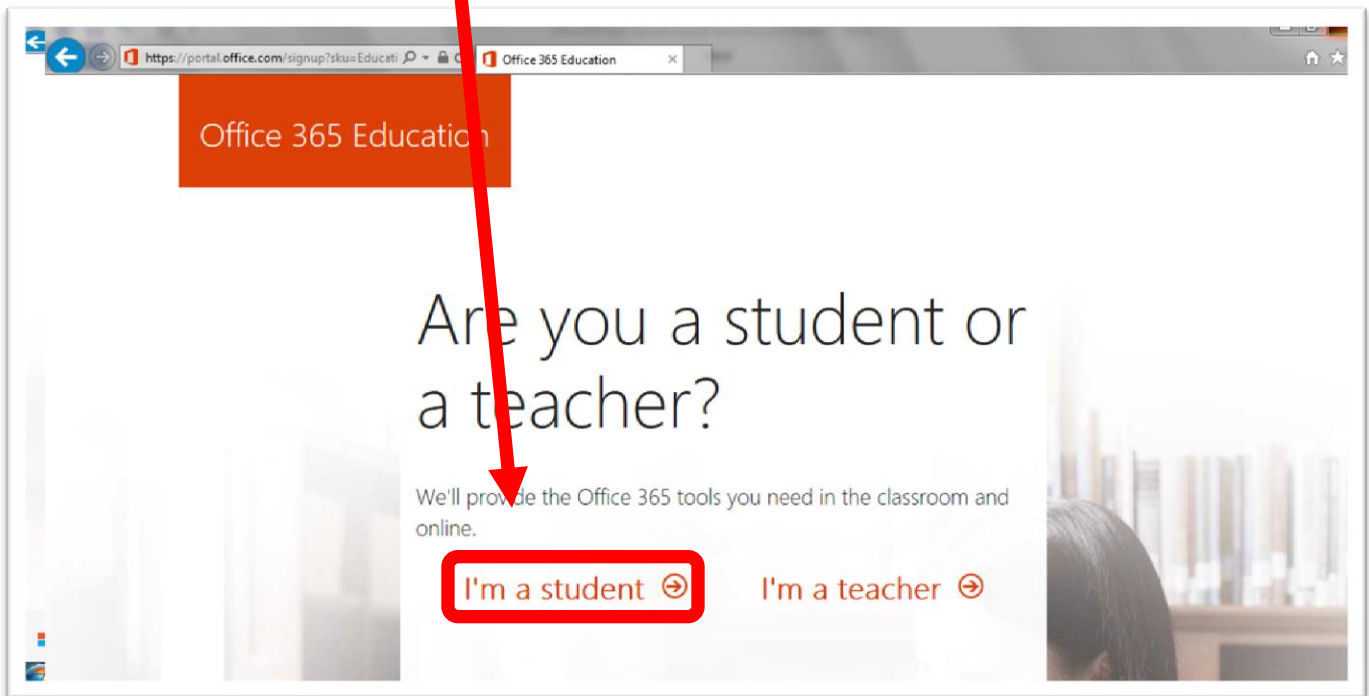
Go To www.office.com/getoffice365



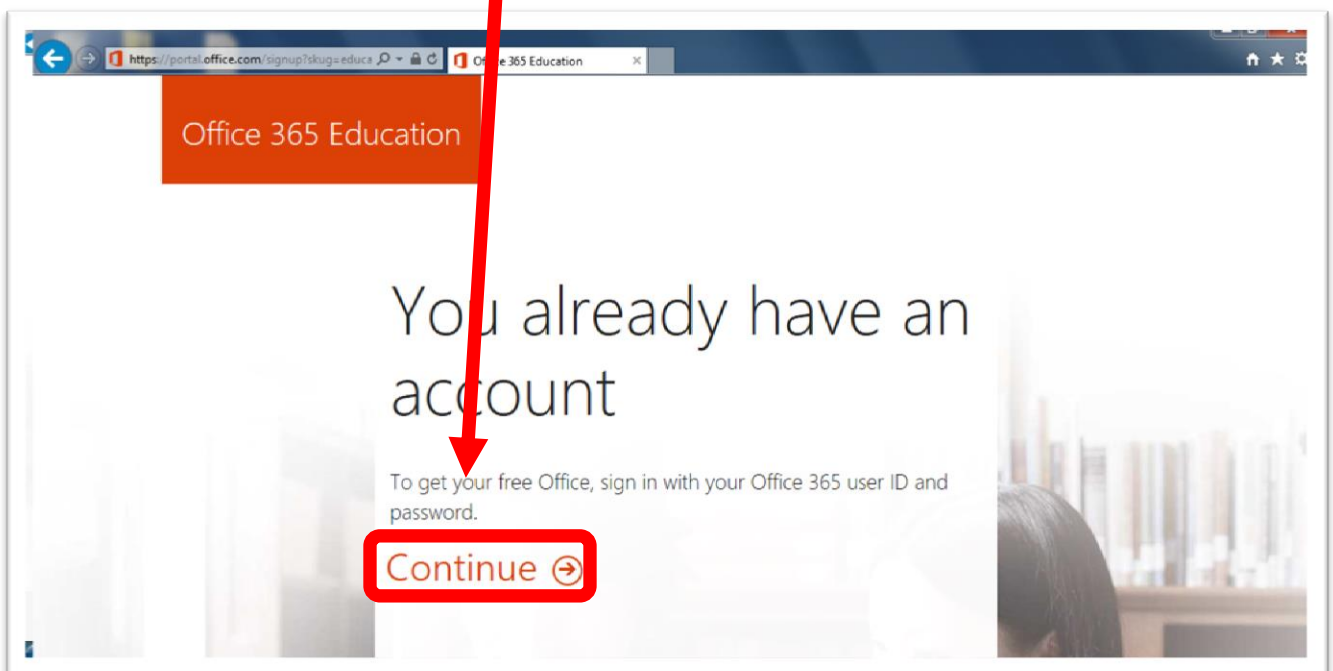
Enter your **Full Student Email Address**
(**username@stu.templejc.edu**)



Click on **I'm a student**.

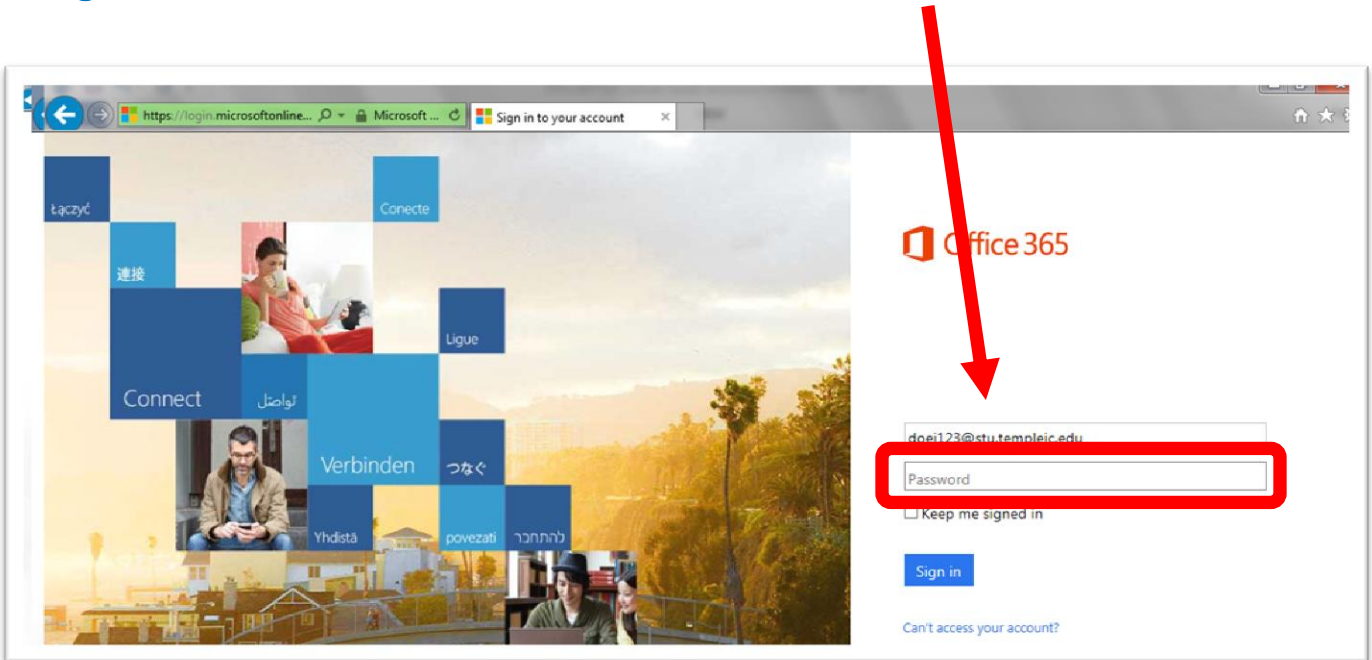


Click the **Continue** button.

