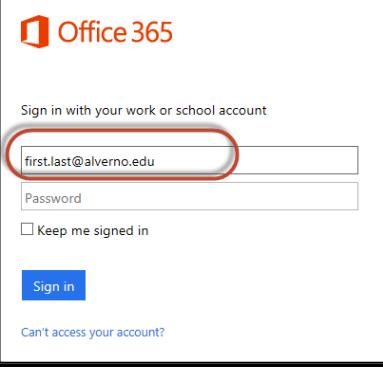


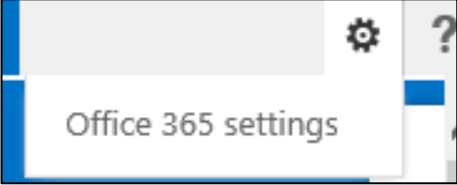
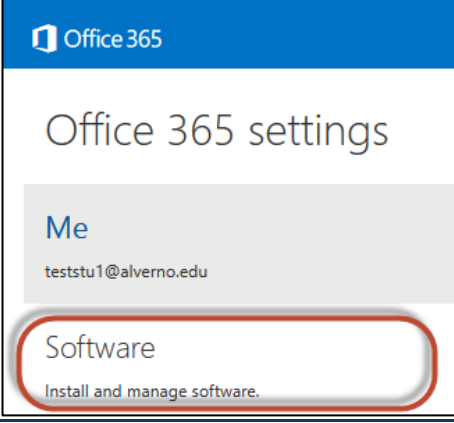
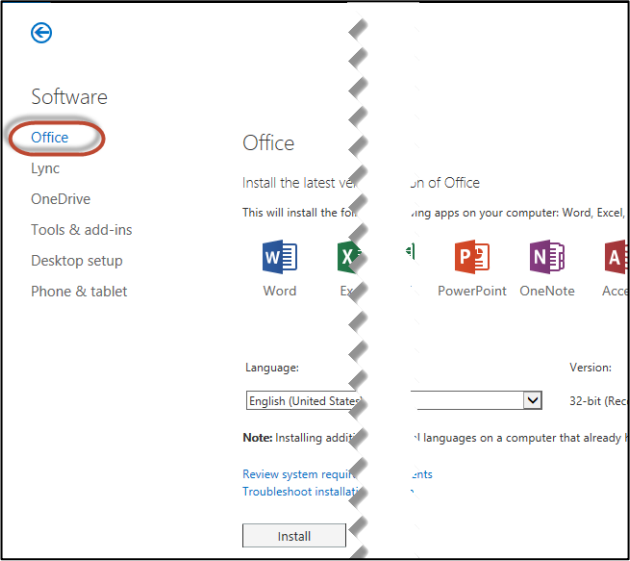


