

Download Office 365 Pro Plus - Student

1. Go to <http://outlook.com/myportal.taftcollege.edu>.
2. Login to your email account

Sign in with your work or school account

Keep me signed in

Sign in

[Can't access your account?](#)

3. Click on the cog in the right hand corner and select office 365 settings from the drop down menu




4. Click on the Software link

General

Theme

Choose your favorite theme.

 Default theme

Start page

Change where you land when you sign in.

[Set your start page](#)

Notifications

Decide which notifications you need.

On

Software

[Install and manage software.](#)

Password

[Change your password.](#)

Contact preferences

Manage how and why you are contacted.

On

Language

Select your language for Office 365.

English (United States)

5. Click on Install to download the installer file

Office

Tools & add-ins Manage installs

Skype for Business

OneDrive

Desktop setup

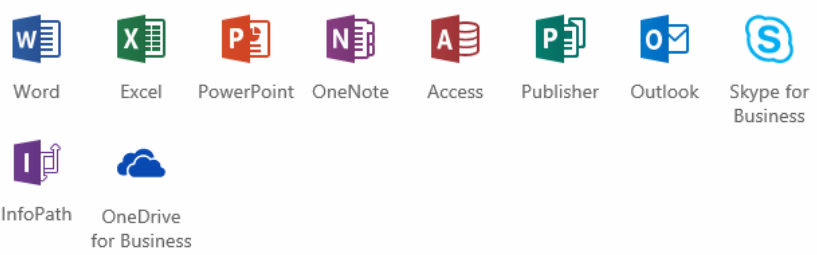
Phone & tablet

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
TAFTCOLLEGE-PC	Microsoft Windows 7 Enterprise	8/20/2015	Deactivate
T0000-ITS-MG	Microsoft Windows 10 Education	9/18/2015	Deactivate

If you don't have any installs left, you can deactivate an install on one computer and install Office on another.

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 for Business

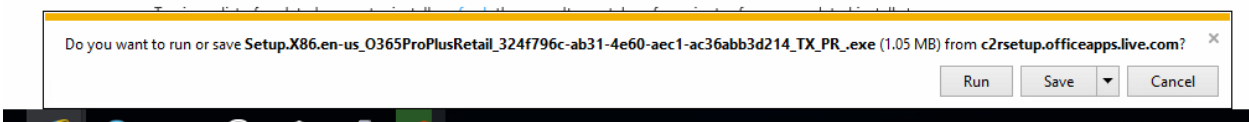


Language: Version: 32-bit (Recommended) [Advanced](#)

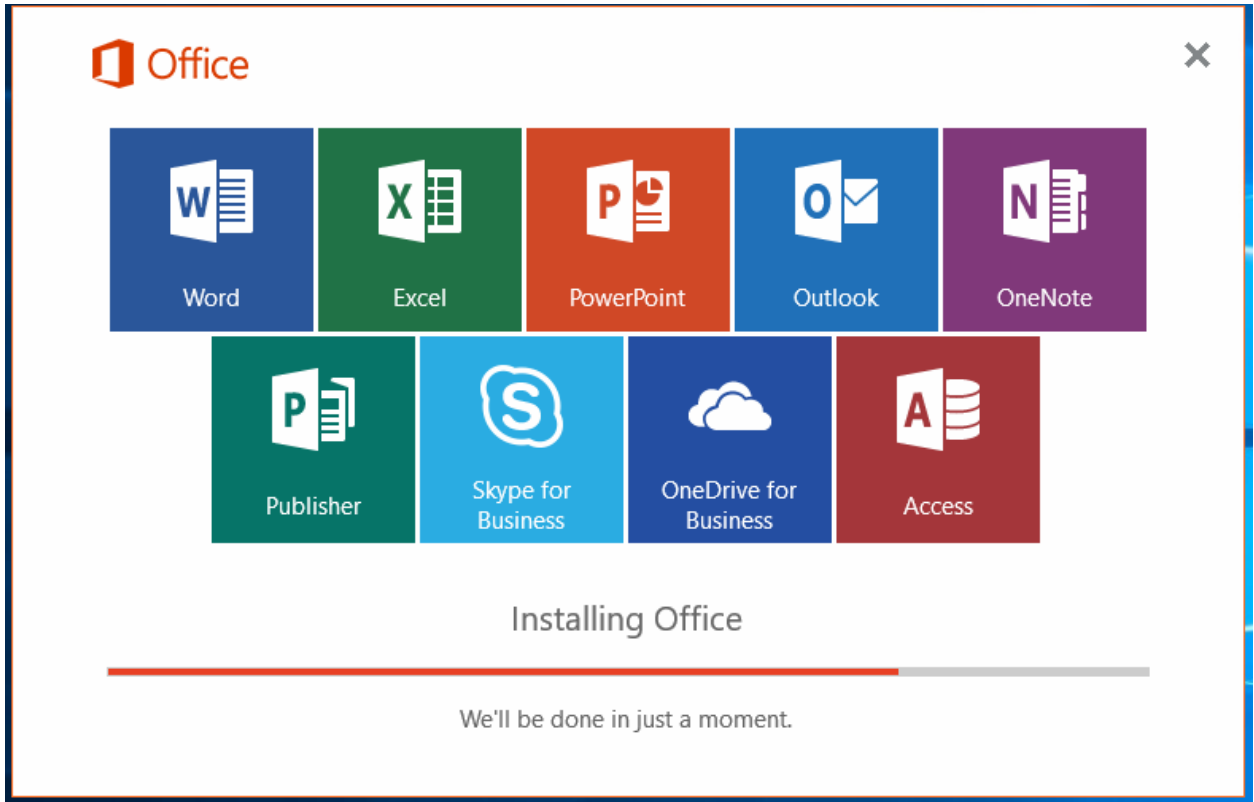
Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit.

