

**Answers to Your Frequently Asked Questions
About the Microsoft Office365 Program
for Pasadena City College Faculty and Staff**
Microsoft Student Advantage



What is the Microsoft Office365 Program for Pasadena City College faculty and staff?

As a member of the PCC faculty or staff, you can download and install Microsoft Office 365 ProPlus desktop applications for free on 5 PCs or Macs, plus 5 iPads or Windows tablets. These are the latest versions of Office available—Office 2013 for Windows and Office 2011 for Mac.

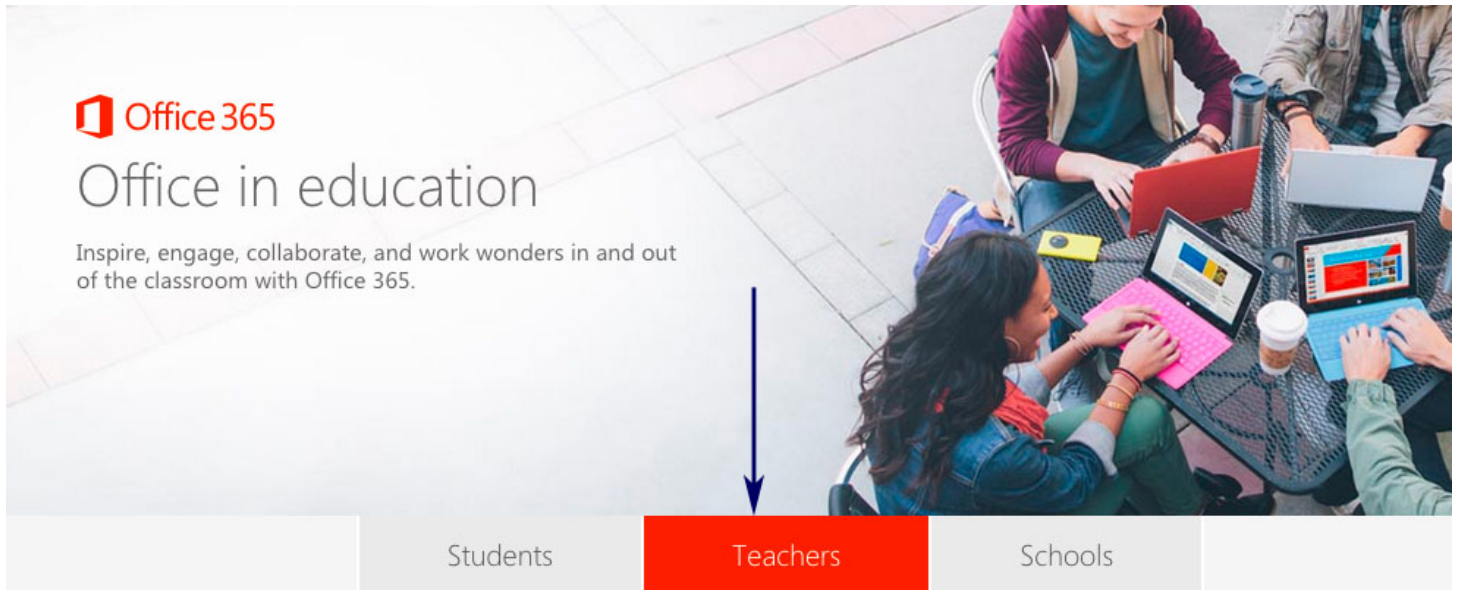
How do I download and install free Microsoft Office ProPlus?

On your PC or Mac computer, go to the website:

<http://office.com/getoffice365>

Click the Teachers tab. This is the correct tab for all PCC employees

Click Find out if you're eligible



Get Office 365 for you and your classroom

If your school provides Office at work, you and your students could be eligible to get Office 365 Education for free! Install the latest version of Office on up to 5 PCs or Macs and on other mobile devices, including Android, iPad®, and Windows tablets. Includes 1 TB of storage from OneDrive so you and your students can easily work together and stay connected.



[Find out if you're eligible](#) ←

If you're eligible, so are your students. Have them sign up at

Enter your Pasadena.edu email address and click Sign Up

Office 365
Education

Get started

Enter your school email address so we can check eligibility

Sign up →

That will open this screen.

Office 365
Education

Great! Go check your email

To finish signing up, click the link in the mail from Office 365.

Didn't get the mail? Check your spam folder or [resend the mail](#)

You will be sent an email to your Pasadena.edu address. The email will come from Microsoft Office 365 Team.

