



Office 365

Pro Plus Desktop Application

2015

Mr L Hayes

WKGS

INTRODUCTION	1
WHAT IS INCLUDED WITH OFFICE 365 PROPLUS SUBSCRIPTION LICENSE?	1
HOW MANY MACHINES/DEVICES CAN I RUN THIS SUBSCRIPTION ON?	1
IS THIS A FULL VERSION OFFICE AND AVAILABLE FOR OFFLINE USE?	1
WHAT APPLICATIONS COME WITH OFFICE 365 PROPLUS FOR PC?	1
WHAT COMES WITH OFFICE 365 PROPLUS FOR MAC?	1
WHAT COMES WITH OFFICE MOBILE FOR ANDROID?	2
WHAT ARE THE PC REQUIREMENTS FOR OFFICE 365 PROPLUS?	2
WHAT ARE THE MAC REQUIREMENTS FOR OFFICE 365 PROPLUS?	3
WHAT ARE THE IPHONE REQUIREMENTS FOR OFFICE MOBILE FOR IPHONE?	3
WHAT ABOUT OFFICE FOR IPAD?	3
DO I HAVE TO SIGN INTO OFFICE 365 TO USE OFFICE 365 PROPLUS?	3
HOW LONG CAN I USE OFFICE 365 PROPLUS?	4
HOW IS THIS DIFFERENT FROM OFFICE 2013 PROFESSIONAL PLUS?	4
WHERE CAN I GET TRAINING ON OFFICE 365 PROPLUS?	4
SO HOW DO I GET MY SOFTWARE?	5
DEACTIVATE AN INSTALLATION ON EITHER A PC OR A MAC.....	6
TROUBLESHOOT YOUR OFFICE INSTALLATION	7
MORE INFORMATION	7



West Kirby Grammar School

INTRODUCTION

As a member of West Kirby Grammar school you are granted a free licence of Office 365 Professional Plus for use at home or on the go for up to 5 PCs. This guide is essential in order for you to install and use this software. Please read it carefully before attempting to download and install Office 365 ProPlus. Keep a copy handy for future reference. A downloadable version can be found [here](#). This Pdf document has many links for further information on the topic being discussed. If you'd like to find out more please click the blue text. This will open a webpage with more details.

WHAT IS INCLUDED WITH OFFICE 365 PROPLUS SUBSCRIPTION LICENSE?

- Office 365 ProPlus for PC
- Office for iOS
- Office Mobile for Android

HOW MANY MACHINES/DEVICES CAN I RUN THIS SUBSCRIPTION ON?

Each subscription license allows you to run Office on up to five machines (iOS or Windows). You can also run Office Mobile for Android or Office Mobile for iPhone on up to 5 mobile devices.

IS THIS A FULL VERSION OFFICE AND AVAILABLE FOR OFFLINE USE?

Yes, this is full Office on the PC, Mac, iPhone, iPad, and Android platform and all are available for offline use.

WHAT APPLICATIONS COME WITH OFFICE 365 PROPLUS FOR Windows?



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Skype for Business



InfoPath



OneDrive for Business

Word 2013

Excel 2013

PowerPoint 2013

OneNote 2013

Access 2013

Publisher 2013 Outlook 2013 Skype for Business 2013 InfoPath 2013

WHAT COMES WITH OFFICE 365 PROPLUS FOR iOS?



Word 2011



Excel 2011



PowerPoint 2011



Outlook 2011



West Kirby Grammar School

Word Mobile

Excel Mobile

PowerPoint Mobile

OneNote and Skype for Business Mobile available as separate

Click [here](#) for more options.



WHAT COMES WITH OFFICE MOBILE FOR ANDROID?

Word Mobile

Excel Mobile

PowerPoint Mobile

OneNote and Skype for Business Mobile available as separate download.

Click [here](#) for more options.



WHAT ARE THE PC REQUIREMENTS FOR OFFICE 365 PROPLUS?

- Windows 7 - 8.1

32-bit Office can be installed on 32-bit or 64-bit operating systems and 64-bit Office can only be installed on 64-bit operating systems.

