
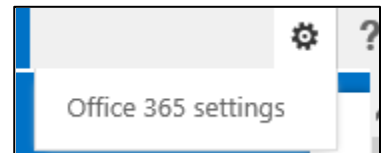


# GREAT NEWS!!! Alverno students may now install Microsoft Office 365 Pro Plus (the complete Office suite) for FREE on up to five (5) personally-owned devices!

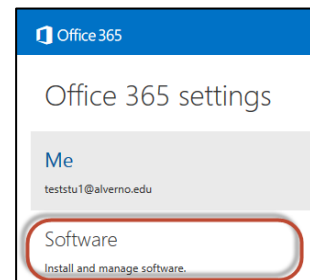
Alverno's Technology Services department has contracted with Microsoft to offer Office 365 Pro Plus to all students at no cost. You may now download and install this software on up to five devices. These devices can be any combination of personal computers (Windows or Mac), tablets, and smartphones (see list below). Access to this software is only available while enrolled as an Alverno student.

## How do you download and install Office 365 Pro Plus on your personally-owned computing devices?

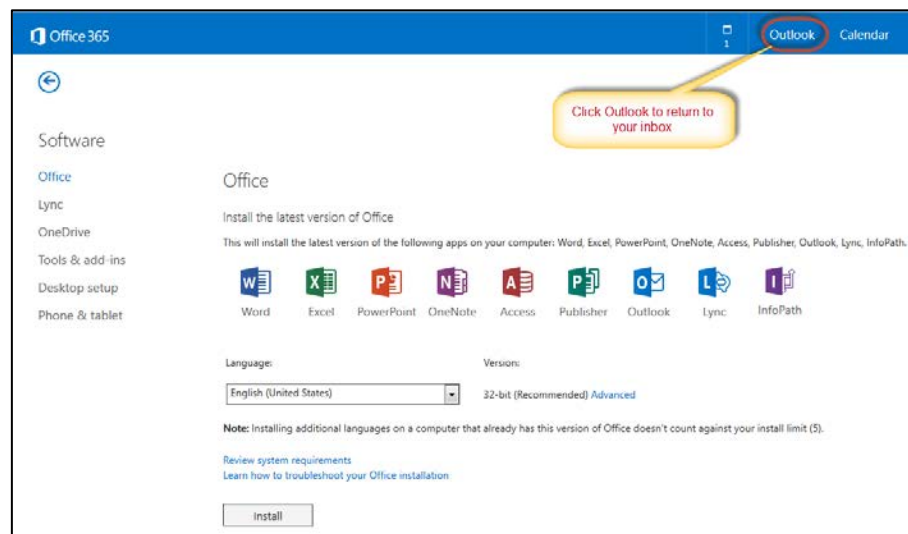
1. [Sign in to Office 365](#) with your Alverno network credentials (the same way you sign into your Alverno email – **username@alverno.edu** and your network password).
2. At the top of the page, go to **Settings**  **Office 365 settings**.



3. On the left of the page, choose the **Software** tab.



4. On the **Office** page, select a **Language**, and then choose **Install**.



**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. If you are unsure which version of Office you should install, see [which version is best for me?](#)

### **You can also download/install Office 365 apps on your mobile devices**

As an Alverno student with an Office 365 account, you can also access your Office 365 email and Office files from many mobile devices. Select the Quick Start Guide specific to your mobile device for useful tips on how to set up your email account, and how to install and use mobile apps, and services that work with Office 365 for Business.

### **How do you download and install Office apps on your mobile devices?**

1. Click the applicable Office 365 mobile Quick Start Guide below to see complete instructions for downloading and installing Office 365 on your mobile device. These Quick Start Guides are specific to the Android phone, iPhone or iPad, and Windows Phone. If your device is not listed have a look at these topics to help you set up your device.

#### [Set up Office 365 on your Android phone](#)



#### [Set up Office 365 on your iPhone or iPad](#)



#### [Set up Office 365 on your Windows Phone](#)



2. Getting Office on other types of mobile devices
  - [Windows RT device](#)
  - [BlackBerry® device](#)
  - [Nokia \(Symbian OS\) phone](#)
3. Email set up on mobile devices
  - [Phone and tablet setup reference](#)
  - [Set up email on other Internet-capable phones and tablets](#)
4. Lync set up on mobile devices
  - [Lync 2013 for Mobile Clients](#)
5. Viewing Office documents on mobile devices
  - [View Office documents on your cell phone](#)
  - [Use Office Online on a tablet](#)
  - [Office Online browser support](#)

If you need assistance, please stop by the Computer Center or enter a [Service Desk](#) request. NOTE: When accessing the Service Desk from off-campus, you will need to type in alverno\ before your username. For example: alverno\smithjl