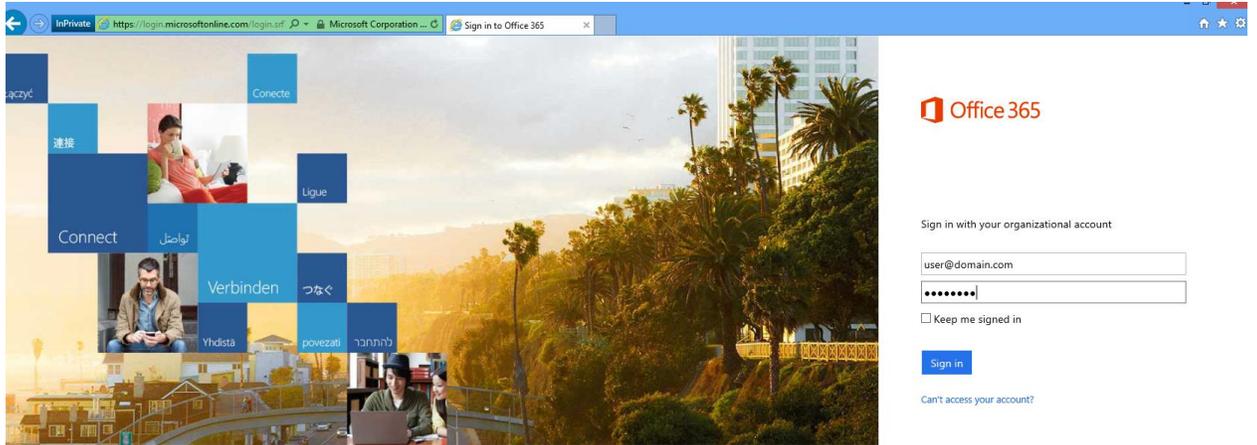


Install Office ProPlus and Mobile Apps from Office365 Subscription

Install Office ProPlus

1. An E3, E4 or ProPlus subscription is required to be able to download and install Office ProPlus on a desktop.
2. Navigate to the Office365 portal. <https://portal.microsoftonline.com> and log in with your credentials.



3. In the upper right corner select the gear icon () and choose Office 365 settings
4. In the middle pane choose 'Software'.

software

Install and manage software.

Install Office ProPlus and Mobile Apps from Office365 Subscription



software

Office

Lync

tools & add-ins

desktop setup

phone & tablet

Office

Install the latest version of Office

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.



Language:

English (United States)

Version:

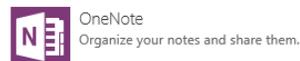
32-bit (recommended) **advanced**

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)

install

Get the apps



get app



get app

5. From here you will be able to click the Install button to install Office ProPlus locally on your desktop. Once the installation starts you will be able to use Office within 1-2 minutes as the installation starts. Please follow the on-screen directions to complete setup.

Install Office ProPlus and Mobile Apps from Office365 Subscription

Install Office Apps on Mobile Device

1. Follow the instructions above to log into the Office365 portal and navigate to the software page. In this example we will choose an iPhone but the same directions apply for iPads, Windows phones, tablets and Android devices.
2. Choose 'phone & tablet' on the left pane



