

# OFFICE 365 PRO PLUS FOR WINDOWS AND MAC OSX DESKTOP OPERATING SYSTEMS

FS70-505

Version: 1.0

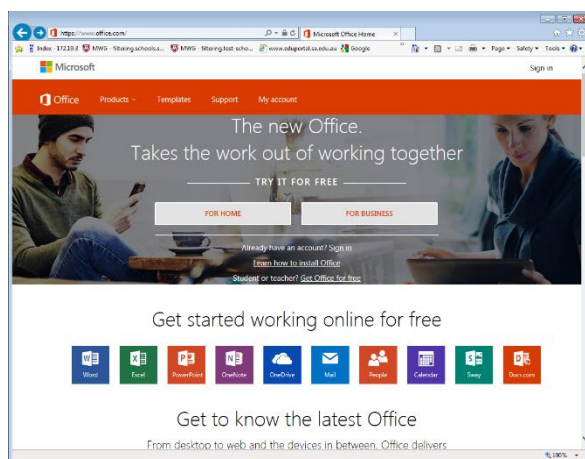
Last Modified: September 2016

**OFFICE 365 PRO PLUS IS AVAILABLE TO STAFF AND STUDENTS** where the risk assessment for use of O365 additional services option has been accepted and the option enabled for the user by the local site ICT administrators.

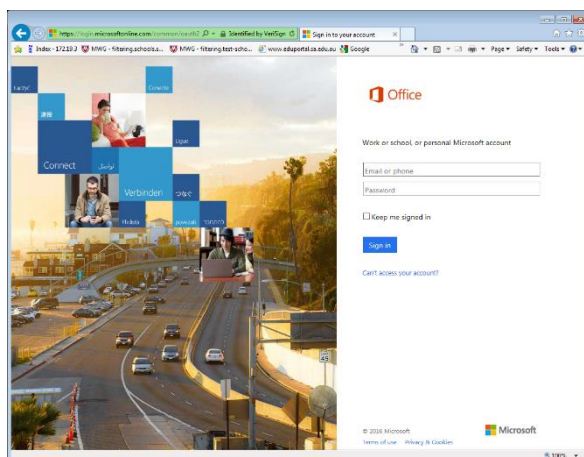
*This software can be installed on up to 5 personal devices (Windows PC and/or Mac OSX) and should not be installed on DECD supplied workstations.*

*To assist schools manage their eduCONNECT bandwidth, the ability to download the Office 365 Pro Plus software will be limited to out of school hours (between 4pm and 8am).*

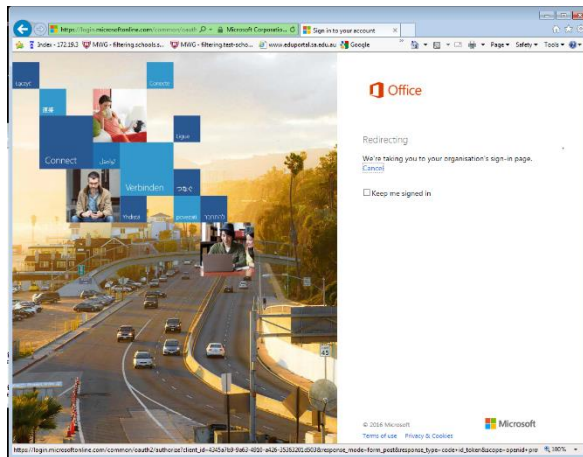
1. Open a web browser and visit <http://www.office.com>



2. Click Sign In (top right corner) and enter your full email address (e.g. [John.Smith123@schools.sa.edu.au](mailto:John.Smith123@schools.sa.edu.au)) to login to the Office 365 portal.