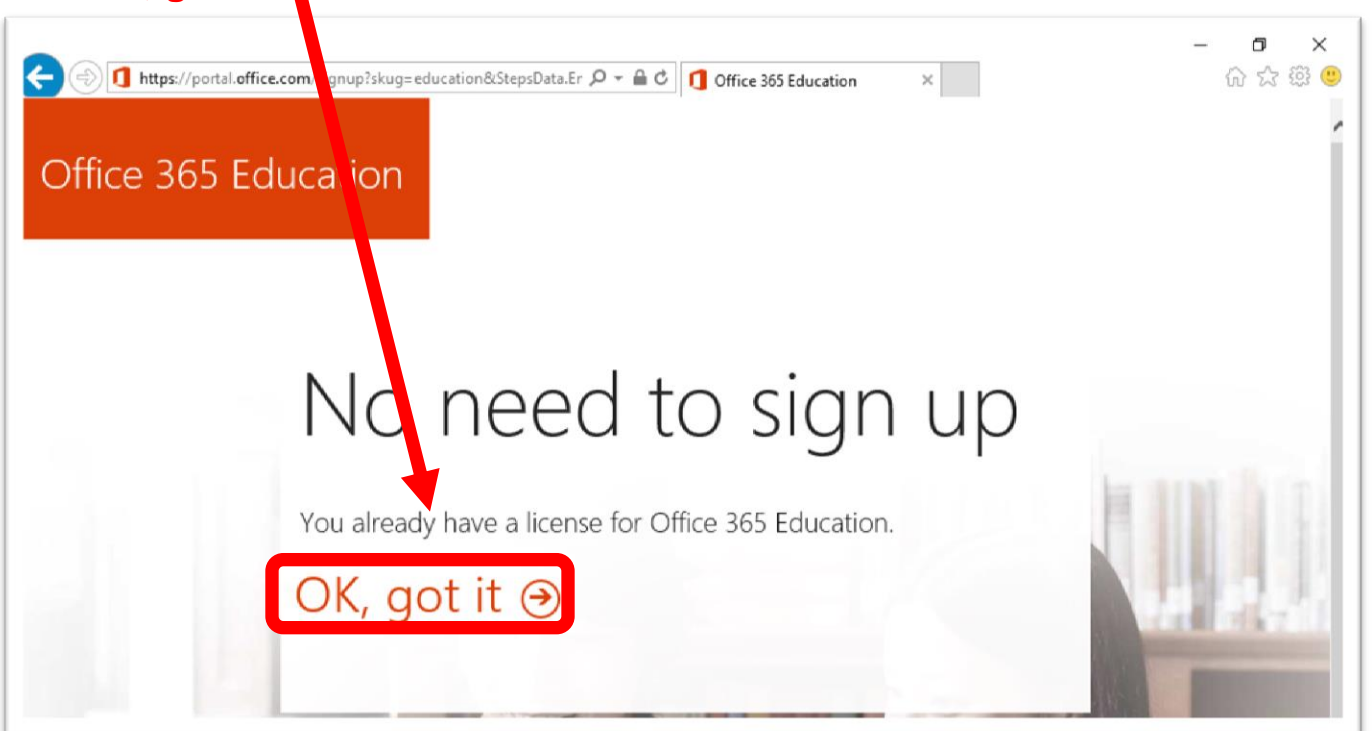


Enter your password: **Tcmmddyyy**

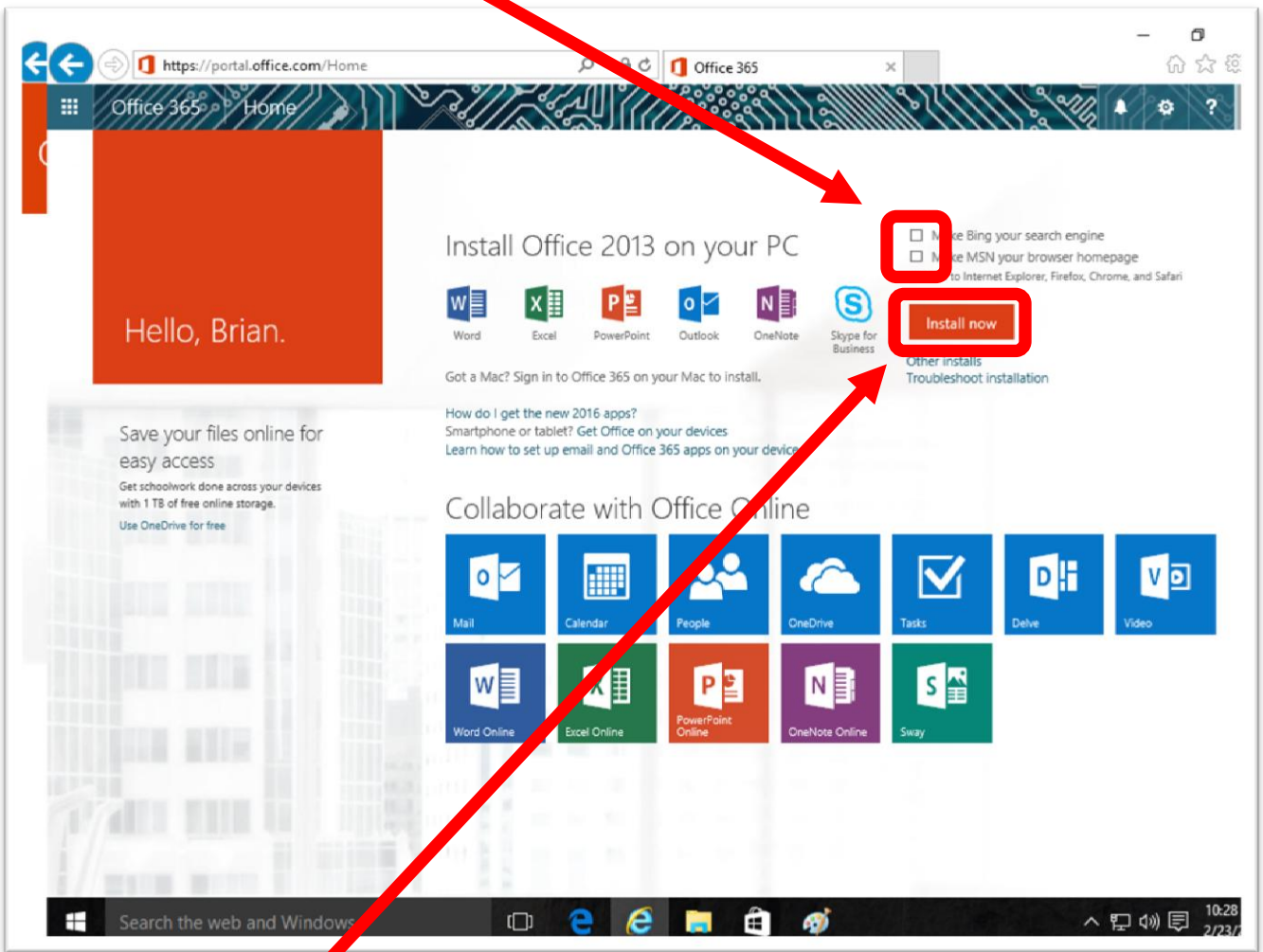
(mm = 2 digit month, dd = 2 digit day, yyyy = 4 digit year of your Birthday) If you have changed this password, use the one you changed it to.



Click **OK, got it**.



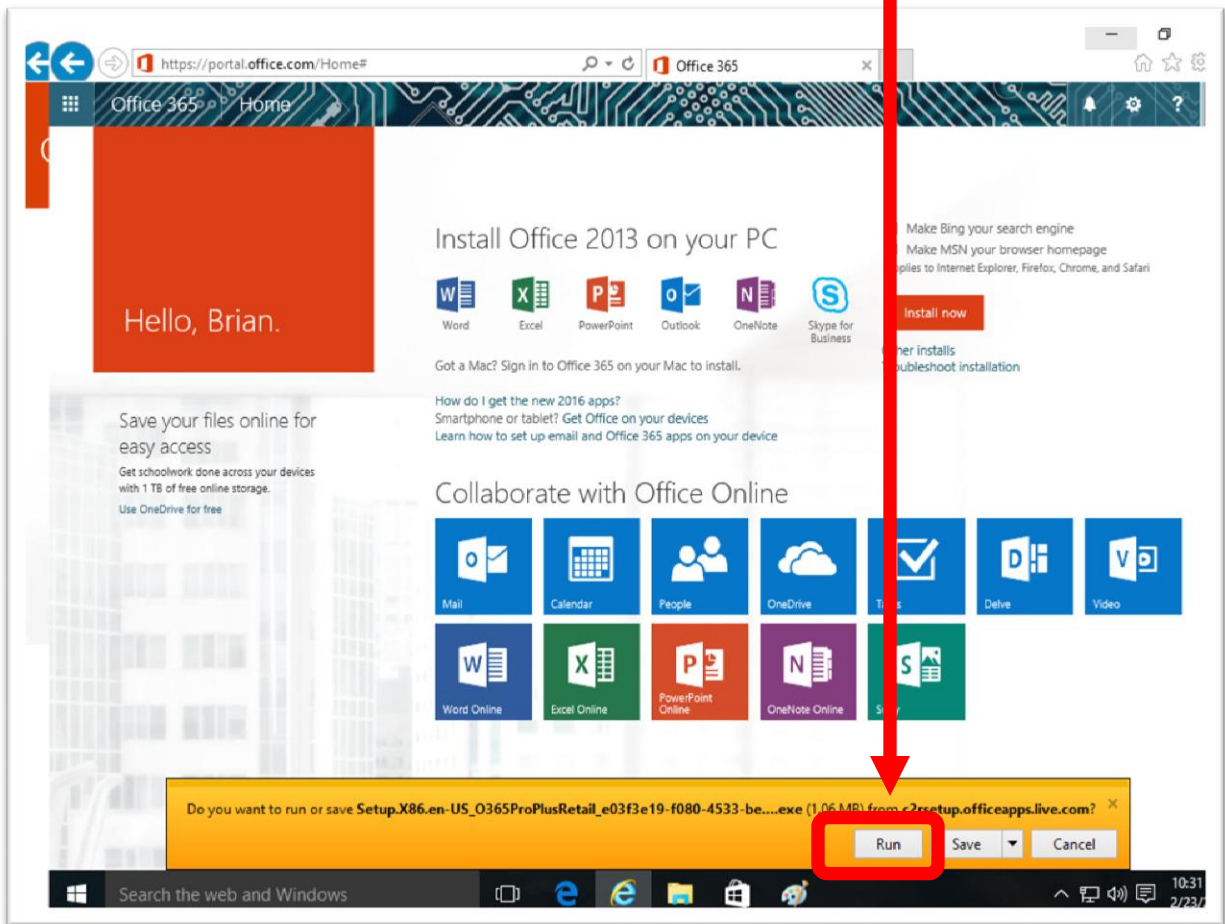
Uncheck both boxes.