COMPUTER AND PROCESSOR

1 GHZ or faster x86 or 64-bit processor with SSE2 instruction set.

MEMORY

1 GB RAM (32-bit)

2 GB RAM (64-bit) recommended for graphics features, Outlook Instant Search, and certain advanced functionality.

DISK SPACE

3 gigabytes (GB)

MONITOR RESOLUTION

1024 x 768

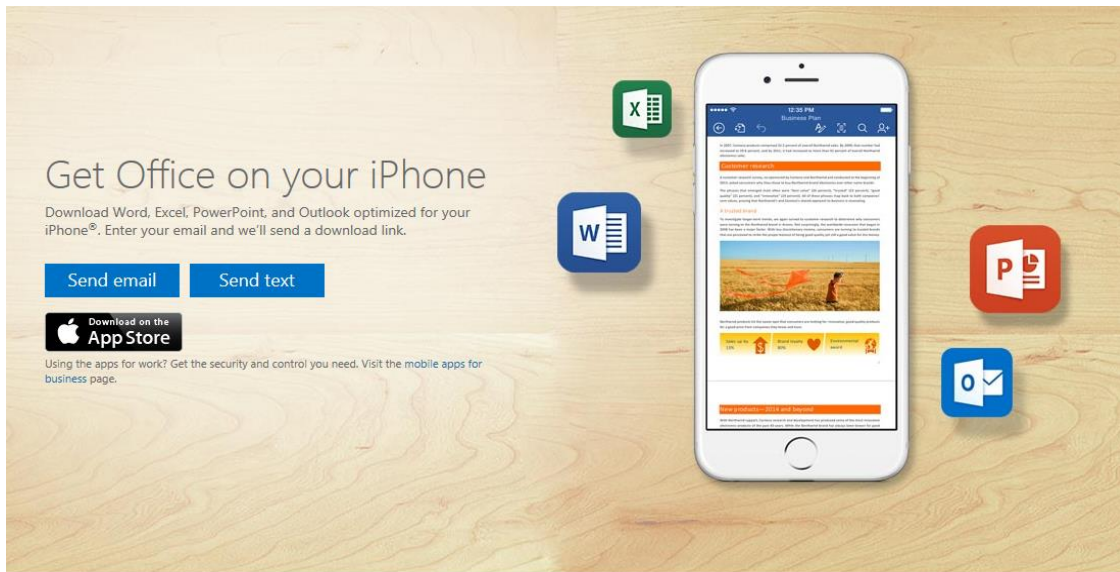


West Kirby Grammar School

WHAT ARE THE MAC REQUIREMENTS FOR OFFICE 365 PROPLUS?

- A Mac computer with an Intel processor.
- Mac OS X version 10.5.8 or later. 1 GB of RAM recommended. 2.5 GB hard disk space.
- HFS+ hard disk format (also known as Mac OS Extended or HFS Plus).
- DVD drive or connection to a local area network (if installing over a network).

WHAT ARE THE IPHONE REQUIREMENTS FOR OFFICE MOBILE FOR IPHONE?



Get other Office apps for your iPhone



OneNote
 Harness your thoughts and discoveries with OneNote, your digital notebook. Your notes travel with you, and you can share them and collaborate with others across multiple devices.
 Get the app



Lync 2013
 Stay connected, communicate, and conference with others. This app is available if your Office 365 plan includes Lync Online, or if your organization is running Lync Server 2013.
 Get the app



OneDrive
 View or share OneDrive photos, files or folders from your phone.
 Get the app



Skype
 Call friends, family or colleagues over the internet.
 Get the app



OneDrive for Business
 Get online storage for organizations. Upload, browse, share edit, and select files to access when offline. This app requires an Office 365 plan for business.
 Get the app



Yammer
 Stay on top of conversations, catch up on the latest, and collaborate even when out of the office.
 Get the app

WHAT ABOUT OFFICE FOR IPAD?

Android OS 4.0 or greater

Android touch enabled smartphones only

DO I HAVE TO SIGN INTO OFFICE 365 TO USE OFFICE 365 PROPLUS?

Yes, a valid Office 365 ProPlus license tied to a valid Office 365 login for students is required to enable any of the four Office 365 ProPlus features. This is your school email.



West Kirby Grammar School

HOW LONG CAN I USE OFFICE 365 PROPLUS?

