

OFFICE 365 PRO PLUS

FACULTY, STAFF, & STUDENTS

Description:

Office 365 ProPlus is a cloud subscription that includes the following applications:

- Windows version includes: Access, Excel, OneNote, Outlook, PowerPoint, Publisher & Word
- MacOS version includes: Excel, Outlook, PowerPoint & Word
- Mobile Device version includes:
 - iPad - Excel, Word, PowerPoint, OneNote
 - iPhone, Android, Windows Mobile - Excel, Word, PowerPoint, OneNote

Eligibility:

Office 365 ProPlus is available at no charge to OHIO students, employees & emeriti.

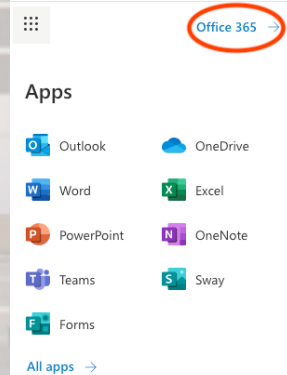
- Currently enrolled graduate and undergraduate students.
 - Term active graduate and undergraduate students. Normally, you will remain term active for one year plus one term after you last enroll for a class. Once you are no longer term active, your subscription will expire.
- Current employees & faculty with emeriti status.
 - Retired employees & alumni are not eligible

Computer Install:

- Open a web browser and log into Catmail (<https://catmail.ohio.edu>) with your OHIO ID and password.
- Look to the upper left corner of the browser window (To the left of the green bar with a OHIO University logo), and click on the "App Launcher" in the "Nav Bar" - (9 dots)



- Select "Install Office"



- The download and install should start. Let it run and restart your computer after the installation completes

** If you receive an "Administrative privileges required" error when installing a Windows version, find the Office 365 installer file you downloaded (usually in your Downloads folder), right click the file and choose "Run as Administrator."*

*** If prompted to sign in, choose the option to "sign in using my school or work account."*

iOS Device Install:

1. Go to the App Store.
2. Search for Office 365 and choose the apps you want (Word, Excel, PowerPoint, etc).
3. Click FREE then INSTALL.
4. Once the install finishes, open the app.
5. Scroll through the welcome screens and click Get Started.
6. When asked to sign in, enter your OHIO email address.
7. If given a choice, select Organizational Account or Work Account.
8. Enter your OHIO password.

Android Install:

1. Go to Google Play.
2. Search for Office 365 and choose the apps you want (Word, Excel, PowerPoint, etc).
3. Click INSTALL.
4. Accept the app's permissions request.
5. Click INSTALL.
6. Agree to the terms and conditions.
7. Once the install is complete, open the app.
8. Scroll through the welcome screens.
9. When prompted to activate, enter your OHIO email address.
10. If given a choice, select Organizational Account or Work Account.
11. Enter your OHIO password.

Support & Installation Information:

- Operating System & Browser Requirements
 - Windows 7 or higher
 - Mac OS 10.6 or higher
 - Android
 - iOS
 - Windows Mobile
 - Office 365 supported browsers
- Hardware Requirements
 - PC



- 1 GHz or faster x86 or x64 processor with SSE2
- 1 GB RAM (32 bit), 2 GB RAM (64 bit)
- 3 GB available disk space
- 1366x768 minimum display resolution, DirectX 10 graphics card to use hardware acceleration
- Mac
 - Intel processor
 - 1 GB RAM
 - 2.5 GB available disk space, HFS+ format
 - 1280x800 minimum display resolution

Frequently Asked Questions:

If you're having trouble installing or using Office, visit Microsoft's Office 365 Support site.



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Chillicothe Campus