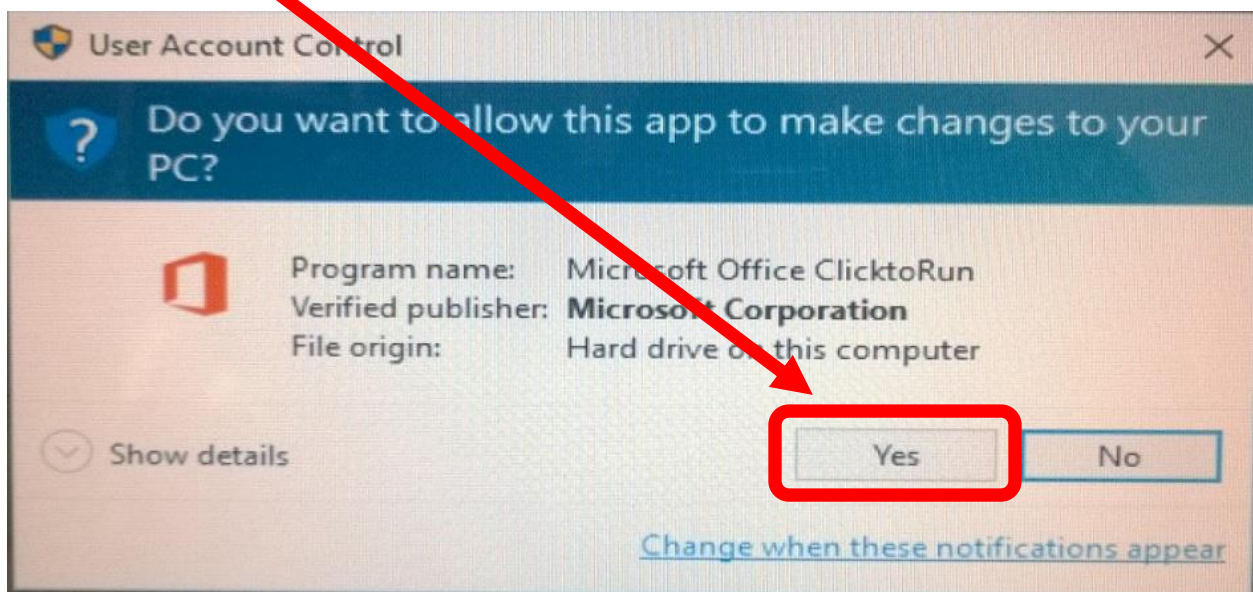
Click **Install Now.**

The next step depends on which browser you are using. Make sure you choose the instructions for the correct browser.

If you are using Internet Explorer:
Look at the bottom of the window and click **Run**.

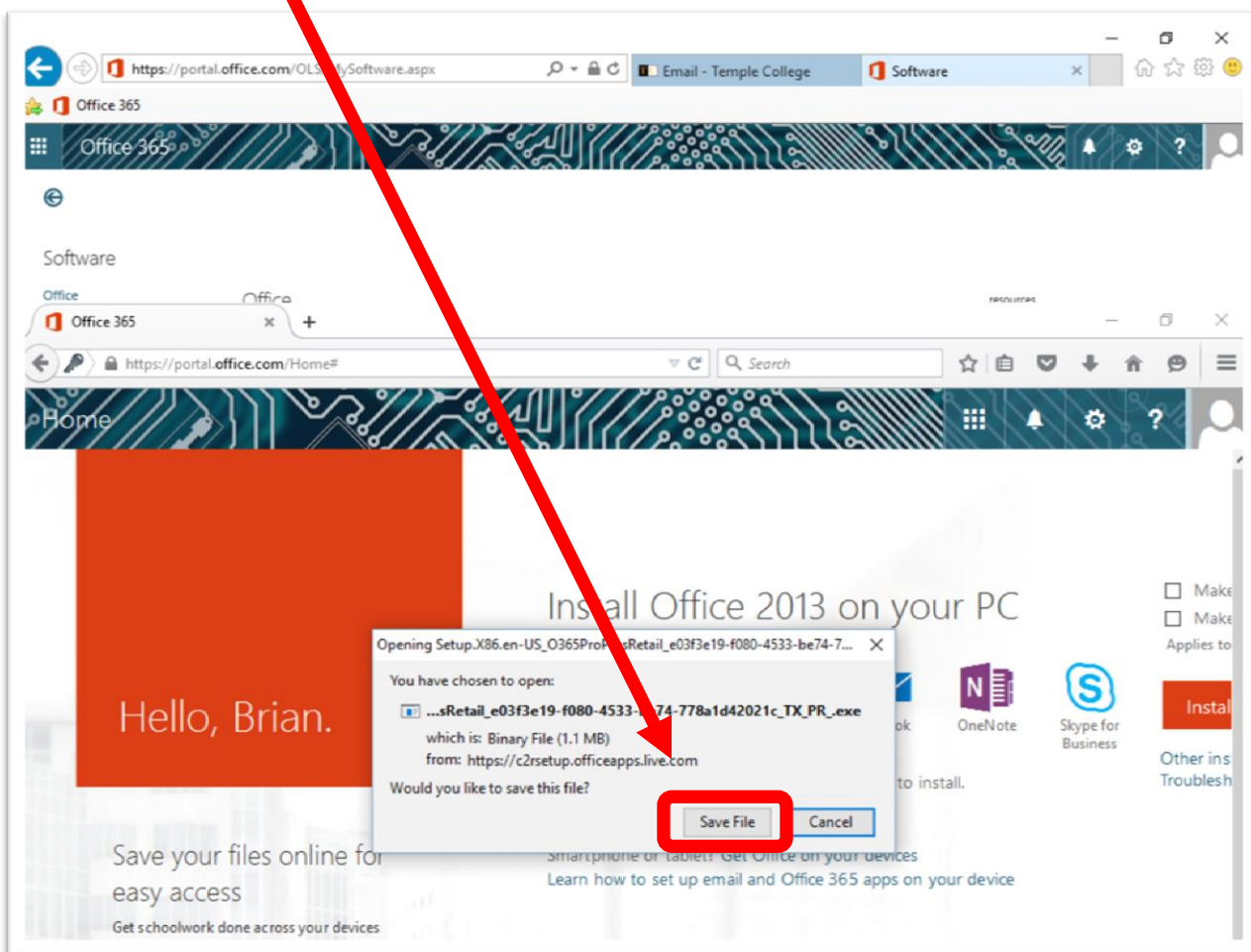


Click **Yes**

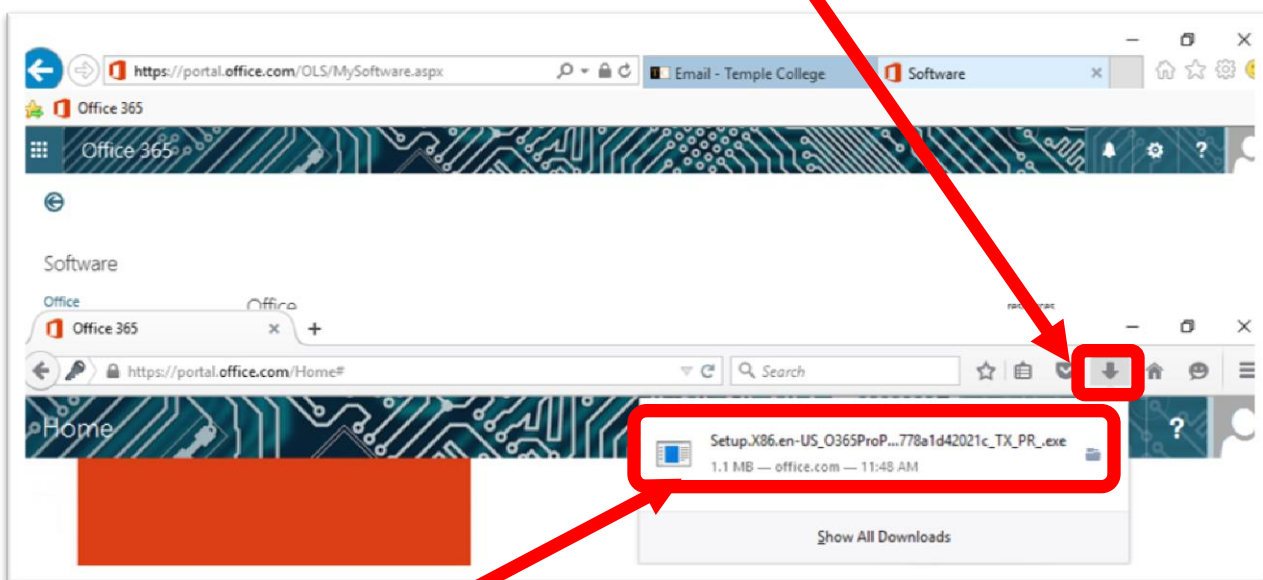


If you are using Mozilla Firefox:

