

## MICROSOFT OFFICE 365 PRO PLUS

Through an EES agreement that is maintained with Microsoft, Calumet College of St. Joseph is able to provide Microsoft Office 365 Pro Plus for currently active students, faculty and staff at no cost. With Microsoft Office 365 ProPlus, Microsoft Office applications can be used online and on mobile devices. Additionally the subscription allows for up to five installations of Microsoft Office on a PC or Mac. In order to download and install Office 2016 a broadband connection is required. Download speeds and installation times will vary depending on connection speed.

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### How to get it:

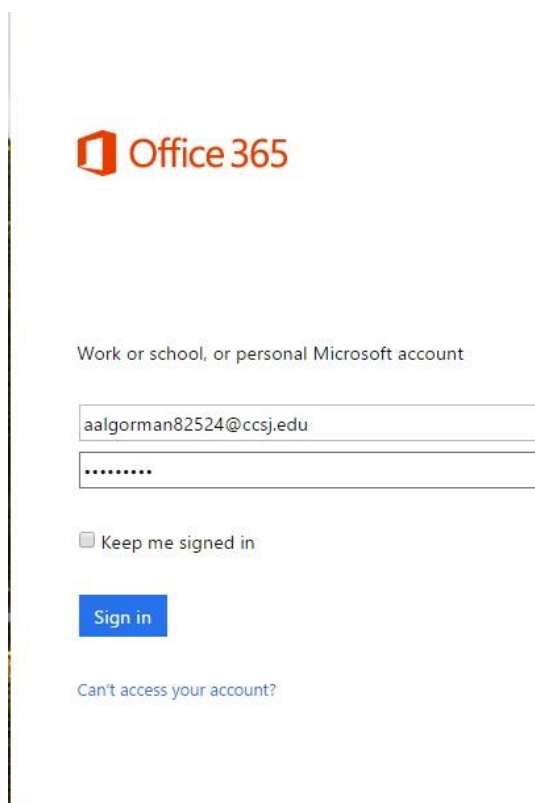
- You must have a valid and working CCSJ email address.
- Sign in to your Office365 portal with your CCSJ username followed by **@ccsj.edu** and password  
**<https://login.microsoftonline.com>**

**\*\*Student usernames are first initial of first name entire last name and last 5 digits of school ID:**

**[aalgorman82524@ccsj.edu](mailto:aalgorman82524@ccsj.edu)**

**Faculty and staff usernames are first initial of first name and entire last name: [jsmith@ccsj.edu](mailto:jsmith@ccsj.edu)\*\***

- Once signed you can use office applications online or click on the install now button to install Office 2016 on your device. Note that if you do not wish for your default search engine settings or default homepage settings to be changed you much uncheck these options.



Office 365

Work or school, or personal Microsoft account

aalgorman82524@ccsj.edu

.....

Keep me signed in

Sign in

[Can't access your account?](#)

# Install Office 2016 on your PC



- Make Bing your search engine
  - Make MSN your browser homepage
- Applies to Internet Explorer, Firefox, Chrome, and Safari

**Install now**

Other installs  
Troubleshoot installation

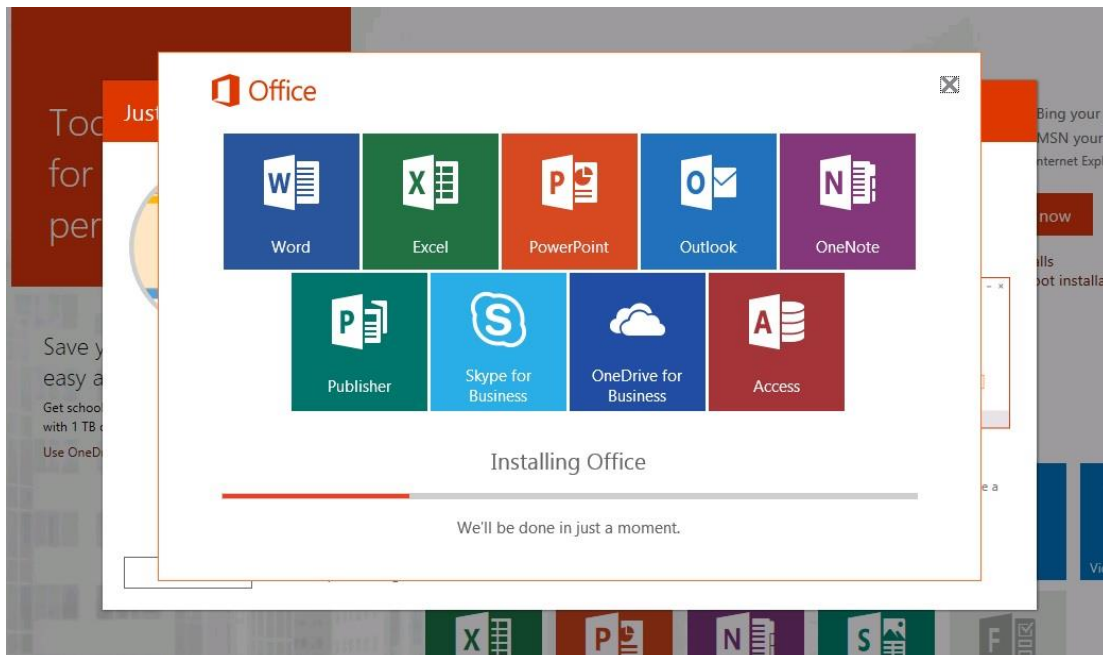
Got a Mac? Sign in to Office 365 on your Mac to install.

