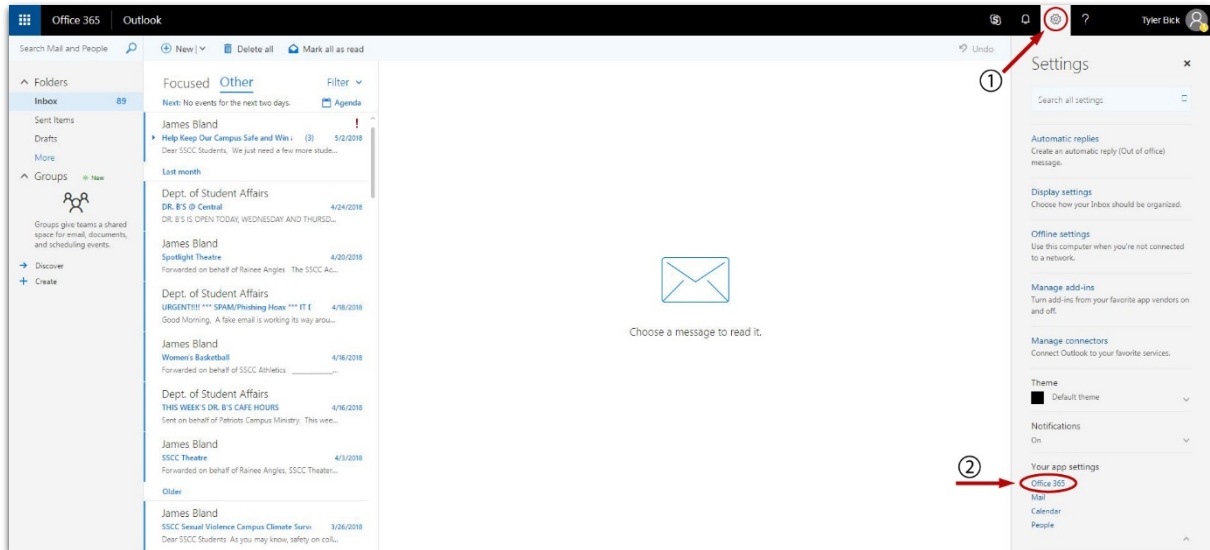


Installing your free Office 365 ProPlus Software

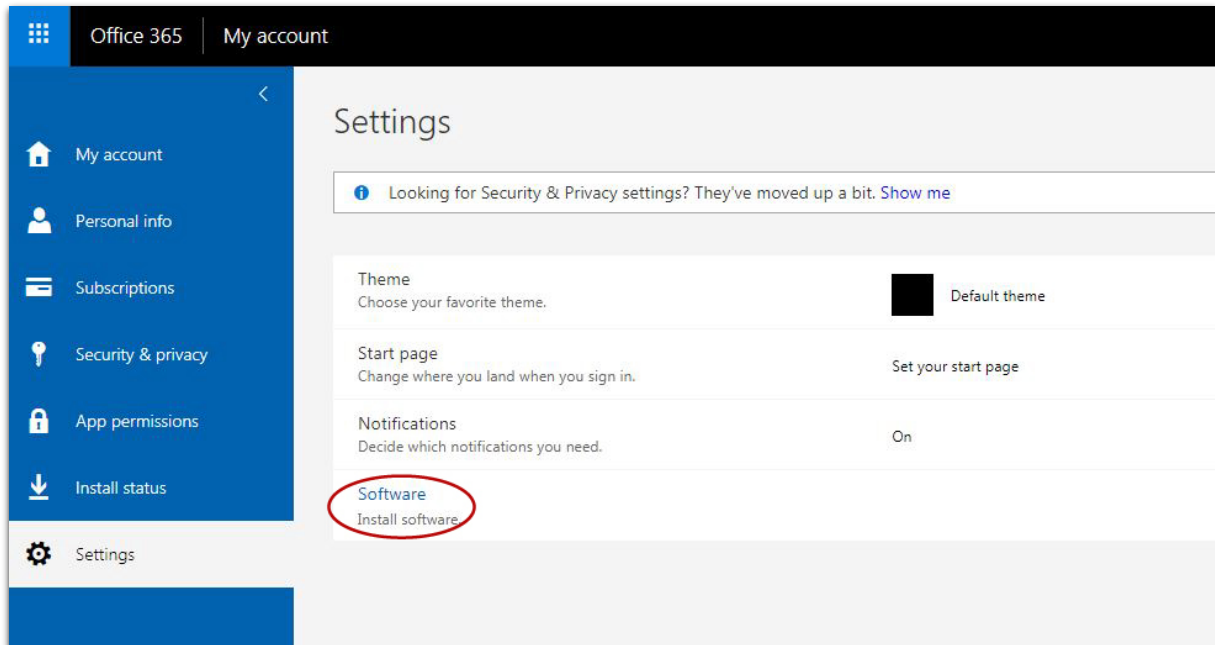
As a SSCC employee you are eligible to receive a free copy of the Microsoft Office 365 ProPlus Suite. This is a full version of the popular Microsoft Office programs that can be installed on up to five of your personal devices.