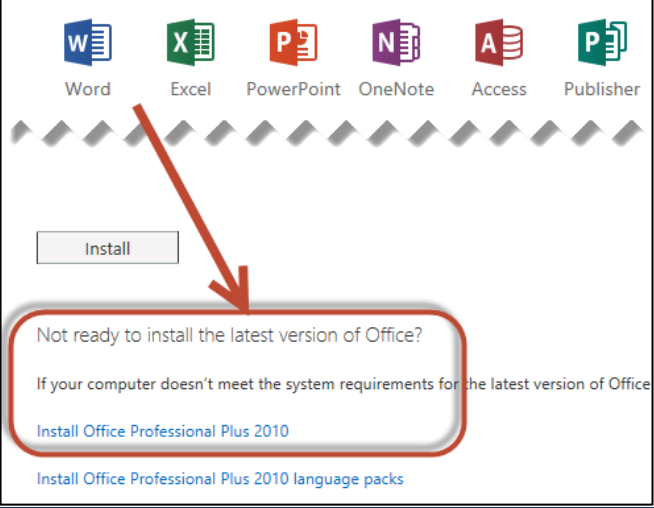
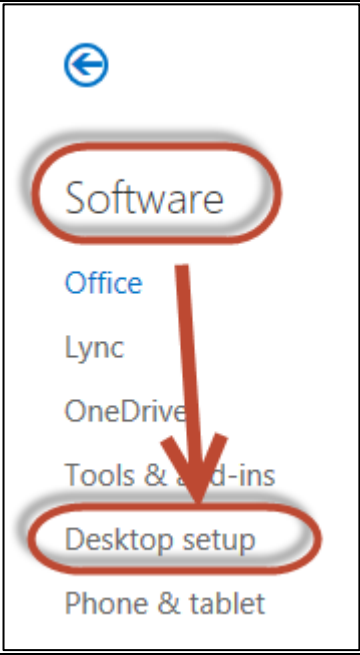
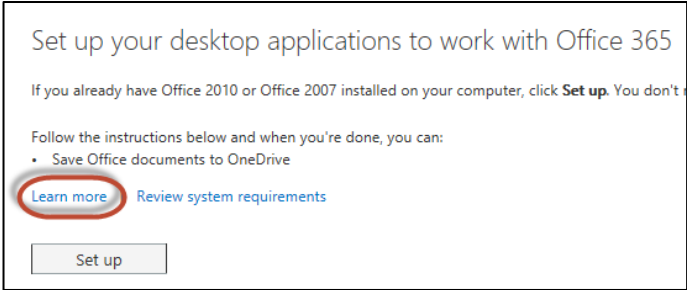
GREAT NEWS!!!



Alverno faculty and staff may now install Microsoft Office 365 Pro Plus (the complete Office suite) for FREE on up to five (5) personally-owned devices!

Alverno’s Technology Services department has contracted with Microsoft to offer Office 365 Pro Plus to all faculty and staff at no cost. You may now download and install this software on up to five devices. These devices can be any combination of personal computers (Windows or Mac), tablets, and smartphones. Please note that access to this software is only available while you are employed at Alverno. **These instructions will explain how you can download and install Office 365 Pro Plus on your personally-owned devices.**

Task	Screen Shot
<p>1. Sign into Office 365 at https://login.microsoftonline.com with your Alverno email address, e.g., first.last@alverno.edu; press Tab or Enter.</p>	
<p>You will then be taken to Alverno’s branded Office 365 sign in screen.</p> <p>2. Enter your Alverno network username and password. NOTE: If you’re off campus, you’ll need to enter the username in the following format:</p> <p>Domain\username, e.g., Alverno\croftlm</p>	
<p>Near the top right-hand corner of the page, find the icon that looks like a bicycle gear.</p> <p>3. Click ; then select Office 365 settings.</p>	

Task	Screen Shot
<p>4. On the left of the page, click Software (Install and Manage Software).</p>	 <p>The screenshot shows the Office 365 settings page. At the top, there is a blue header with the Office 365 logo. Below the header, the text 'Office 365 settings' is displayed. Underneath, the user's name 'Me' and email address 'teststu1@alverno.edu' are shown. A red rounded rectangle highlights the 'Software' button, which has the subtext 'Install and manage software.' below it.</p>
<p>You'll see the software page; the first item listed is Office.</p> <p>5. Please click the Review system requirements link just above the Install button to make sure your computer has the necessary hardware, software updates, and browser version to run Office 365.</p> <p>6. English is the default language. If you'd like to install a different language, select it from the dropdown menu; then click the Install button. Follow the on-screen prompts.</p> <p>NOTE: The 32-bit version of Office is installed on your PC by default – even if your computer is running a 64-bit version of Windows.</p>	 <p>The screenshot shows the Office installation language selection screen. On the left, a navigation pane lists 'Software' and 'Office' (which is circled in red). Below 'Office', there are links for 'Lync', 'OneDrive', 'Tools & add-ins', 'Desktop setup', and 'Phone & tablet'. The main content area shows the 'Office' installation options. It includes a section for 'Language' with a dropdown menu set to 'English (United States)'. Below this, there is a 'Version' dropdown set to '32-bit (Recommended)'. A note states: 'Note: Installing additional languages on a computer that already has Office installed may require additional space and resources.' There are links for 'Review system requirements' and 'Troubleshoot installation'. At the bottom, there is an 'Install' button.</p>

