Install Office ProPlus and Mobile Apps from Office365 Subscription
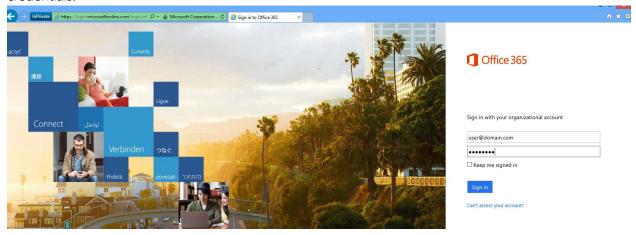
Install Office ProPlus

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.

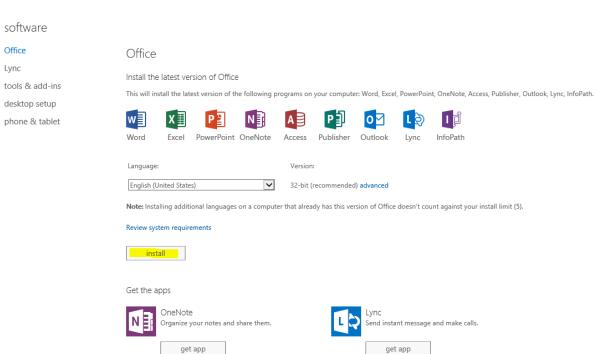3. In the upper right corner select the gear icon (   ) and choose   Office 365 settings

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.

Word   Excel   PowerPoint   OneNote   Access   Publisher   Outlook   Lync   InfoPath

Language: Version:

English (United States)   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

OneNote
Organize your notes and share them.

get app

Lync
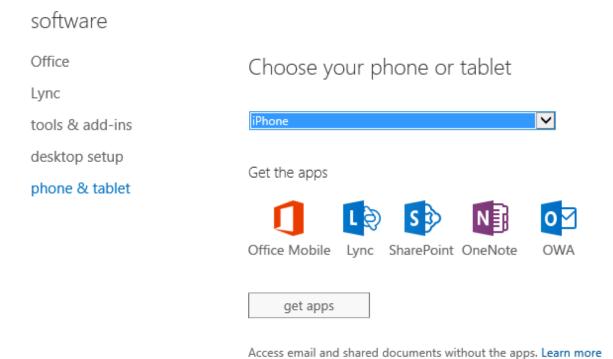Send instant message and make calls.

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.
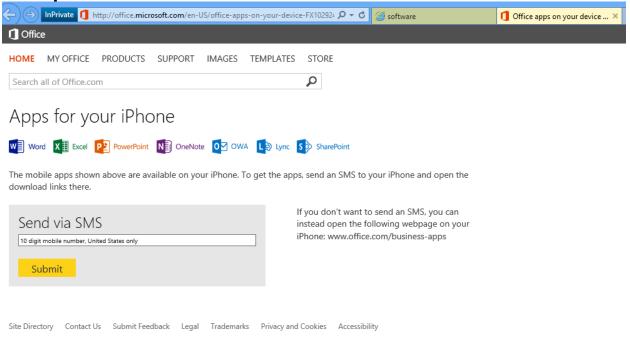
Install Office ProPlus and Mobile Apps from Office365 Subscription

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

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

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*