To get started you will need to log into your SSCC Office 365 Email account from the SSCC Faculty & Staff page (<https://www.sccc.edu/facultystaff/index.shtml>), by clicking on Email.

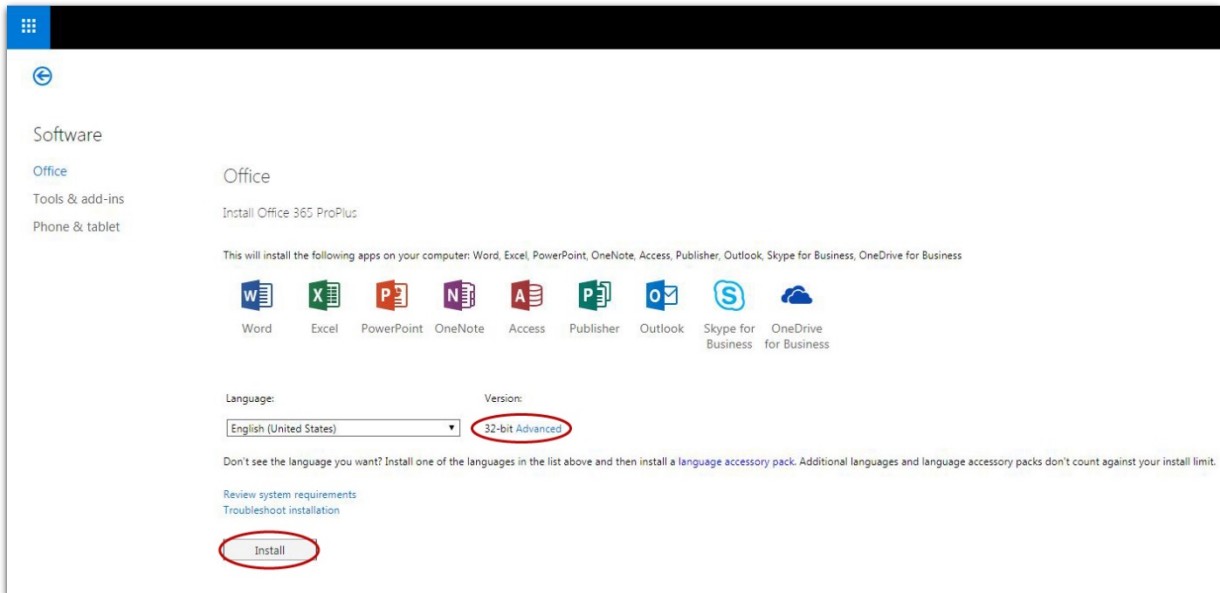
1. Once logged-in to your SSCC Office 365 account select the **Settings Menu** located in the top right corner of the screen. Then you will need to select **Office 365** from the drop-down menu on the right.