You can use this software as long as you attend the school. When you are no longer attending this school the Office 365 ProPlus license will be disabled.

HOW IS THIS DIFFERENT FROM OFFICE 2013 PROFESSIONAL PLUS?

The Office 2013 applications are exactly the same however there are some differences including patching, license sign in for usage, and Click-to-run ([C2R](#)) technology for rapid installs (2 minutes for quick usage).

WHERE CAN I GET TRAINING ON OFFICE 365 PROPLUS?

For end user training on Office 2013 please click [here](#).

For end user training on Office for Mac 2011 click any of the links below:

- [Excel 2011](#)
- [Outlook 2011](#)
- [PowerPoint 2011](#)
- [Word 2011](#)

For guides on Office Mobile for iPhone click any of the following:

1. [Click Here](#)
2. [Click Here](#)

For guides on Office Mobile for Android click any of the following:

1. [Click Here](#)
2. [Click Here](#)



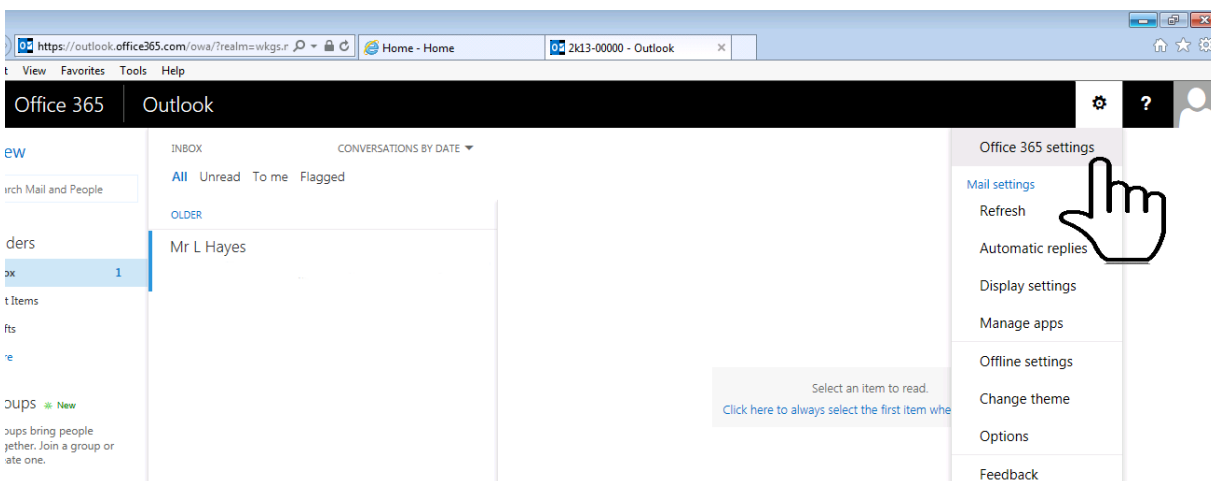
West Kirby Grammar School

SO HOW DO I GET MY SOFTWARE?

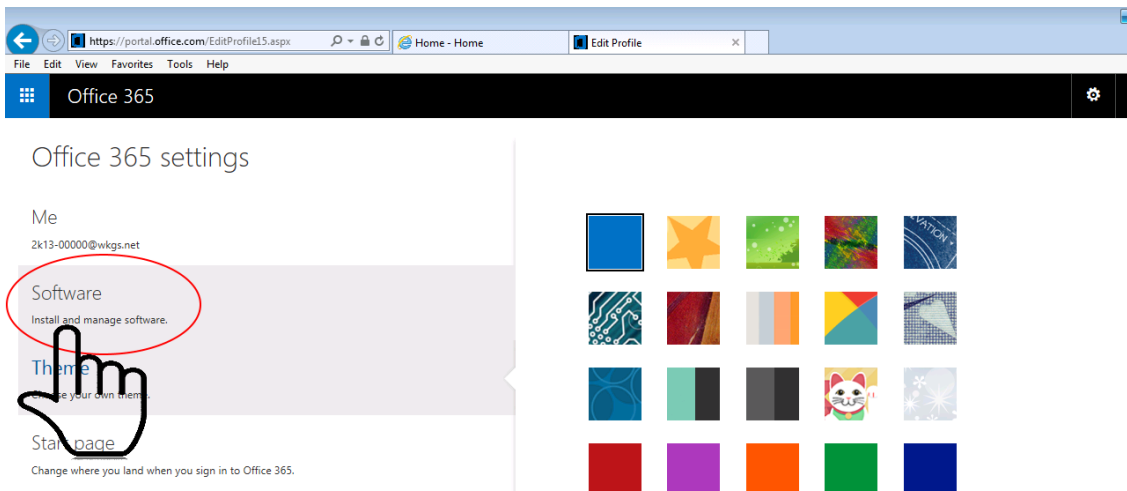
1. Sign in to Office 365 via ipupil (email link) or by going to <http://outlook.com/wkgs.net>