Click **Save File**

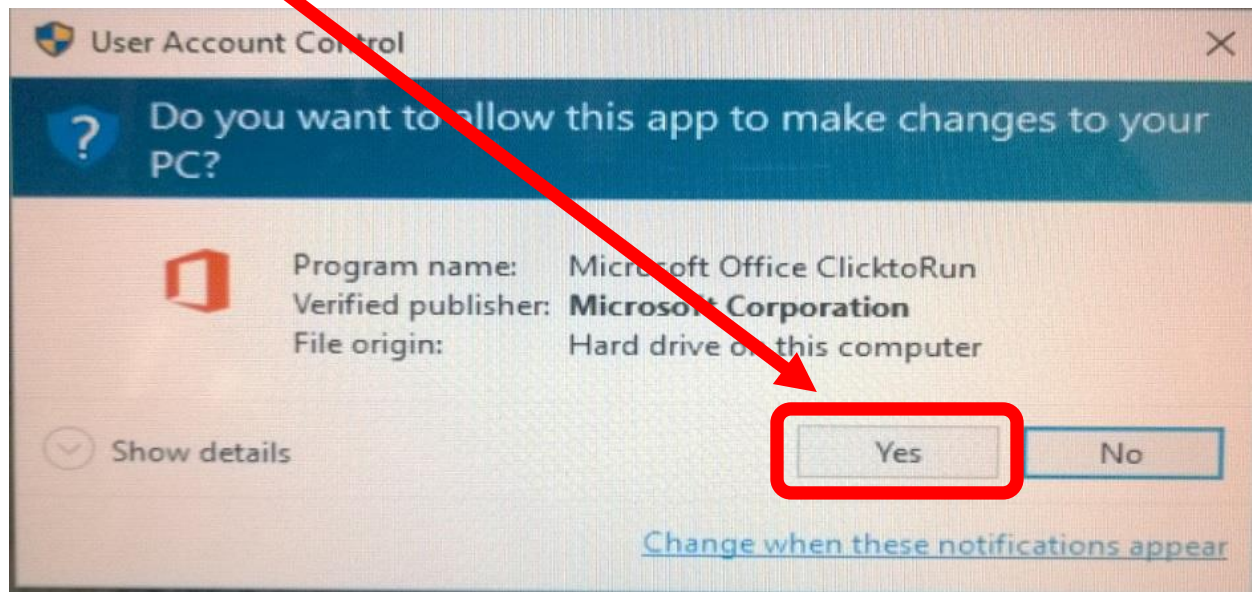


Click on the Arrow in the upper right corner

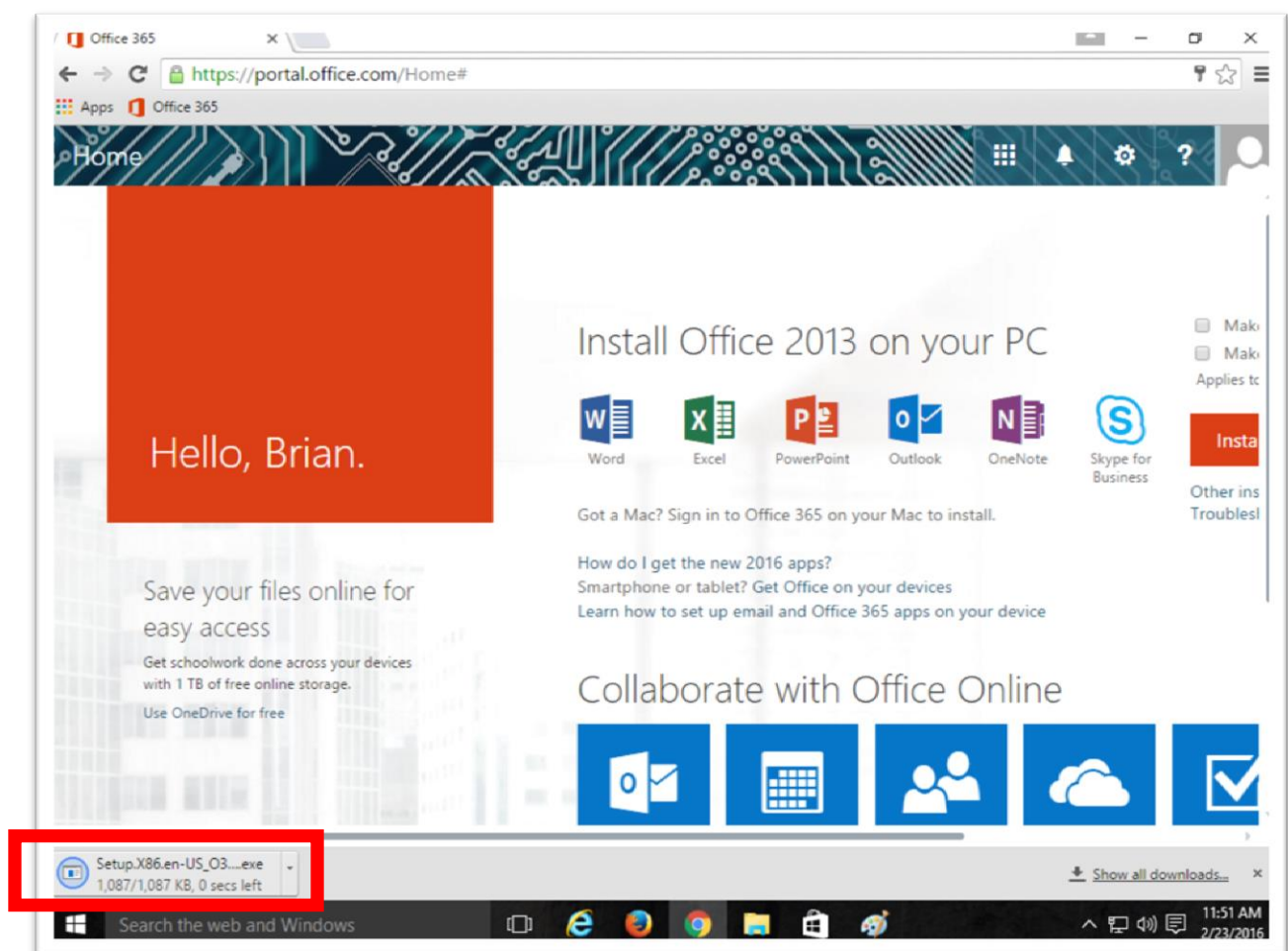


Click on the Setup File

Click **Yes**

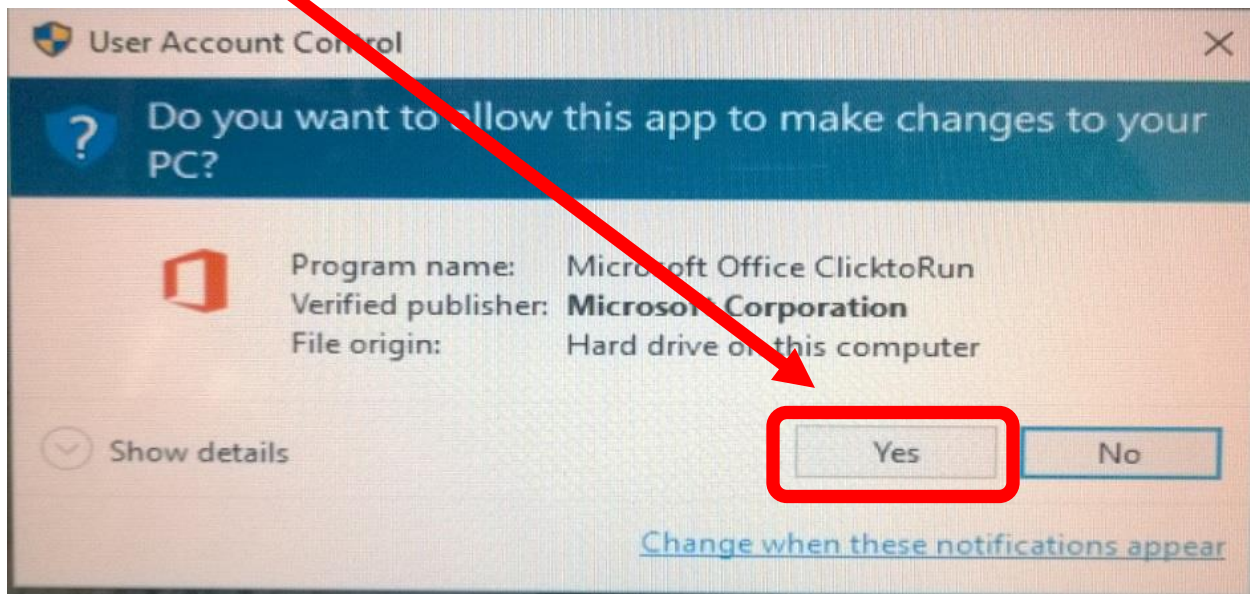


If you are using Google Chrome:



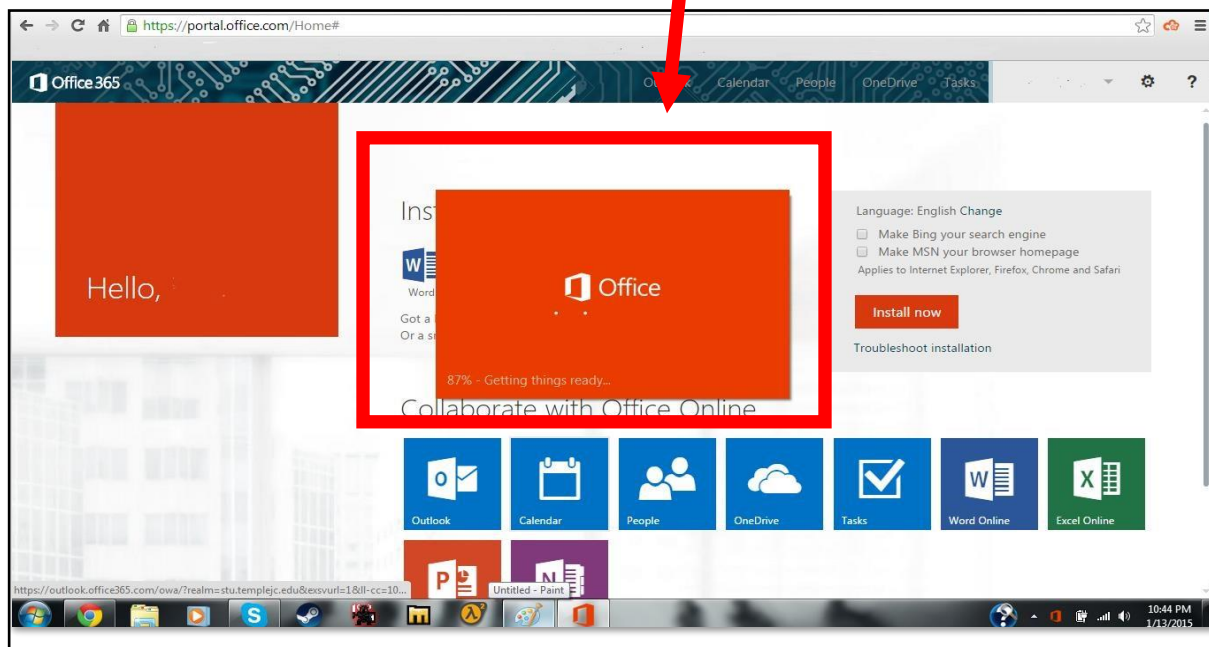
Click on the **Setup** file in the bottom, left corner