Click the link in that email and it will take you to the final signup page. Fill out all of that information. The password will be for your Office365 account only, and is not tied in to your LancerPoint ID. After you fill out the form, click Start.

Office 365
Education

than

One last thing...

By choosing Start, you agree to our [terms and conditions](#)

Start 

This will take you to <https://portal.office.com/Home>

Let your ideas
go free.

Install Office on your Mac

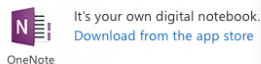


Install now

Got a PC? Sign in to Office 365 on your PC to install.
Or a smartphone or iPad? [Office on your devices](#)

Language: English
[Change language](#)

Get OneNote for Mac



OneNote

Collaborate with Office Online



From here you can either use the online version of the applications, which do not have all of the features available, or you can install the applications to your computer. To install them to your computer, click the Install Now button.

Let your ideas go free.

Install Office on your Mac



[Install now](#)

Got a PC? Sign in to Office 365 on your PC to install.
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It's your own digital notebook.
[Download from the app store](#)

Collaborate with Office Online



If you wish to see your options for installing Office on your mobile devices, click the Office on your devices link.

Let your ideas go free.

Install Office on your Mac



[Install now](#)

Got a PC? Sign in to Office 365 on your PC to install.
Or a smartphone or iPad? [Office on your devices](#)

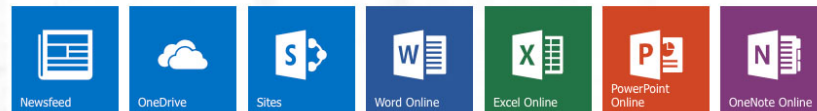
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Collaborate with Office Online



NOTE: If your computer is not regularly connected to the Internet, you might have to connect to the Internet once every 30 days to verify that you are still eligible for the program.

What Microsoft Office applications are included?

For PC

Word 2013
Excel 2013
PowerPoint 2013

For Mac (2011 is latest version)

Word 2011
Excel 2011

For iPhone

Word Mobile
Excel Mobile
PowerPoint Mobile

For iPad (Office for iPad with editing rights)
Word

For Android

Word Mobile
Excel Mobile
PowerPoint Mobile

OneNote 2013
Access 2013
Publisher 2013
Outlook 2013
Lync 2013
InfoPath 2013

PowerPoint 2011
Outlook 2011

*Note: OneNote and
Lync Mobile available
as a separate
download*

Excel
PowerPoint

*Note: OneNote and
Lync Mobile available
as a separate
download*

On how many machines/devices can I run this subscription?

Each subscription associated with your campus email address allows you to run Office on up to five computers (Mac or PC) and on up to five mobile devices (applicable tablets and smartphones).

Is this a full version of Office and available for offline use?

Yes, this is full Office on the PC and Mac and is available for offline use. After you download the software, you do not need to be connected to the Internet to use the software.

How do I know if my computer meets the system requirements to install this software?

For a Windows PC:

Operating System: Windows 7 or Windows 8. ***Note:*** When installing, it is recommended that you select the default 32-bit option, even if you have a 64-bit operating system. The 64-bit Office can only be installed on 64-bit operating systems.

Computer and processor: 1 GHZ or faster x86 or 64-bit processor with SSE2 instruction set.

Memory: 1 GB RAM (32-bit), 2 GB RAM (64-bit) recommended for graphics features, Outlook Instant Search, and certain advanced functionality.

Disk space: 3 gigabytes (GB)

Monitor resolution: 1024 x 768

For a Mac:

Operating System: Mac OS X version 10.5.8 or later.

Computer and processor: An Intel processor.

Memory: 1 GB of RAM recommended.

Disk space: 2.5 GB of available hard disk space. HFS+ hard disk format (also known as Mac OS Extended or HFS Plus).

Monitor resolution: 1280 x 768 or higher resolution monitor

For an iPhone:

iPhone 4, iPhone 4S, iPhone 5, iPhone 5s, iPod Touch 5th generation. All must be running iOS 6.1 minimum.

For an Android device:

Android OS 4.0 or greater, Android touch-enabled smartphones only.

How does Office 365 ProPlus differ from the product called Office Online?

Office Online is a free web-based version of Microsoft Office—with less functionality and fewer features than the full version of Office—but that is fully compatible with all the applications. For example, you can begin a PowerPoint presentation in PowerPoint Online, open it in desktop PowerPoint to apply sophisticated features, and then view and share it using PowerPoint Online. You can get Office Online, which includes Microsoft's free cloud storage called OneDrive, with any Microsoft account. A Microsoft account is any free email address that you already have or create in Hotmail, Windows Live, or outlook.com.