2. On this page you will need to select the **Software** link.

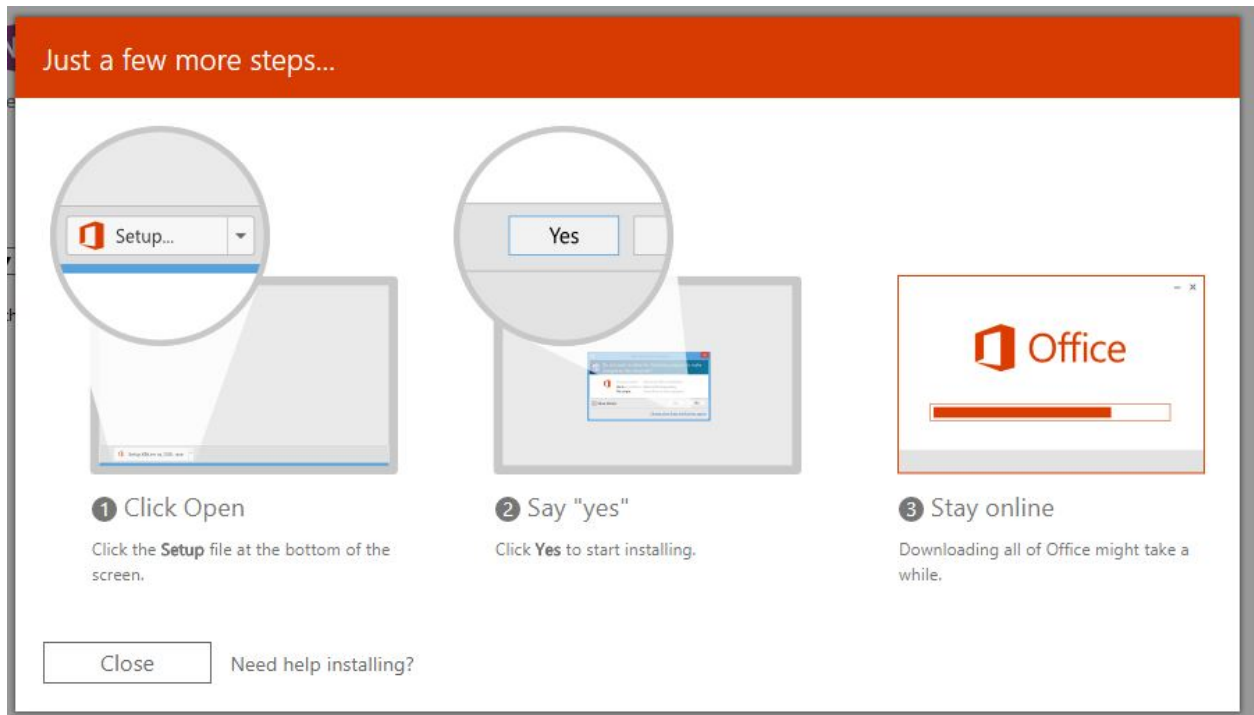


- This will bring you to the Office 365 Software page where you will need to select the **language** and **version** you want to install. 32-bit is the default version, but if you need 64-bit you will need to click **Advanced** under Version and select it from the drop-down. Once you have selected the language and version, click **Install**.