Task	Screen Shot
<p>7. If you're system isn't ready for Office 365, you can click the link to Install Office Professional Plus 2010.</p>	 <p>The screenshot shows the Office 365 installation page. At the top, there are icons for Word, Excel, PowerPoint, OneNote, Access, and Publisher. Below these icons is a dashed line and an 'Install' button. A red arrow points from the 'Install' button to a red-bordered box containing the text: 'Not ready to install the latest version of Office? If your computer doesn't meet the system requirements for the latest version of Office'. Below this box are two links: 'Install Office Professional Plus 2010' and 'Install Office Professional Plus 2010 language packs'.</p>
<p>8. If you already have a previous version of Office (2010 or 2007) installed on your computer, you can connect your Office 365 services to it without removing your existing software. Please click Desktop setup (also under the Software section).</p> <p>NOTE: If you already have Office 2013 installed on your computer, you don't need to do this.</p>	 <p>The screenshot shows the Office 365 software selection page. It features a blue back arrow at the top left. Below it is a list of options: 'Software', 'Office', 'Lync', 'OneDrive', 'Tools & add-ins', 'Desktop setup', and 'Phone & tablet'. The 'Software' and 'Desktop setup' options are circled in red. A red arrow points from 'Software' down to 'Desktop setup'.</p>
<p>9. Click the Learn more link to find out about the benefits of setting up your existing version of Office to work with Office 365.</p> <p>10. When you decide you want to connect, click the Set up button; then follow the on-screen prompts.</p>	 <p>The screenshot shows the 'Set up your desktop applications to work with Office 365' page. It includes the heading 'Set up your desktop applications to work with Office 365' and a sub-heading 'If you already have Office 2010 or Office 2007 installed on your computer, click Set up. You don't'. Below this is a list of instructions: 'Follow the instructions below and when you're done, you can:' followed by a bullet point 'Save Office documents to OneDrive'. At the bottom, there are two links: 'Learn more' (circled in red) and 'Review system requirements'. Below the links is a 'Set up' button.</p>

Task	Screen Shot
<p>You can also download/install Office 365 apps on your mobile devices.</p> <p>11. Start by logging into Office 365 from the mobile device on which you wish to install the software.</p> <p>12. Instructions are available on following web page: https://support.office.com/en-nz/article/Set-up-a-mobile-device-using-Office-365-for-business-7dabb6cb-0046-40b6-81fe-767e0b1f014f</p>	 <p>The screenshot shows the 'Set up a mobile device using Office 365 for business' page. It features a progress bar with four steps: 1. Sign in to Office 365, 2. Install Office for Windows or Mac, and Set up a mobile device, and 3. Learn your way around. Below the progress bar, there is a section for selecting a mobile device and a tip: 'To install Office on a Windows tablet, see Install Office using Office 365 for business.' At the bottom, there are four tabs: Mobile device, Office set up, Email account set up, and Additional apps.</p>
<p>13. If you have a Mac desktop or laptop, please log into your Office 365 account from that device, and you'll see Mac-specific directions and links to download, install, and use Office for Mac 2011 on your computer. This is the latest version of Microsoft Office for the Macintosh.</p>	 <p>The screenshot shows the 'Install Office for Mac 2011' page. It states: 'This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook.' Below this, there are icons for Word (blue W), Excel (green X), PowerPoint (red P), and Outlook (yellow O). A 'Language:' dropdown menu is set to 'English (United States)'. A note says: 'Note: Installing additional languages on a computer that already has this version of Office limit (5).' There is a link for 'Review system requirements' and an 'Install' button at the bottom.</p>