Office 365 Pro-Plus
Installation Instructions

System Requirements:
- Windows 7, 8, Mac OS X  *Office for Ipad/Android Devices not supported by LBC*

1. Uninstall any previous versions of Microsoft Office from the computer.
2. Click on the following site: http://products.office.com/en-us/student
3. Click on “Find out if you’re eligible”

4. Enter your full LBC email address and click “Sign Up”
5. Click on “Continue”

You already have an account

To get your free Office, sign in with your Office 365 user ID and password.

Continue

6. Sign in with your LBC email address and password.

Office 365

Sign in with your work or school account

woma5729@lbc.edu

[ ] Keep me signed in

Sign in Cancel

Can’t access your account?

7. Click on “OK, got it”

No need to sign up

You already have a license for Office 365 Education.

OK, got it
8. Click on “Install”

9. Click on “Install”

<table>
<thead>
<tr>
<th>Language:</th>
<th>Version:</th>
</tr>
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<tbody>
<tr>
<td>English (United States)</td>
<td>32-bit (Recommended) Advanced</td>
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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**
**Troubleshoot installation**

10. Follow standard installation steps.

**FAQ:**

- **What if my download is interrupted?**
  - Ensure your computer has a consistent internet connection (hardwired preferably)
  - Follow steps 2-6

- **Office is asking me to sign in. What should I do?**
  - Select the “Organizational Account” option and use your LBC email and password to sign on.

- **How do I uninstall my previous version of Office?**
  - For Mac: [http://support.microsoft.com/kb/2398768](http://support.microsoft.com/kb/2398768)
  - For PC: [http://support.microsoft.com/kb/2519420](http://support.microsoft.com/kb/2519420)

- **How long do I have Office for now?**
  - Students will have Office 365 Pro-Plus for as long as they are a student at Lancaster Bible College.

- **I’ve got Office 365 Pro-Plus! Now what?**
  - For Mac: [http://www.microsoft.com/mac/how-to](http://www.microsoft.com/mac/how-to)