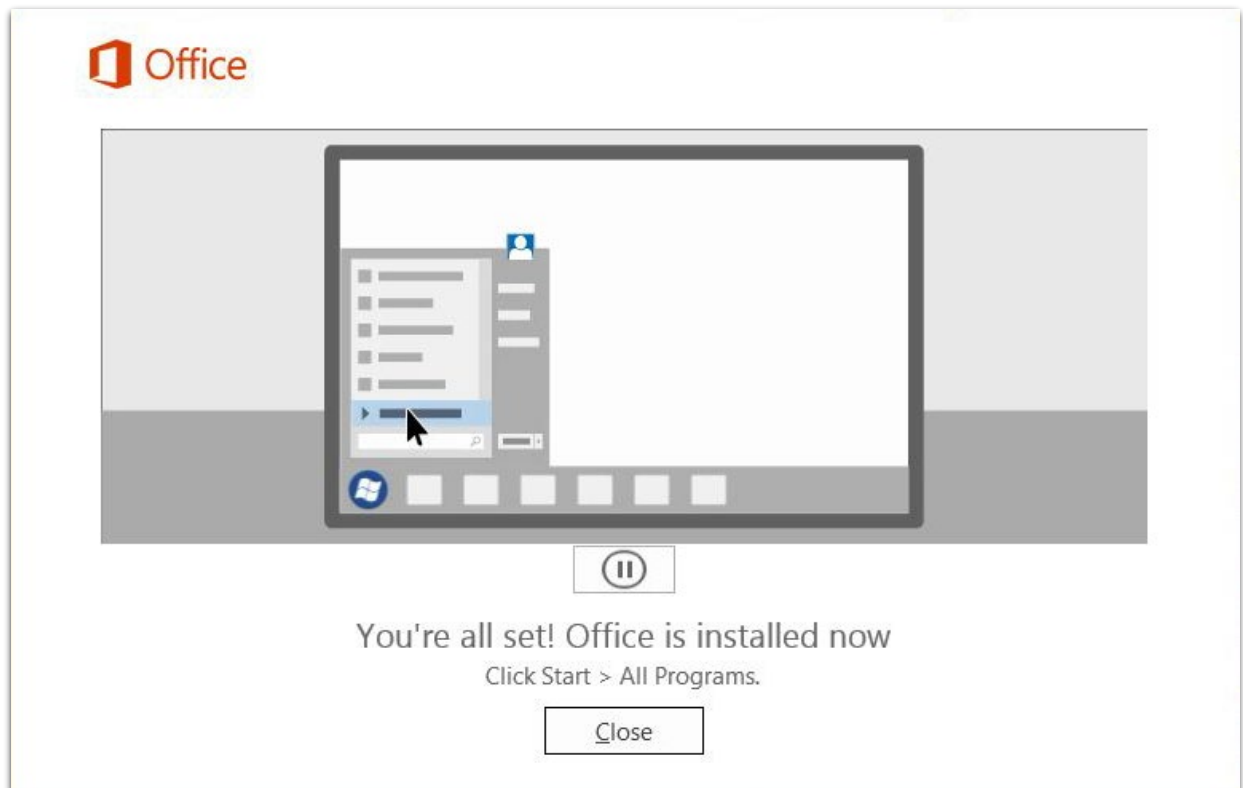


Not sure what version you need? Visit <https://supportdetails.com/> and check the 'Operating System' box to see what version your computer is.