Click **Yes**

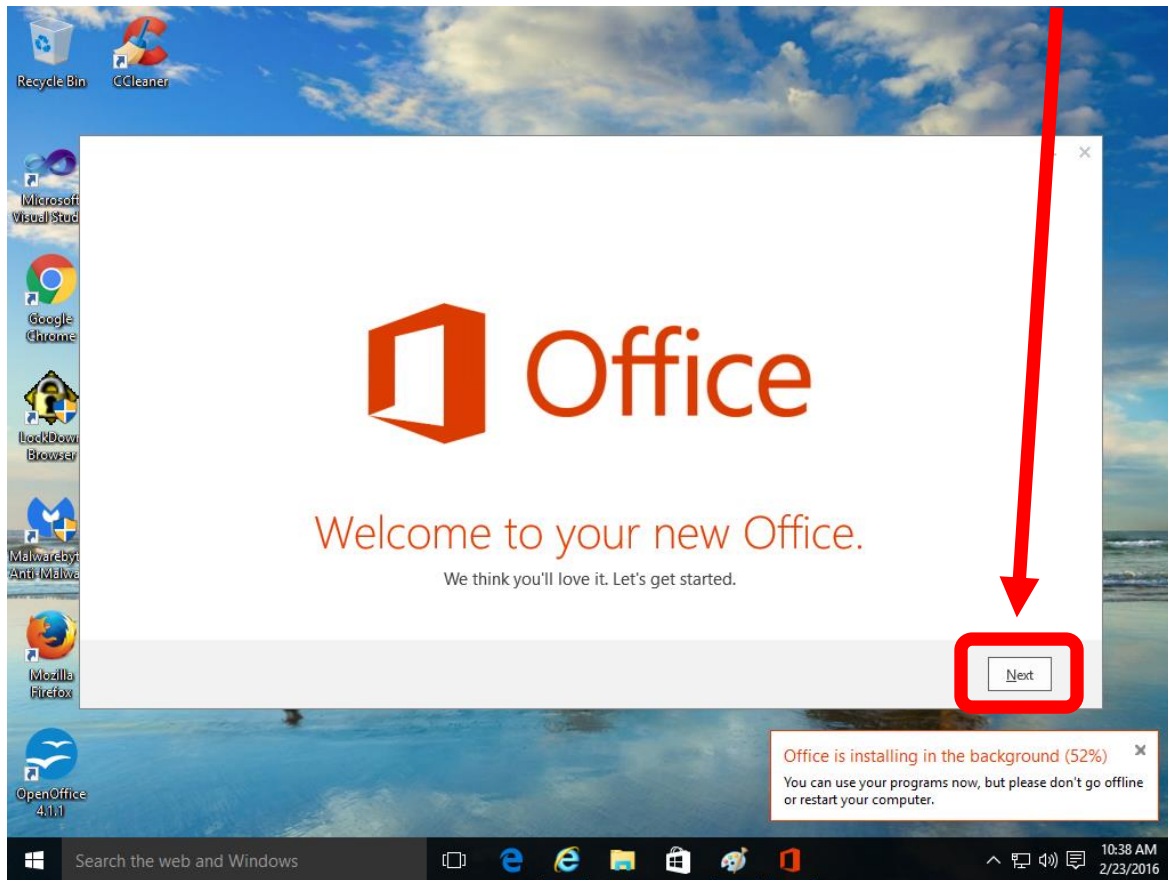


**** The rest will be the same no matter what browser you used to get here. ****

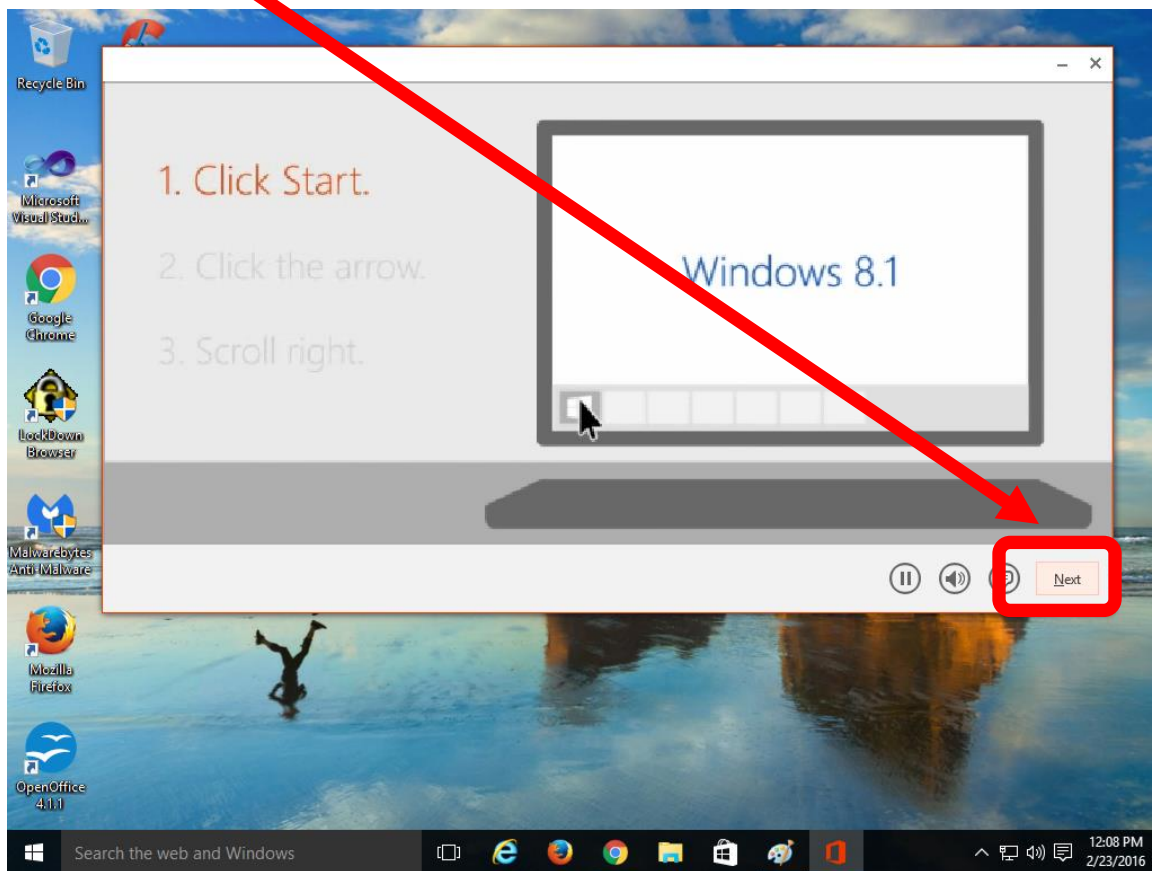
Be patient as it begins the process. Once you see this orange box appear, you may close your browser.