What, exactly, is Office 365 ProPlus?

Office 365 ProPlus is one of the subscription service plans for Microsoft Office and the plan that offers the most features.

What does "365" mean?

A Microsoft Office product with the "365" designation means that the software is offered to you on an annual subscription basis. There are no CDs to install and no Product Key to enter. Office 365 is a user-based service that allows you to access Office on a subscription basis on a variety of your devices. You can activate the software on up to five computers, and also deactivate any of those to install on a sixth computer. Traditional Office installations

were tied to the computers they were installed on. Now you have the flexibility to easily move the software among different computers, which is especially convenient when you buy a new computer.

Do other colleges and universities have this program?

Yes, hundreds of colleges around the country have implemented this free program for faculty, staff, and students.

Will I have to do anything after the installation is complete?

Yes, after the installation, or when you first use an application, you will be asked to activate the software. Select the activation for an *Office 365 account*—not the option for an activation code.

What if I already have a version of Microsoft Office on my computer?

Typically, downloaded software will be installed separately from any previous versions of Microsoft Office, so if you have an older version of Office and install Office 2013, you will have two different copies of Microsoft Office that are accessible.

If you have a trial version of Office 2013, uninstall it before downloading Office 365 ProPlus. To do so, display the Control Panel, and then click Uninstall a program. Select the Office trial software, and then click Uninstall.

If you have a more limited version of Office 2013 that you purchased, such as the Home and Student edition available from stores like BestBuy and Staples, assuming you have the Product Key, you can uninstall it and reinstall it later. Office 365 ProPlus provides more applications than any other version of Office.

If I leave the college, will I still be able to use the software?

You are only licensed to use the software as long as you are a member of PCC faculty or staff. After that time, you can purchase Office 365 Personal for as low as \$70 per year on Amazon, which enables an installation on one PC or Mac and one iPad or Windows tablet. If you have multiple computers in your household, you might want the \$99 per year Office 365 Home, which is similar to the ProPlus in that you can install on five PCs or Macs and numerous mobile devices. For a description of all the Office 365 plans, go to <http://office.microsoft.com/en-US>

How do I install Office Mobile on an Android device?

Open Google Play, search for Office Mobile or Office 365. Click on the Office Mobile app, select the Install button, agree to the User Terms and Conditions, open Office Mobile, and then press the next button. To activate Office Mobile, sign in using your LancerPoint email address. Type in your password and select your preferred settings. You can now begin using Office on your mobile device.

How do I install Office Mobile on an iPhone?

Open the App Store, search for Office Mobile or Office 365. Click on the Office Mobile app, select the Free button, and then Install. Open Office Mobile app, swipe to the left and through the intro. Click Get started. To activate Office Mobile, sign in using your LancerPoint email address. Type in your password and select your preferred settings. You can now begin using Office on your mobile device.

How do I install Office Mobile on a Windows Phone?

Microsoft Office Mobile is pre-installed with Windows Phone. To connect to Office 365, open Office from your list of applications. Select Office 365 and click the set up button. Type in your LancerPoint email address and your password. Click the sign in button.

Office came with Lync, but I can't sign in. What's wrong?

While Lync may be included as part of the ProPlus software package, Pasadena City College faculty and staff may not currently have the license needed in Office 365 to use Lync at this time.

How do I get answers to questions about my subscription?

Go to Microsoft's Ask Support site at <https://support.microsoft.com/contactus>

Can the Help Desk assist me if I encounter difficulty downloading the software?

No, the Help Desk is not equipped to assist PCC faculty or staff with the Microsoft Office 365 ProPlus program, but it is unlikely that any assistance will be necessary. The installation is smooth and easy. Questions can typically be found on Microsoft's site.

How do I deactivate Office 365 and reactivate on a sixth device?

You can use Office 365 on up to five computers (PCs or Macs). If you would like to install Office on a sixth computer, you must deactivate one previous installation. From within an application, for example Word or PowerPoint, click the FILE tab, and then on the left, click Account. On the right, under Subscription Product,

click the Manage Account button. On the list, under the computer you want to deactivate, click Deactivate. Later, you can select the same computer and click Install to reactivate that computer. After deactivating, you will have an additional install that you can apply to a new computer you want add to your list.