

What is Office 365 ProPlus?

Office 365 ProPlus is a Microsoft licensed product which allows us to offer Microsoft Office **free** to all staff and pupils, including edit and review capability using iPad, iPhone, and Android clients.

Users can install Microsoft Office on up to five PCs or Macs, five tablets, and access Office mobile applications on iPhone and Android phones. It includes access to 'Web Apps' of Word, Excel, PowerPoint and OneNote to allow you to work from anywhere, and gives you document storage through OneDrive for Business.

What are the hardware requirements for Microsoft Office 365 ProPlus?

Microsoft Office 365 ProPlus supports Windows PCs and Windows tablets running Windows 7 or higher, and Macs with Mac OS X 10.6 or higher.

Are there any other requirements?

Yes. You will need an Internet connection to download and install Microsoft Office, and also to access any of the online services, such as OneDrive and Web Apps.

Microsoft Office is licensed and activated via the Internet. The computer that Microsoft Office is installed on must connect to the Internet every 30 days to validate the license.

So how do I get it?

The necessary license is already assigned to your account. Login to your Office 365 account at: <https://portal.office.com>. Once logged in, you should see a screen like the one below. You can install Office from this page, and also access all of your Web Apps.

Once installed, you must open an Office application (such as Word) and go to File -> Account and sign in using your Office 365 details. This will activate your license and add a link to your OneDrive for direct saving from the application.

What happens when I leave?

You are only licensed to use Microsoft Office while you're a member of staff, or pupil, at QES or QEstudio. When you leave, your Office 365 ProPlus subscription will end. Your copy of Microsoft Office will run in a reduced functionality mode that only allows viewing and printing of documents. You will also lose any files stored in your OneDrive, so you will need to ensure that you transfer any files, which you wish to keep, to your own personal storage.

Is there anything else I should know?

Office 365 is a service provided by Microsoft. We cannot guarantee the safety of any documents stored on OneDrive (or SharePoint). However, the service includes a recycle bin for deleted files and also version control. It is an Enterprise level service with a guarantee of 99% uptime. Even so, we recommend that you keep a backup of your personal files.