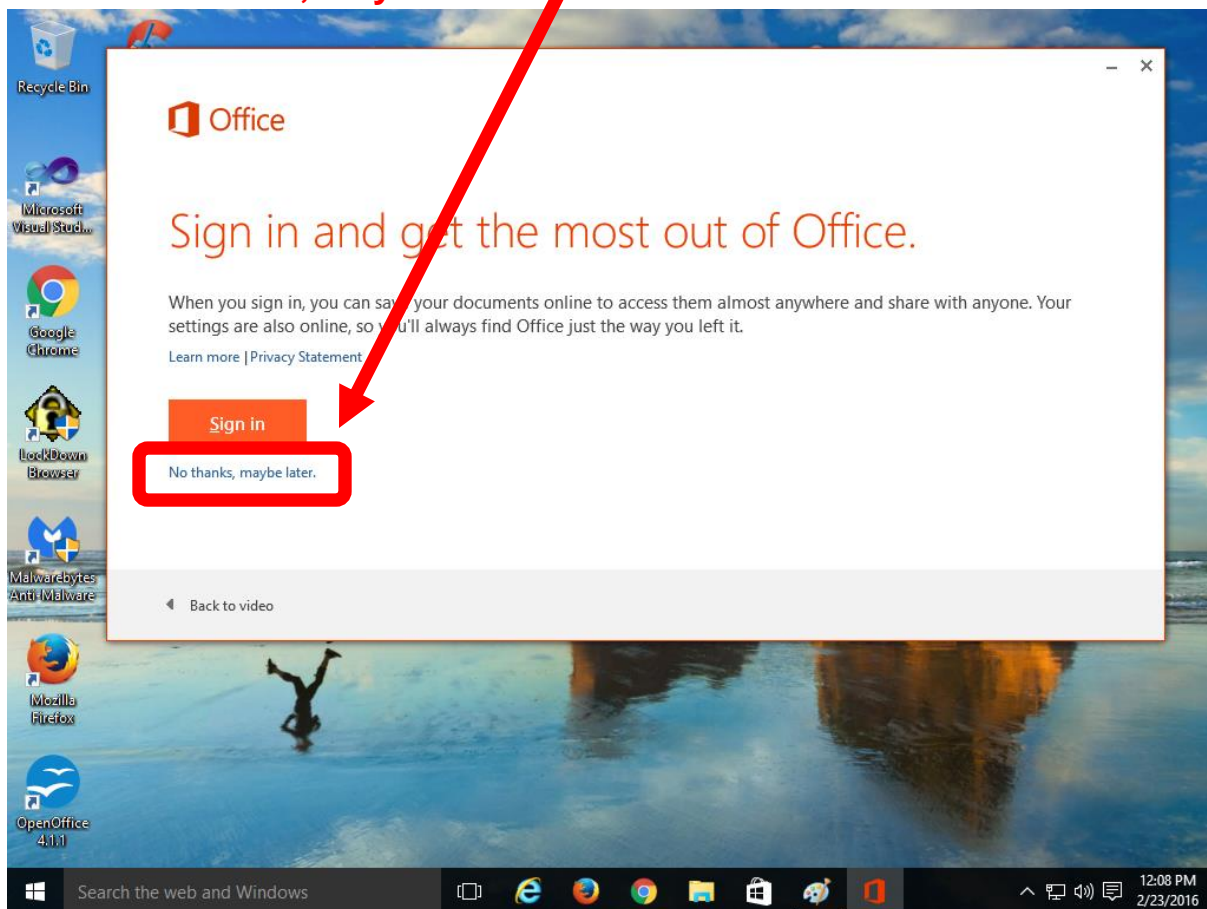
The orange window will close, and this will open. Click **Next**