How do I get Office 2013?  
Smartphone or tablet? Get Office on your devices  
Learn how to set up email and Office 365 apps on your device

## Collaborate with Office Online



When the install now button is clicked you will be asked if you want to run or save the setup file. Click the **RUN** button. The install process will begin. Installation times will vary depending on download speeds and speed of device.



Once the installation is completed follow the remaining instructions and you can then logout of the Office 365 portal or close your web browser and utilize Office 2016.

## Deactivating an installation

There may be scenarios where you will need to deactivate an installation. Examples could be that your computer crashes and must be re installed. You also may reach your limit of 5 installations and need to free up an installation. In order to deactivate and installation you must log back into the Office 365 portal (noted at the beginning of this guide). Once logged in click on “other installs” located under the Install now button. You will be able to manage your installations.



[Learn more about getting started with Office 365](#)

### What is included with Office 365 ProPlus subscription license?

- Office 365 ProPlus for PC (Office 2016 ProPlus base applications)
- Office 365 ProPlus for Mac (Office 2011 for Mac base applications)
- Office Mobile for iPhone
- Office Mobile for Android

### How many machines/devices can I run this subscription on?

Each subscription license allows you to run Office on up to five machines - 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 and available for offline use?

Yes, this is full Office on the PC, Mac, iPhone, and Android platform and all are available for offline use.

### What applications come with Office 365 ProPlus for PC?



### What comes with Office 365 ProPlus for Mac?



- Word 2011
- Excel 2011
- PowerPoint 2011
- Outlook 2011

### What comes with Office Mobile for iPhone?

- Word Mobile
  - Excel Mobile
  - PowerPoint Mobile
  - OneNote and Lync Mobile available as separate download.
- See [here](#) for more options.

### What comes with Office Mobile for Android?

- Word Mobile
- Excel Mobile
- PowerPoint Mobile
- OneNote and Lync Mobile available as separate download
- See [here](#) for more options.

### What are the PC requirements for Office 365 ProPlus?

#### **Operating System**

Windows Server 2008 R2, Windows 7, Windows Server 2012, Windows 8

#### **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 recommended for graphics features, Outlook Instant Search, and certain advanced functionality.

#### **Disk space**

3 gigabytes (GB)

#### **Monitor resolution**

1024 x 768

### **What are the Mac requirements for Office 365 ProPlus?**

#### **Computer and processor**

A Mac computer with an Intel processor.

DVD drive or connection to a local area network (if installing over a network).

#### **Operating System**

Mac OS X version 10.5.8 or later.

#### **Memory**

1 GB of RAM recommended.

#### **Disk space**

2.5 GB of available hard disk space.

HFS+ hard disk format (also known as Mac OS Extended or HFS Plus).

#### **Monitor resolution**

1280 x 768 or higher resolution monitor

### **What are the iPhone requirements for Office Mobile for iPhone?**

iPhone 4

iPhone 5x

iPhone 6x

iPod Touch 5th generation

All devices above must be running iOS 6.1 minimum

### **What are the Android requirements for Office Mobile for Android?**

Android OS 4.0 or greater

Android touch enabled smartphones only