

Through HCDE’s Microsoft Office 365 subscription, all migrated faculty and staff can download the latest version of Microsoft Office – currently Office 2013 for Windows and Office 2011 for Mac – on computers that you personally use. This software is tied to your HCDE/Office 365 account. Do not install Office 365 ProPlus on computers that you are not personally using. Doing so would give others access to your files and resources.

Office 365 ProPlus also includes OneDrive for Business, an online file storage service, with 1TB of storage space, access to online versions of the Office applications, and mobile applications where you can access, edit, and view Office documents on your mobile device.

NOTE: Office 365 ProPlus should not be installed on managed or any other HCDE-owned computers. If you wish to install the latest versions of Office on an HCDE-owned computer, contact your Technical Contact or email helpdesk@hcde.org

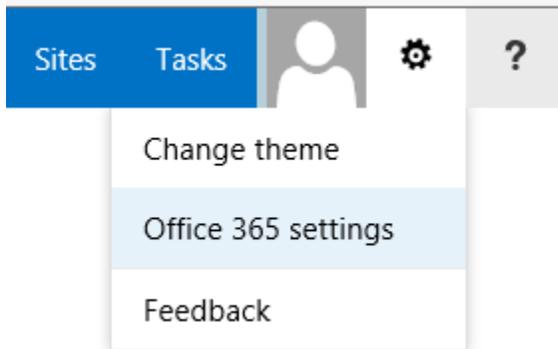
You access to all Office 365 services, including Office 365 ProPlus and One Drive ends when you are no longer employed by HCDE.

These applications can be installed on up to five devices. To download follow the below steps:

1. Go to <http://products.office.com/en-us/student?tab=teachers> and click Find out if you’re eligible. Enter your HCDE email address and click Sign up. You will be asked to sign in with your Office 365 account and password. (This is your HCDE email address and password). Once your account has been verified, you will be taken to a page which will allow you to install Office on your PC. If you are on a Mac, you should go to <https://portal.office365.com> and login with your HCDE email address and password to access the installer.
2. To install Office on additional personal devices, sign in to <https://portal.office365.com> on the device.
3. You should see the option to install Office on your PC.



4. If you do not see this page, click the gear and choose Office 365 Settings



5. Choose Software and you should have the option to install Office to your computer.



6. Once you have downloaded Office 365 ProPlus, open and run the file.

7. You will be prompted to sign in with your HCDE email address and password. Check the “Keep me signed in” box to prevent being asked to sign in again in the future.

8. Follow through the setup to choose your personalized settings.

9. When the installation is complete, open any of your new Office applications and you will see your account logged in at the upper right.

10. After installation, Microsoft will check the validity of your license in the background every 30 days. You may be prompted to re-authenticate your license by entering your user name and password.

11. Your license is valid until you leave your employment with HCDE. Once your employment is terminated, your software will provide read-only access.