2. At the top right of the page, click Settings > Office 365 Settings.



3. Click Software.





West Kirby Grammar School

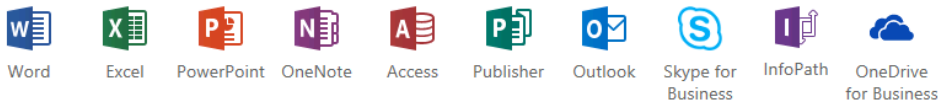
4. On the Office page, select a Language, and then click Install.



Office

Install the latest version of Office

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, InfoPath, OneDrive



Language: Version: 32-bit (Recommended) [Advanced](#)

[Review system requirements](#)
[Troubleshoot installation](#)

[Not ready to install the latest version of Office?](#)

If this information doesn't match what you see, you may have an Office 365 account that doesn't include the latest version of Office. That's OK. Use Office 365 with the version of Office you already have on your [PC](#) or [Mac](#).

NOTE Office installs the 32-bit version 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, Click [which version is best for me?](#)

Watch [this video](#) to learn about using Office and Office Web Apps in Office 365.

DEACTIVATE AN INSTALLATION ON EITHER A PC OR A MAC

If you've already installed the latest version of Office with Office 365 on five computers that you use and you want to install Office on a sixth computer, you can do that by first deactivating an installation on one of your current computers.

Go to Software > Office. Click Deactivate next to the computer you want to deactivate the installation from.



West Kirby Grammar School

TROUBLESHOOT YOUR OFFICE INSTALLATION

When you're installing, you may get a ["Something went wrong..." error](#). Or, if you get some other error, see [general troubleshooting for installing Office 2013 and Office 365](#).

After you have Office installed, try creating a few documents. If an Office program looks blurry, displays as all black or all white, the screen flickers, or looks different on different computers, see [Office 365 doesn't look right](#).

MORE INFORMATION

You may have noticed that how you get the latest version of Office is different from Office 2010 or Office 2007. The latest version of Office with Office 365 is offered as a subscription. Also the Office applications are packaged together for faster download and installation. Once you've installed Office, you can delete the short-cuts to the programs that you don't need. If you need to, you can run different versions of Office products, like Excel 2013 and Excel 2010, side-by-side on the same computer.

You can install the latest version of Office on up to five computers that you use. After you've completed the installation, make sure you have automatic updates turned on.

Depending on your operating system, here's what Office includes:

- Office on your PC includes Access, Excel, [Skype for Business](#), OneNote, Outlook, PowerPoint, Publisher, and Word.
- Office on your Mac includes Excel, Outlook, PowerPoint, and Word.

Also know that:

- Mac users can [Install Skype for Business](#) separately.
- Office on your PC also includes InfoPath with an Office 365 Midsize or Enterprise E3 account. See [Compare Office 365 for business plans](#).
- [Project Pro for Office 365](#) and [Visio Pro for Office 365](#) are available as additional subscriptions through Office 365.

NOTE You can also install the latest version of Office on your Surface Pro. You'll have all the same programs as Office on a PC.

You can also use Office 365 with [Office 2010](#) or [Office 2007](#) or [Office for Mac 2011](#).

[Create](#) and store your Office documents on your team's site or use [SkyDrive Pro](#) for your personal work documents. Learn more about [getting started with Office 365](#) and [Office Web Apps in Office 365](#), and how to [use Office 365 on mobile devices](#).