3. If you have not already been authenticated, you will be redirected to the LearnLink Login Page.



4. Enter your LearnLink user account credentials and click Log On

LearnLink Intranet and Portal Services

Authorised Users Only

Security ( show explanation )

☒ This is a public or shared computer  
☐ This is a private computer

Username:

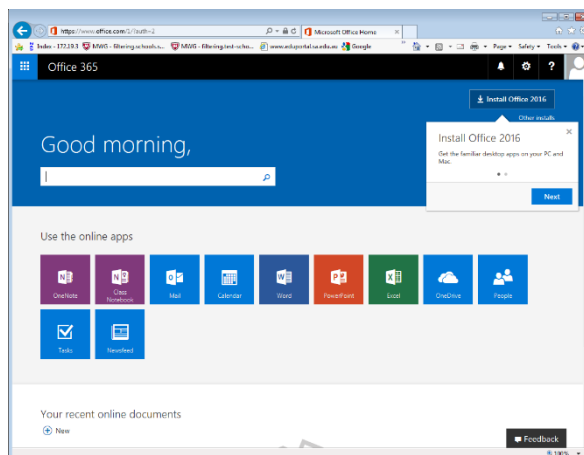
Password:

☒ I will comply with the LearnLink User Agreement and Code of Conduct.

[Log On](#)

Forgotten your password? Please click [staff](#) or [student](#) to reset your password.

5. Once authenticated, you will be logged into the Office 365 Portal



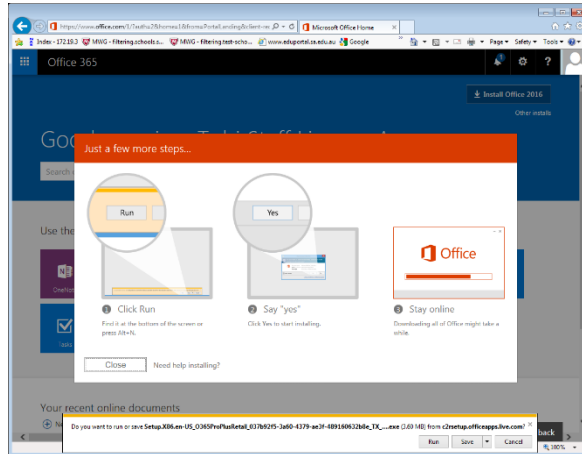
Note: Available online apps icons will vary depending on the licence available for the user

## INSTALL ON WINDOWS DESKTOP MACHINES

- Click Install Office 2016 (top right corner)

↓ Install Office 2016

- Follow the steps provided to install Office 365 Pro Plus.

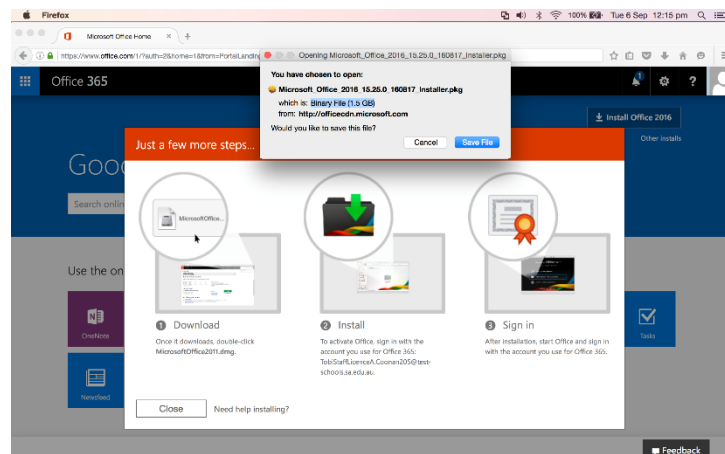


## INSTALL ON MAC OSX DESKTOP MACHINES

- Click Install Office 2016 (top right corner)

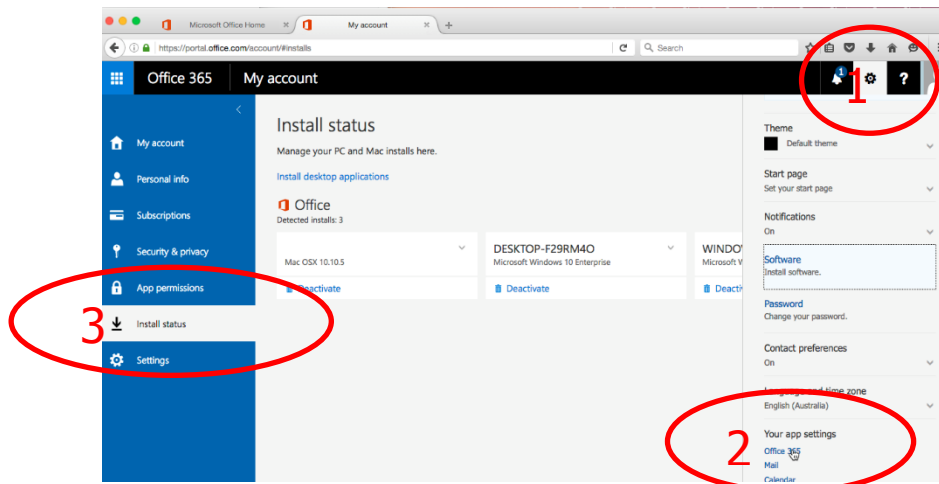
↓ Install Office 2016

- Follow the steps provided to install Office 365 Pro Plus.