software

Office

Lync

tools & add-ins

desktop setup

phone & tablet

Choose your phone or tablet

iPhone

Get the apps



Office Mobile



Lync



SharePoint



OneNote



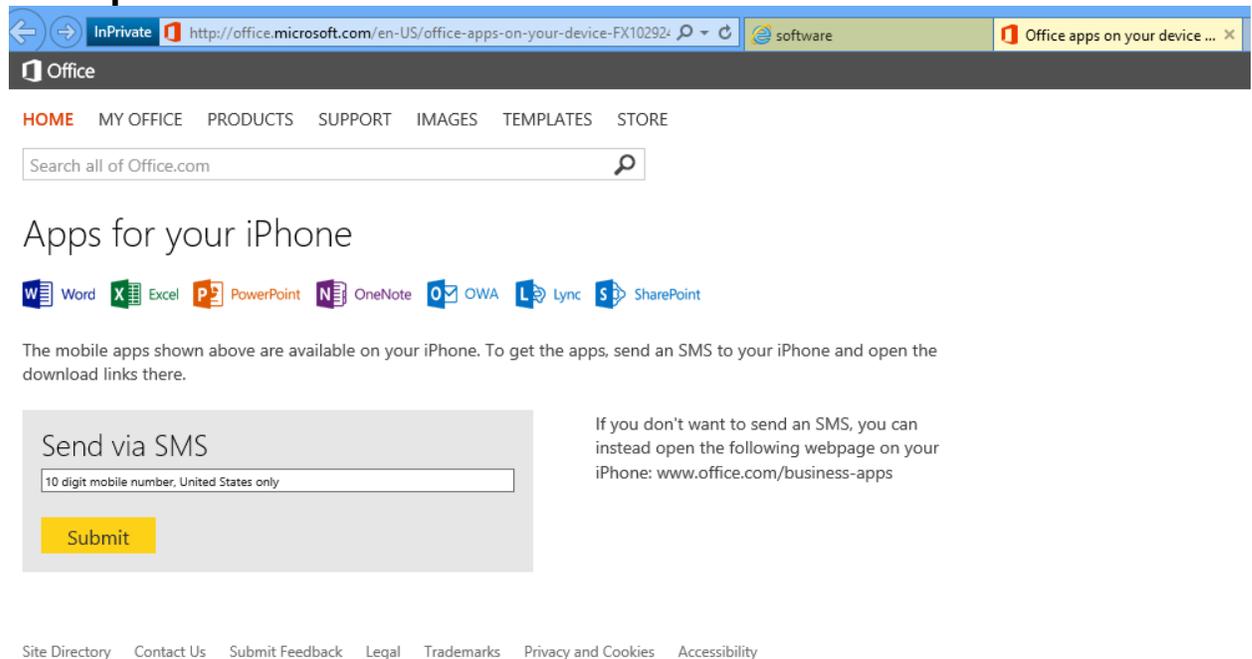
OWA

get apps

Access email and shared documents without the apps. [Learn more](#)

3. Choose your device type. In this example we chose iPhone. Based on your type of device different options for apps will be available.
4. Once your device type is selected click 'get apps'
5. You will be directed to a new page. At this page you will enter the phone number of your phone and click submit. This will send your phone a SMS with a link to download the apps requested from the iTunes App Store, Windows Store or Android Market.
6. If choosing a tablet, browse to <http://www.office.com/business-apps> and choose to install the apps from that page.

Install Office ProPlus and Mobile Apps from Office365 Subscription



The screenshot shows the Office.com website in a browser window. The address bar displays the URL: <http://office.microsoft.com/en-US/office-apps-on-your-device-FX10292>. The page features a navigation menu with links for HOME, MY OFFICE, PRODUCTS, SUPPORT, IMAGES, TEMPLATES, and STORE. A search bar is present with the placeholder text "Search all of Office.com". The main heading is "Apps for your iPhone". Below this, icons for Word, Excel, PowerPoint, OneNote, OWA, Lync, and SharePoint are displayed. A text block states: "The mobile apps shown above are available on your iPhone. To get the apps, send an SMS to your iPhone and open the download links there." A "Send via SMS" section includes a text input field for a "10 digit mobile number, United States only" and a yellow "Submit" button. To the right, a note says: "If you don't want to send an SMS, you can instead open the following webpage on your iPhone: www.office.com/business-apps". At the bottom, a footer contains links for Site Directory, Contact Us, Submit Feedback, Legal, Trademarks, Privacy and Cookies, and Accessibility.

7. Follow the on-screen prompts to complete the install. You will be prompted to log into the app using your Office365 credentials. *Be sure to use your complete email address as the username*