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

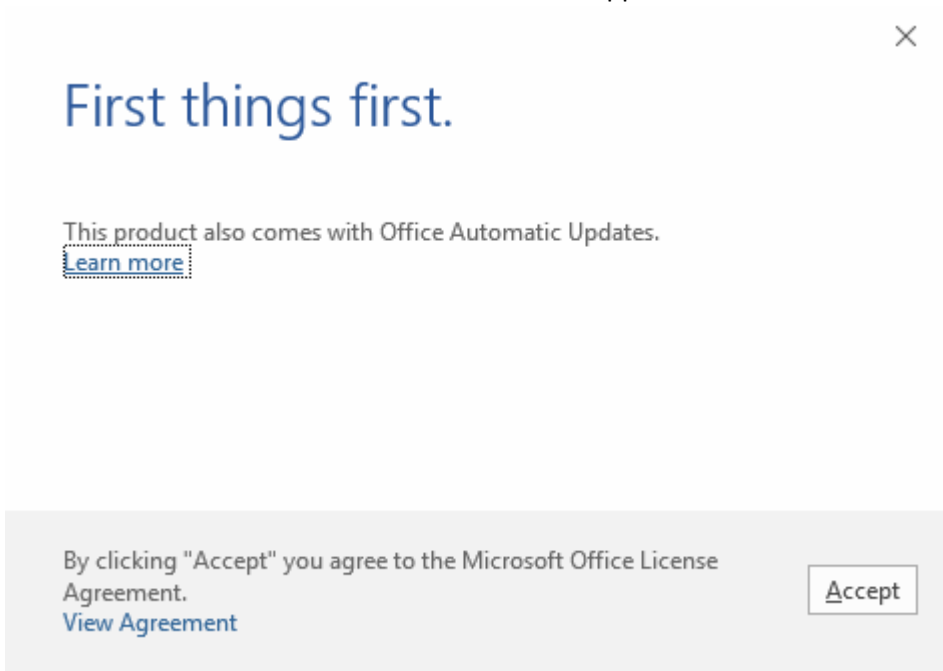
6. Click on Save to download the file. Remember where you saved the file at.



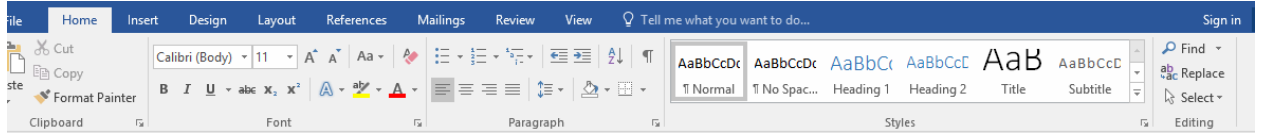
7. Double click on the file to install. The start of the process is automatic with no user input needed.