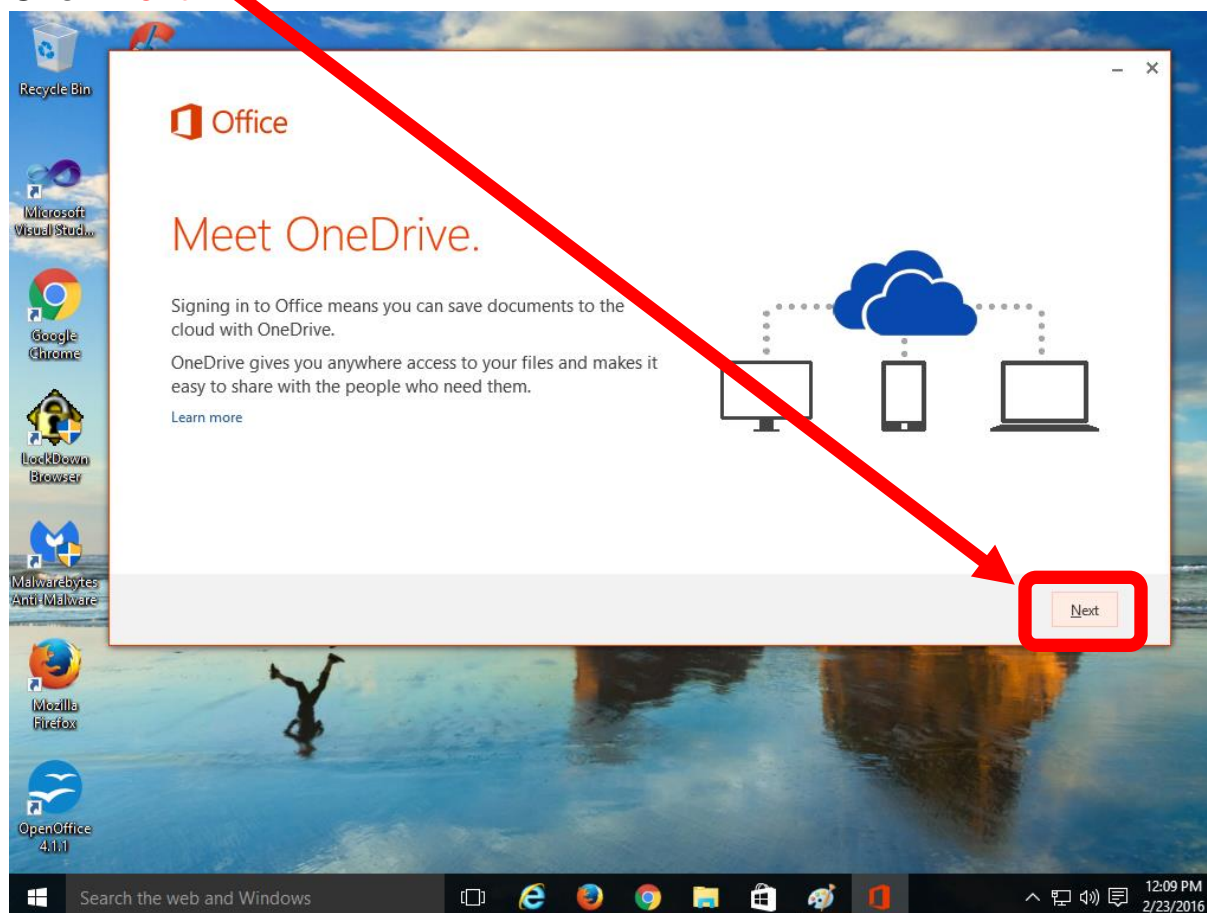
Click **Next**



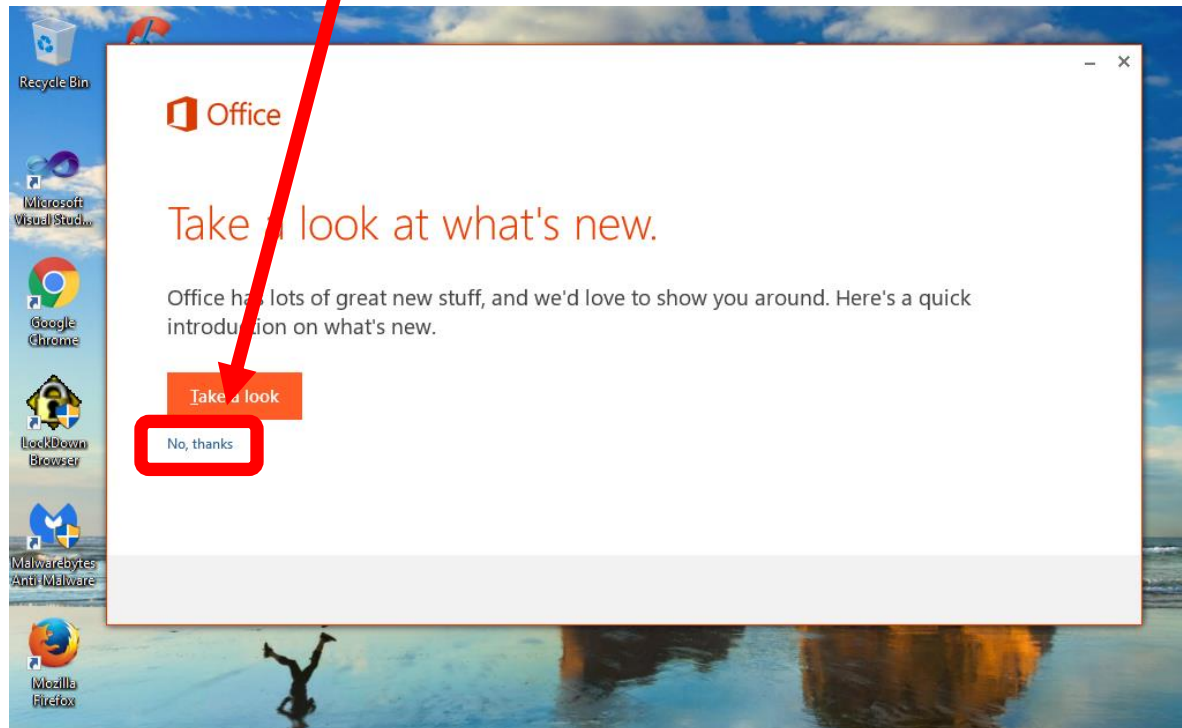
Click **No Thanks, Maybe Later**



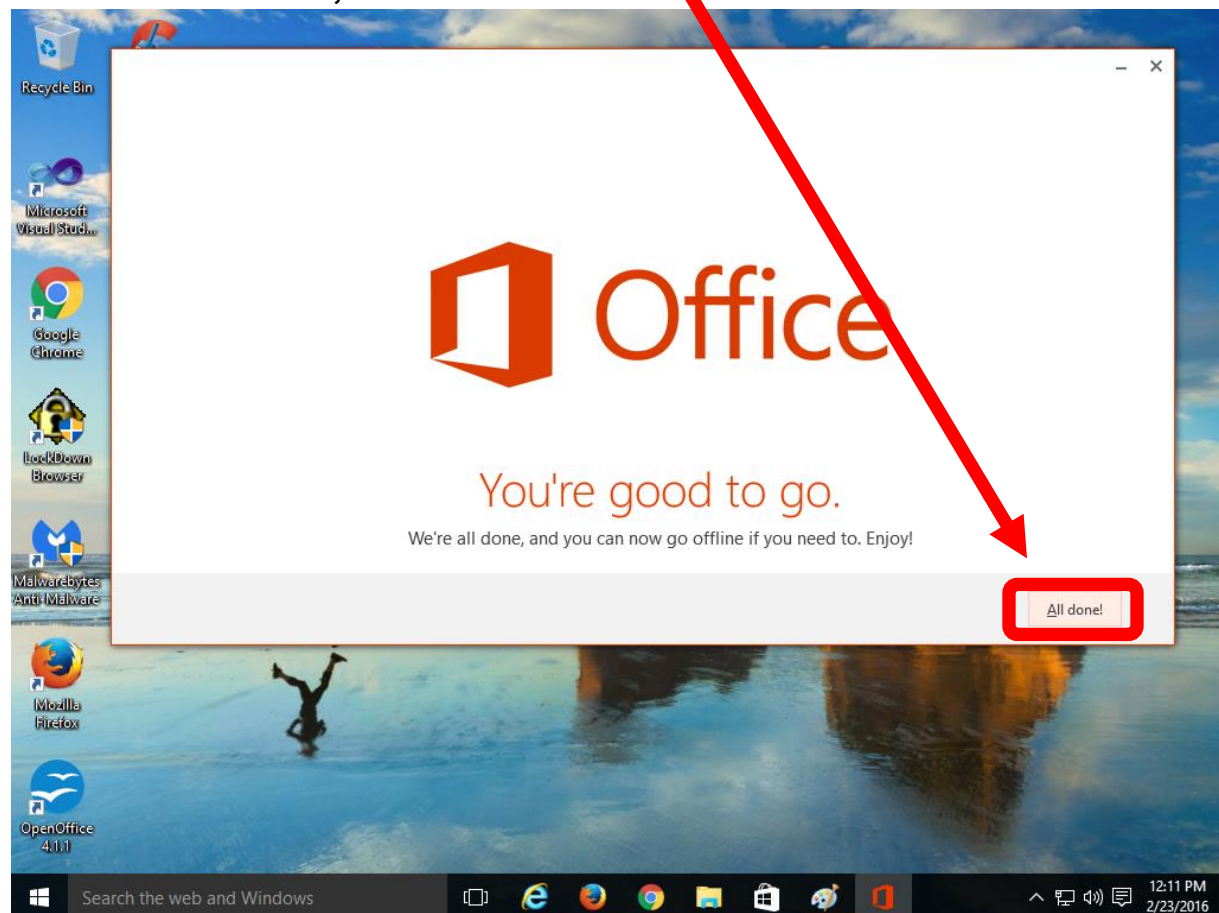
Click **Next**



Click **No Thanks**

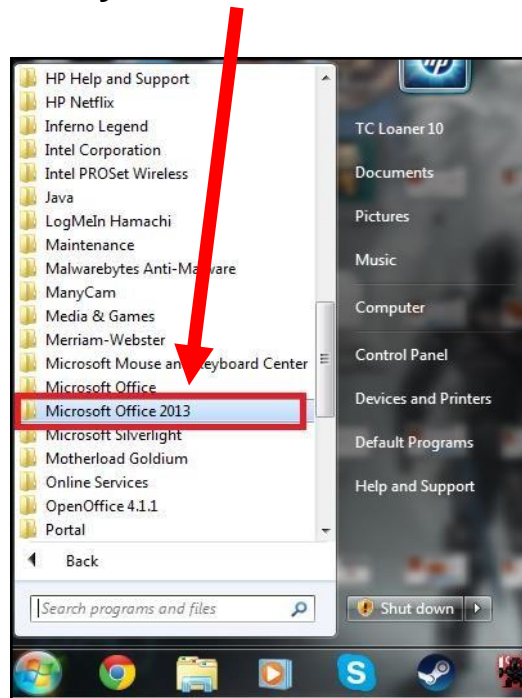


Once it is finished, click on **All Done**.

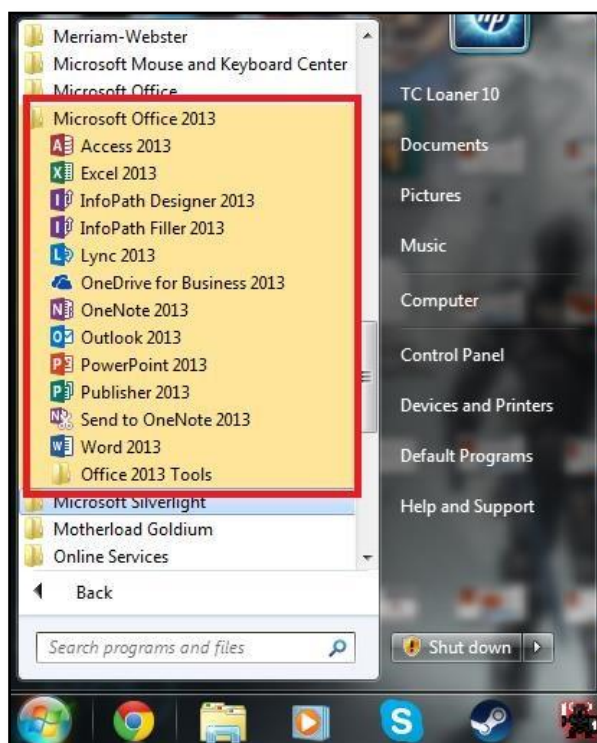


To Find the Programs:

In Windows 7 - Click the Start button, click on All Programs, and scroll down the list until you see **Microsoft Office 2013**



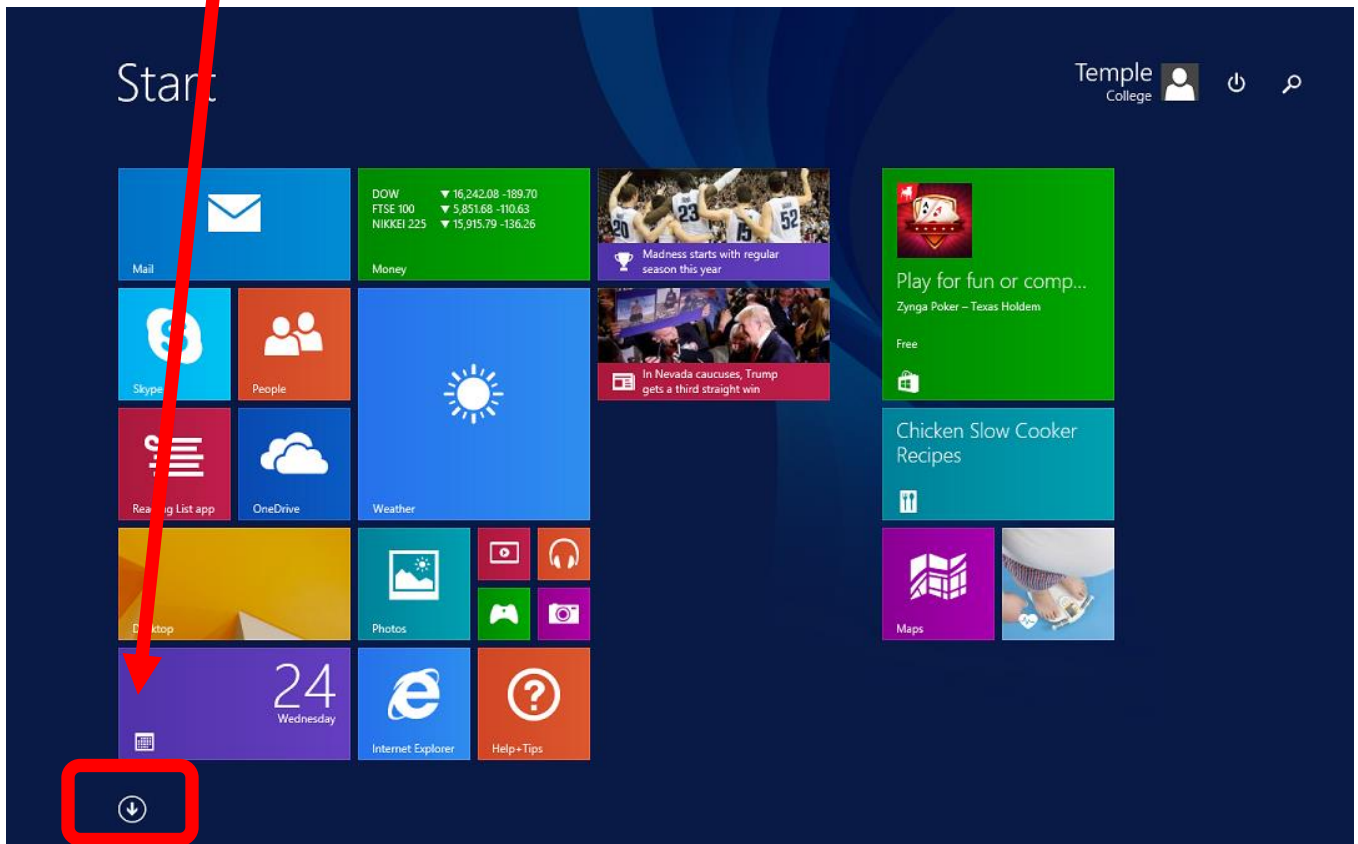
Clicking on the folder shows all the office programs now on your computer.



