

State of South Dakota K-12 Data Center



Frequently Asked Questions - FAQ 1240

Category: General / Misc

FAQ 1240

Question:

How do I access and install Office Professional Plus?

Answer:

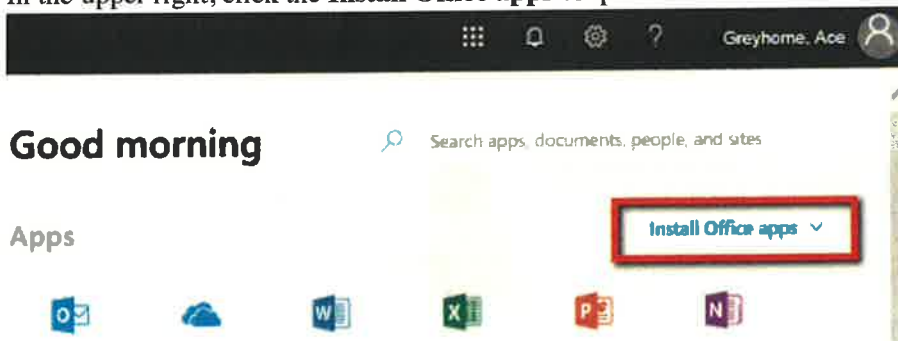
Users with Office Professional Plus can download Office on up to five home computers by using the steps below.

For Office Professional Plus to maintain full functionality, the computer on which it is installed must be able to connect to the internet every 30 days to confirm license compliance. If a computer goes more than 30 days without internet access, Office Professional Plus will go into reduced functionality mode (can open Office documents but can't modify or edit them) until it can access the internet and confirm license compliance.

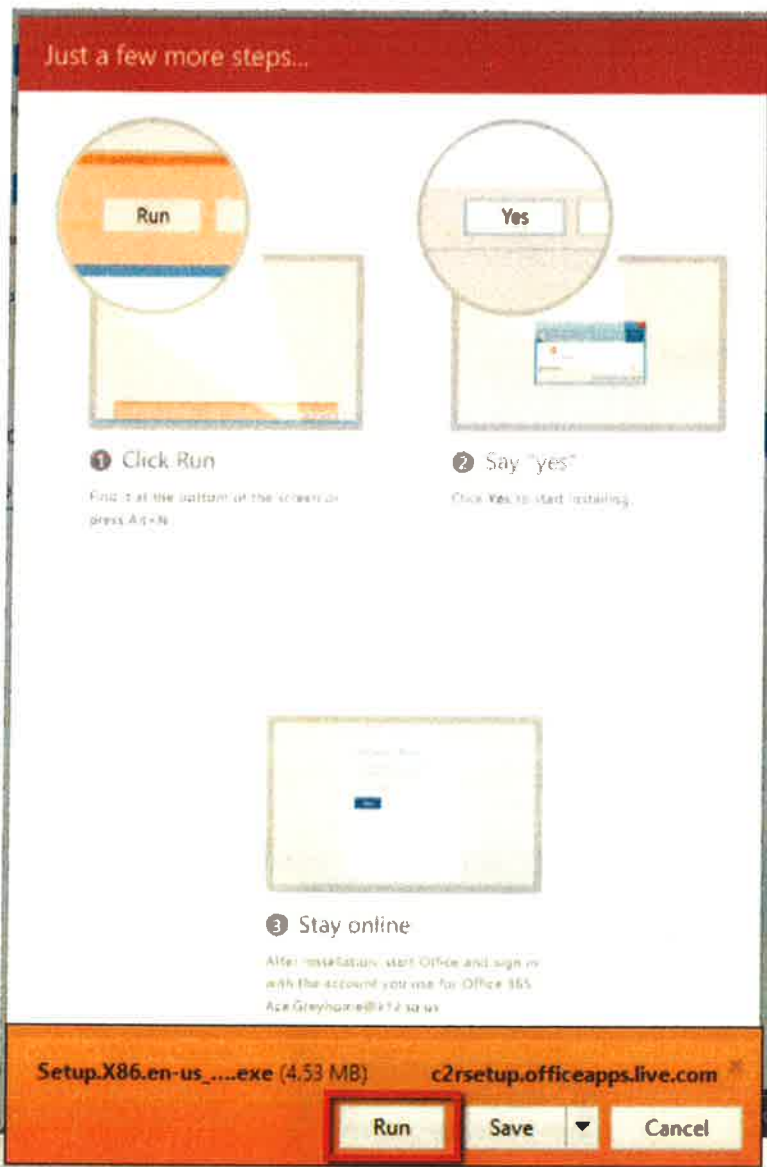
If a user no longer has a K-12 account, graduates, or transfers to a school that isn't participating in EES, their Office Professional Plus software will go into reduced functionality mode.

To install Office Professional Plus:

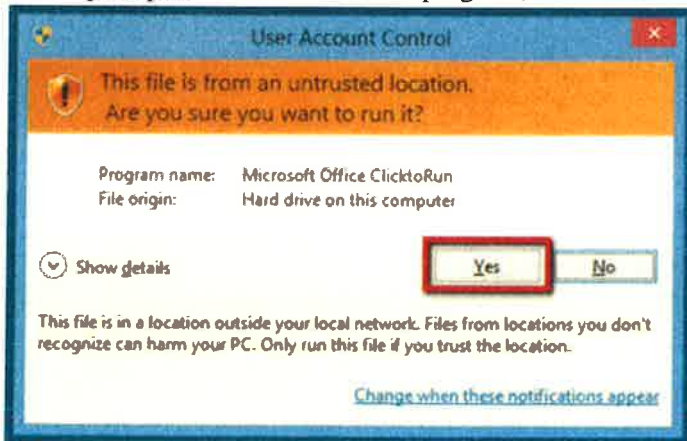
1. Log in to Office 365 (FAQ 1174).
2. In the upper right, click the **Install Office apps** drop-down menu and then select **Office 2016**.



3. From the pop up window, click **Run**.



4. If you prompted to run or allow the program, click **Yes**.



5. On the welcome screen. Click **Next**.



Welcome to your new Office.

We think you'll love it. Let's get started.



6. Select either **Use recommended settings** or **No thanks**, and then click **Accept**.
7. If prompted, click **Sign In**. Enter your full K-12 email address, and enter your K-12 password when prompted.
8. On the Meet OneDrive page, click **Next**.
9. Select your desired look for Office, and click **Next**.
10. To walk through an Office tutorial, click **Take a look**. Otherwise, click **No, thanks**.

We're getting things ready.

Office has lots of great new stuff, and we'd love to show you around while we wrap things up. Here's a quick introduction on what's new.



No, thanks

11. After Office loads, click **All done!**.



You're good to go.

We're all done, and you can now go offline if you need to. Enjoy!



12. Your Office software is now installed and ready to use.
13. If prompted to accept the Microsoft Office License Agreement when you first open an Office application, click **Accept**.