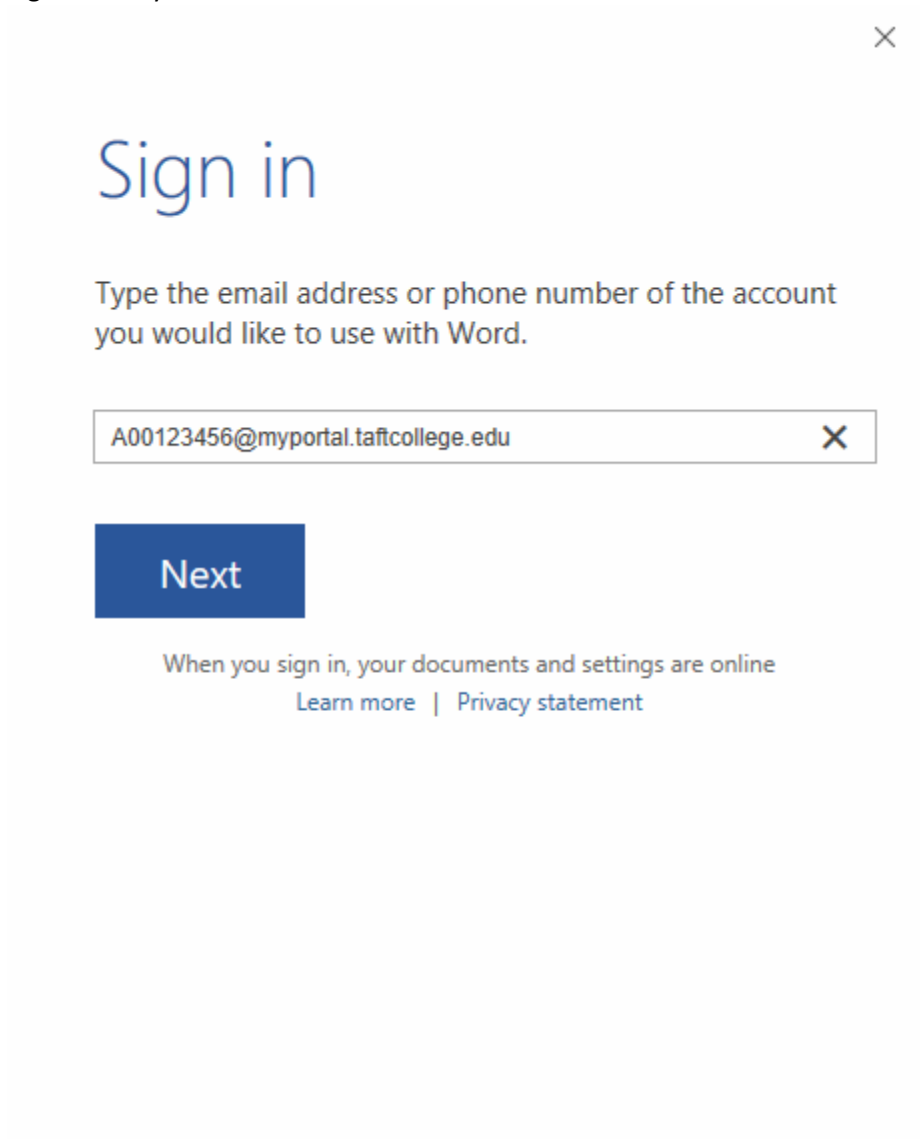
8. Once the software is installed. Launch one of the applications to finish the setup process.



9. Click on Sign In, in the upper left hand side of the application



10. Sign in with your TC email address and click next.




11. Click on Work Account

×


We Need a Little More Help

Type the email address or phone number of the account you would like to use with Word.



Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



Work account

Sign in with the account provided by your work, school, or university.

When you sign in, your documents and settings are online

[Learn more](#) | [Privacy statement](#)

12. It will come up and ask you again. Click on Work or school account.



It looks like this email is used with more than one account from Microsoft. Which one do you want to use?



Work or school account
Assigned by your work or school



Microsoft account
Personal account

Cancel



Your work or school account can be used anywhere you see this symbol.
© 2015 Microsoft [Terms of use](#) [Privacy & Cookies](#)

13. Type in your email password. Click Sign In

[Can't access your account?](#)

14. Installation is complete. You can go back to the Office 365 website and go back to where you downloaded the software from. Your new machine is now listed.

Software

[Office](#)

Tools & add-ins

Skype for Business

OneDrive

Desktop setup

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Office

Manage installs

If you don't have any installs left, you can deactivate an install on one computer and install Office on another.

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
TAFTCOLLEGE-PC	Microsoft Windows 7 Enterprise	8/20/2015	Deactivate
T0000-ITS-MG	Microsoft Windows 10 Education	9/18/2015	Deactivate
NETADMIN	Microsoft Windows 10 Pro	9/28/2015	Deactivate

You will use this page to remove activations that you are no longer using.