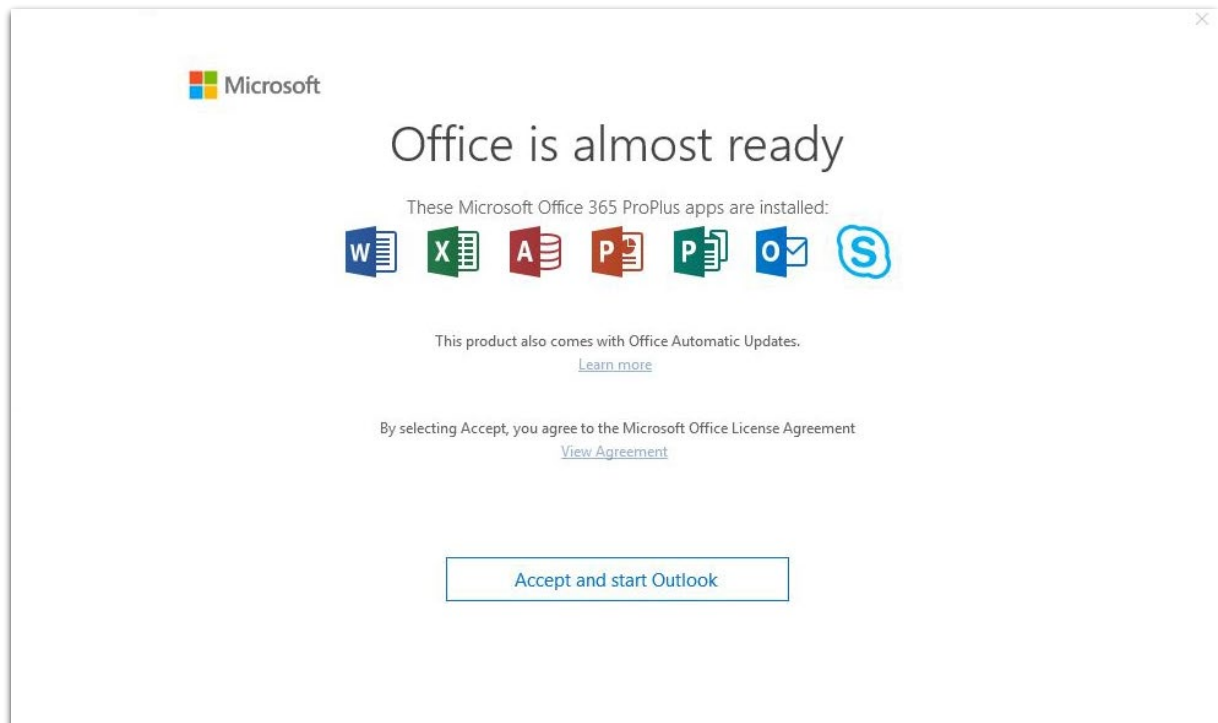
- Once you click install then the software will begin to download, and Office 365 will display the below pop-up. Follow the steps listed on the pop-up by clicking **Open** on the setup file at the bottom of the screen, then by clicking **Yes** or **Run** to start installing. Once you select yes to start the install the install will begin, which might take several minutes.



- When the software has finished installing another pop-up will appear stating that Office is now installed.

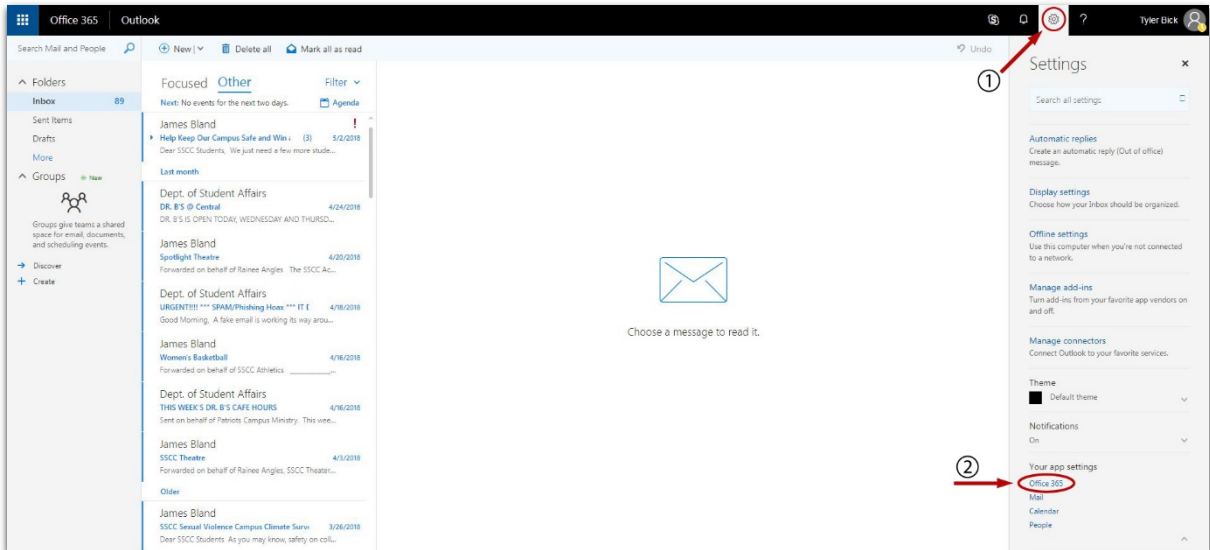


- Next you will need to click the **Start Menu**, then **All Programs** and select one of the newly installed Office 365 programs. Once the program loads it will ask you to **Accept and start the program**. You have now successfully installed Office 365.