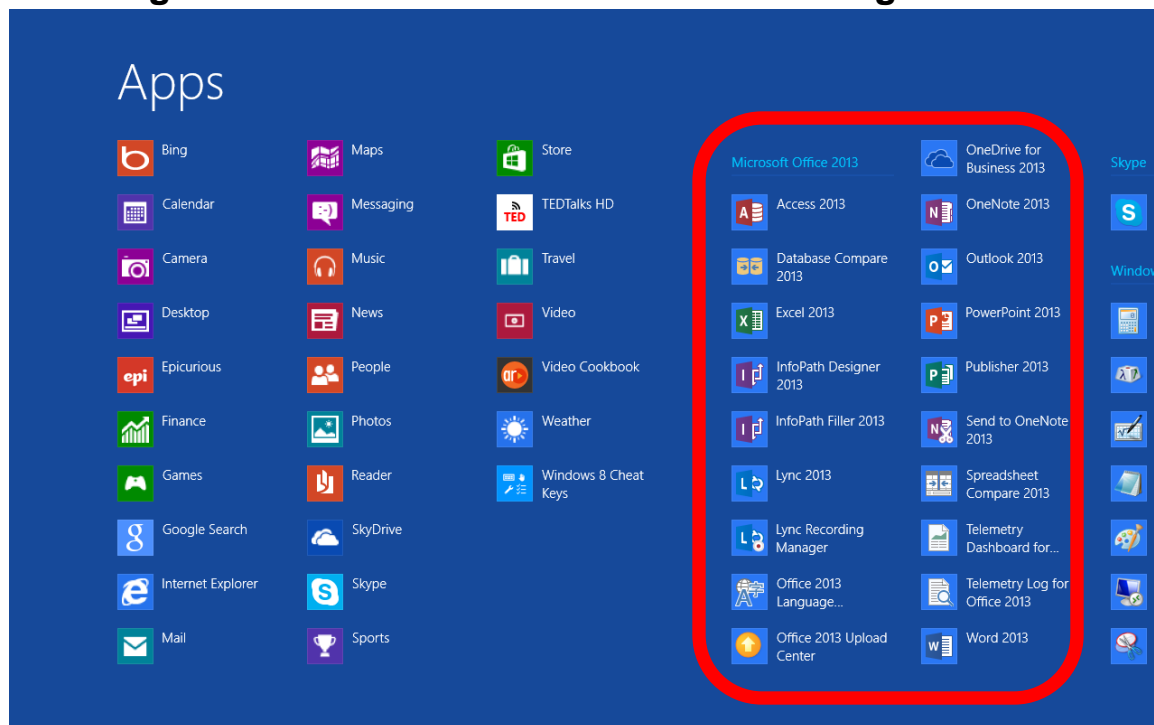
In Windows 8 and 8.1 – Press the Windows Key on the lower left corner of your keyboard to open your tile menu



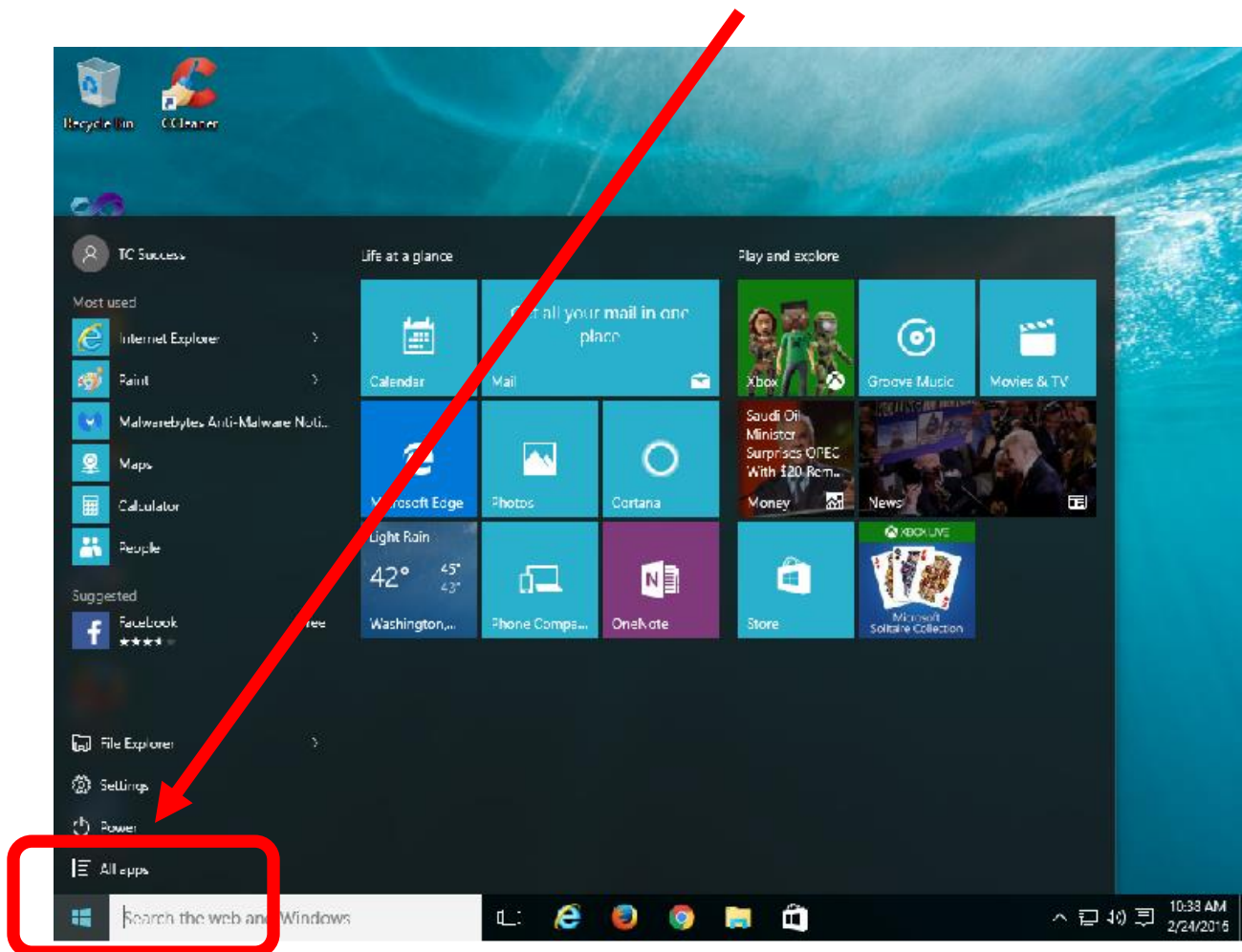
Click on the arrow pointing down to see all of the applications installed



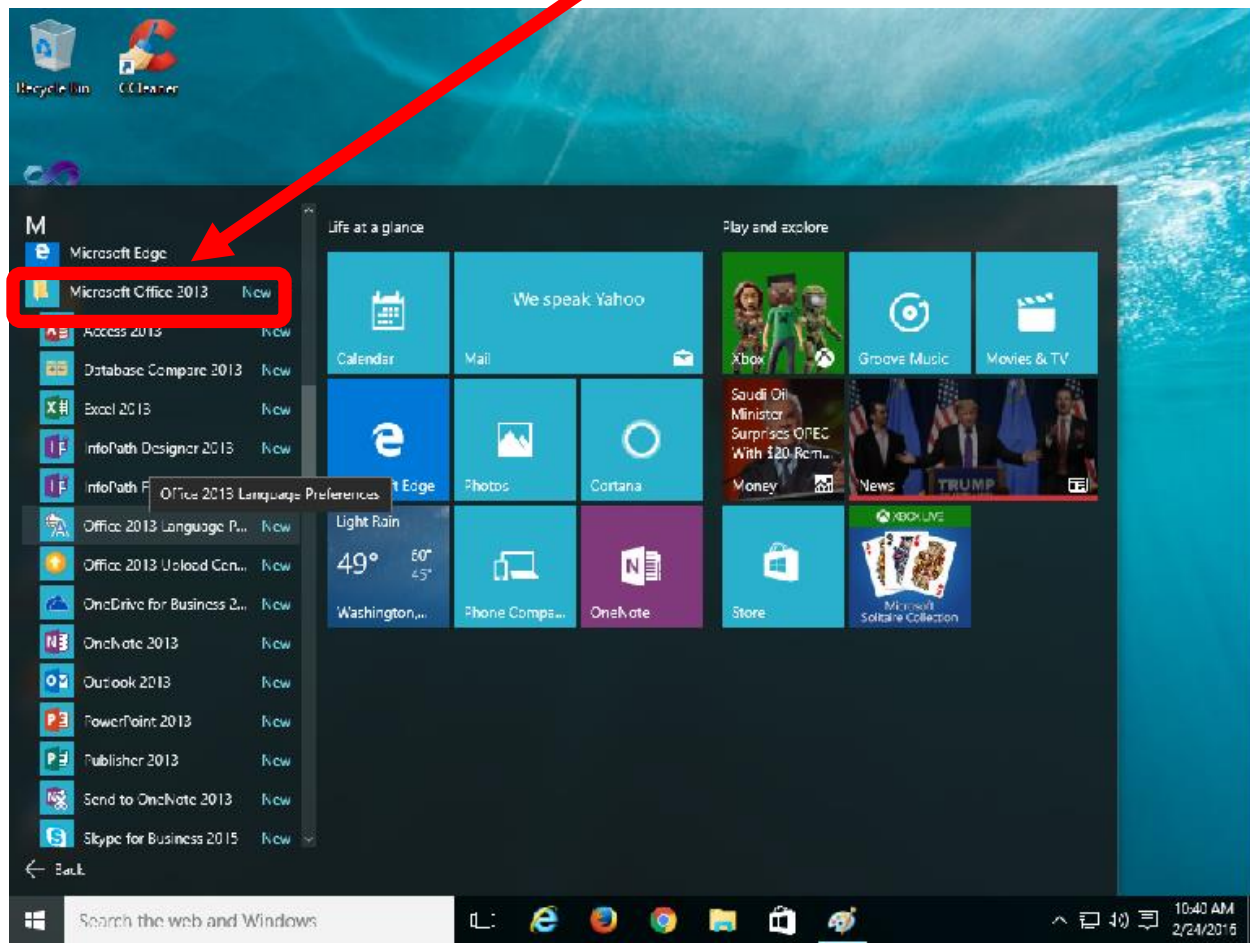
Scroll right to find the list of Microsoft Office Programs



In Windows 10 – Click on the Start Button, then click All Apps



Scroll down and click on **Microsoft Office 2013**



All of the Office programs will show once you have opened the folder.

We hope this has helped you with installing the full version of Microsoft Office 365 Pro.