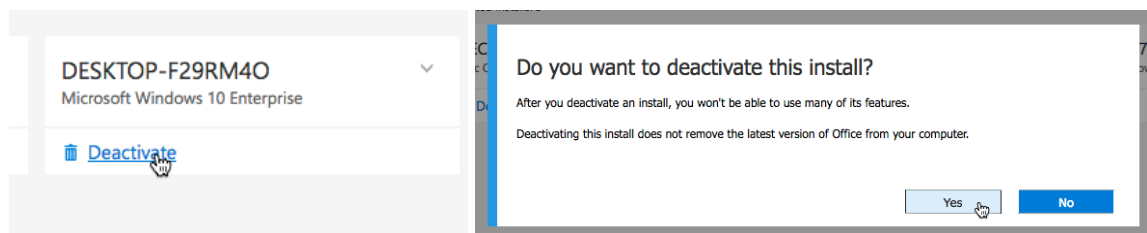


## MANAGE WINDOWS DESKTOP AND MAC OSX INSTALLS

10. To view on how many devices you have installed Office 365 Pro Plus, on the Office 365 ribbon click Settings (1), Office 365 (2) and then Install Status (3) on the left hand menu



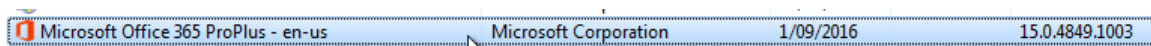
11. If you no longer require the software on a device, click Deactivate



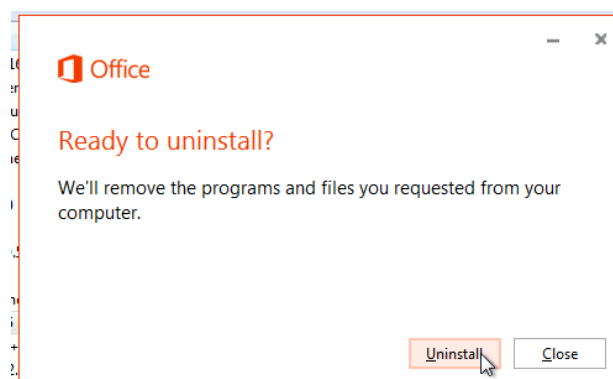
Note: After you deactivate and install, you won't be able to use many of its features. Deactivating the install does not remove the latest version of Office from your computer.

## REMOVE WINDOWS DESKTOP INSTALLATION

12. Open Control Panel -> Programs and Features  
13. Double click Microsoft Office 365 ProPlus

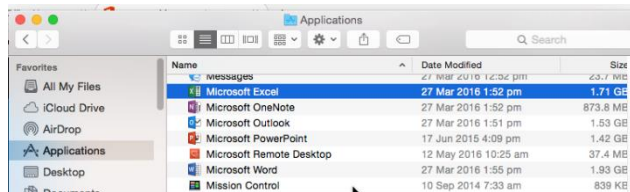


14. Click Uninstall and follow the prompts



## REMOVE MAC OSX INSTALLATION

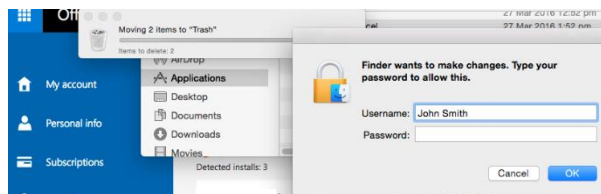
15. Open Finder -> Applications



16. Drag the application(s) to the Trash folder



17. Enter account credentials to confirm



## OFFICE HELP AND TRAINING

Further information, help and training visit <http://support.office.com>