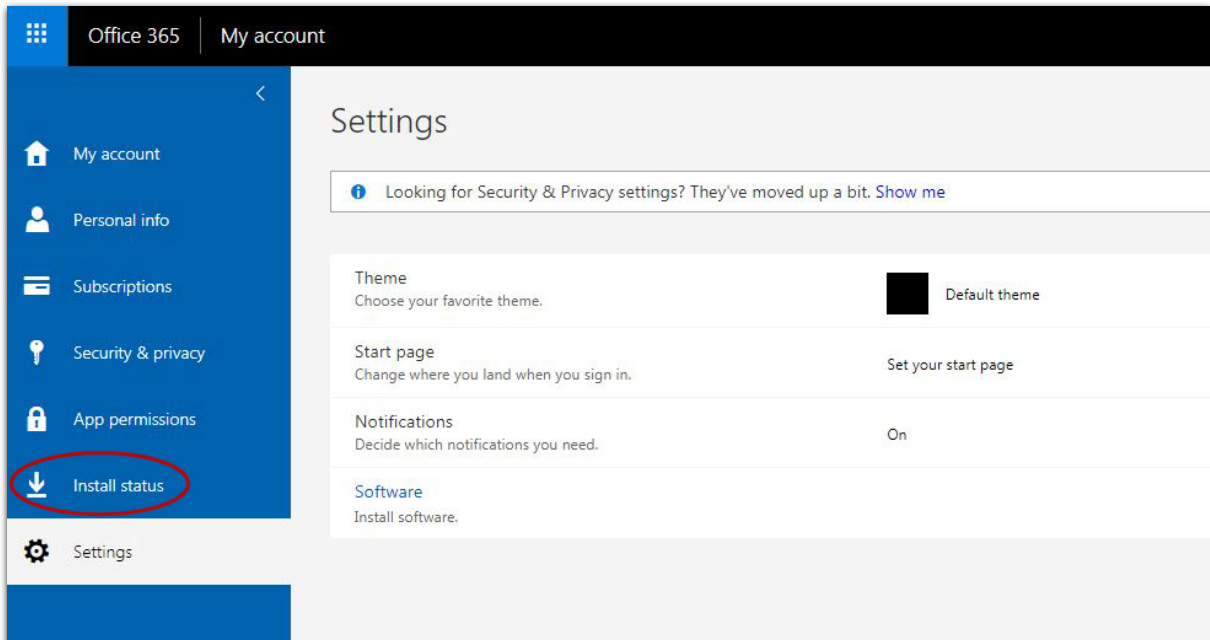


Note: On your Office 365 account page, you will be able to see the install status of your 5 licenses you have and what PCs those licenses are attached to. If you would like to move a license from one PC to another, you will need to deactivate the license that is attached to the PC you would like to remove it from.

1. To view your install status, you will need to log into your SSCC Office 365 Email account and select the **Settings Menu** located in the top right corner of the screen. Then you will need to select **Office 365** from the drop-down menu on the right.



2. On this page you will need to select the **Install Status** link from the left navigation.



- This page will display the number of licenses you have installed and the location of the install.

The screenshot shows the 'Office 365 | My account' interface. On the left is a blue navigation sidebar with the following items: 'My account', 'Personal info', 'Subscriptions', 'Security & privacy', 'App permissions', 'Install status' (highlighted), and 'Settings'. The main content area is titled 'Install status' and includes the text 'Manage your PC and Mac installs here.' and a link 'Install desktop applications'. Below this, the 'Office' logo is shown with the text 'Detected installs: 1'. A white card displays the following information: 'TBICKPC' (with a dropdown arrow), 'Microsoft Windows 7 Enterprise', and a 'Deactivate' button with a trash icon.