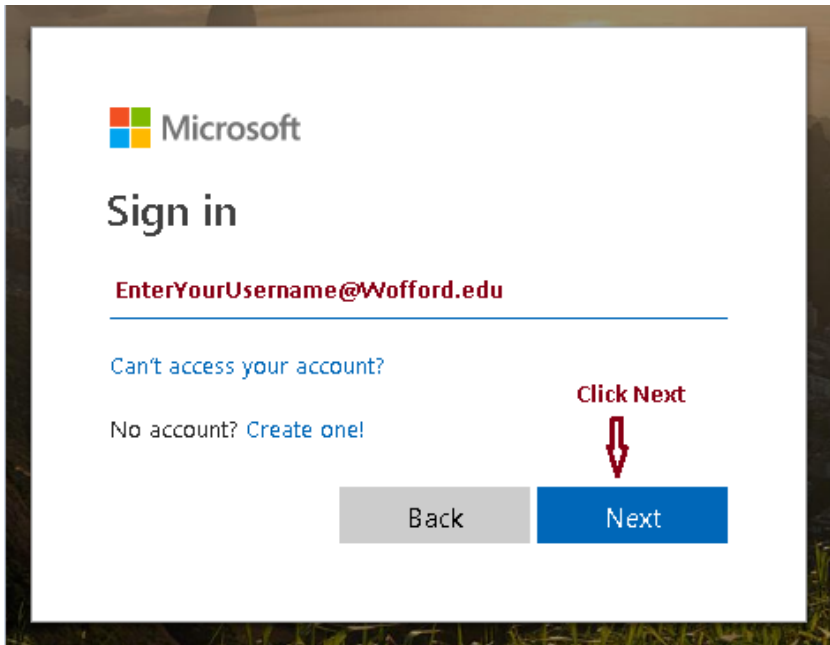


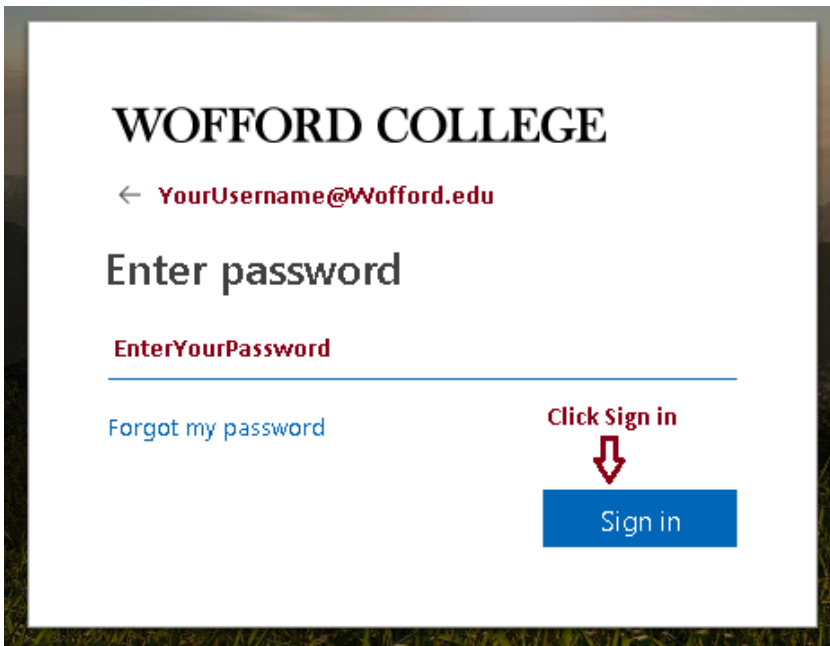
Windows Office ProPlus for Students

Students may install the latest version of Office on up to five computers (Windows or Mac).

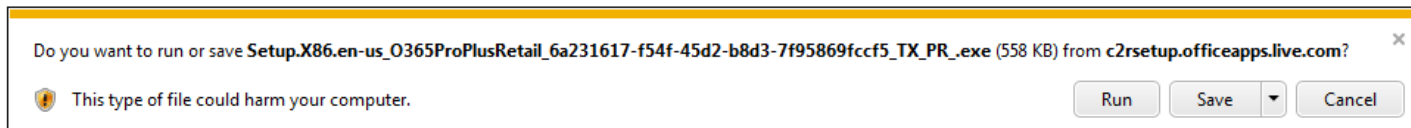
1. Open a web browser and enter the URL <http://portal.office.com/OLS/mysoftware.aspx>.
2. When prompted for your User ID, enter your username followed by **@wofford.edu**. Click **Next**.



3. After clicking **Next**, enter your Wofford password and click **Sign in**.



4. On the Office software install screen click the **Install** button to download and install the latest version of Office.
5. When prompted with the screen pictured below. Click the **Run** button.



You must be an administrator on your machine to install the software.

6. If the User Account Control window pops up please select **Yes** to the prompt.
7. After a few moments the Welcome screen will appear. Click **Next**.
8. On the next screen read the License Agreement and click **Accept** if you agree.
9. When the **Sign in** window appears click the **Sign in** button. When prompted enter your username@wofford.edu into the field and click **Next**. Enter your Wofford Domain password if prompted. Click **Sign in**.
10. Step through the installation wizard to complete the install.

Deactivate an installation

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.

Open a web browser and point it to <http://portal.office.com/Account#installs> .

Login to the portal using the instructions on step 2 of this document.

Go to Software > Office.

Click Deactivate next to the computer you want to deactivate.