

MICROSOFT OFFICE 365 PROPLUS FOR EMPLOYEES

*Phoenix
College
Information
Technology*

Table of Contents

Application Information 2

Installation Instructions 3-7

Installation Instructions for MACs 8-13

Special Thanks to Rio Salado Community College 14

Microsoft Office 365 ProPlus for Employees

As a Phoenix College employee, you can download Office 365 ProPlus for free. The software can be installed on up to five computers (PCs or Macs) per employee.

Installation instructions and application information are included below.

Application Information

The installation package is available for PCs and Macs. Specific information on applications provided in each installation package is included in the table below.

Software	PC	Mac
Access	Yes	No
Excel	Yes	Yes
Lync	Yes	No
OneNote	Yes	No*
Outlook	Yes	Yes
PowerPoint	Yes	Yes
Publisher	Yes	No
Word	Yes	Yes
Infopath	Yes	No

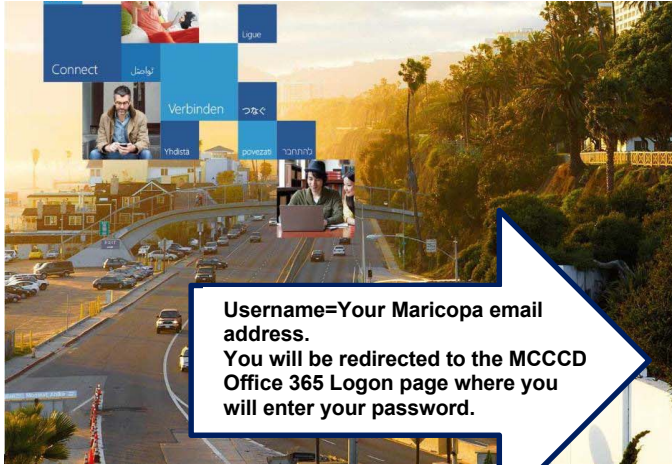
*OneNote is not included in the installation package; however, there is the option to install OneNote as a separate installation.

Installation Instructions


Installation instructions for PCs and Macs are provided below.

1. Go to <https://login.microsoftonline.com> and enter the following information:

- **Username:** Your Maricopa email address (i.e. MEID@maricopa.edu)
- **Password:** Same password you use to log into your Maricopa email account



Username=Your Maricopa email address.
You will be redirected to the MCCCDC Office 365 Logon page where you will enter your password.



Sign in with your organizational account

MEID@maricopa.edu

☐ Keep me signed in

Sign in Cancel

Can't access your account?

Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft. Legal Privacy Feedback

MARICOPA COMMUNITY COLLEGES®

Enter your MEID and password:

MEID@maricopa.edu

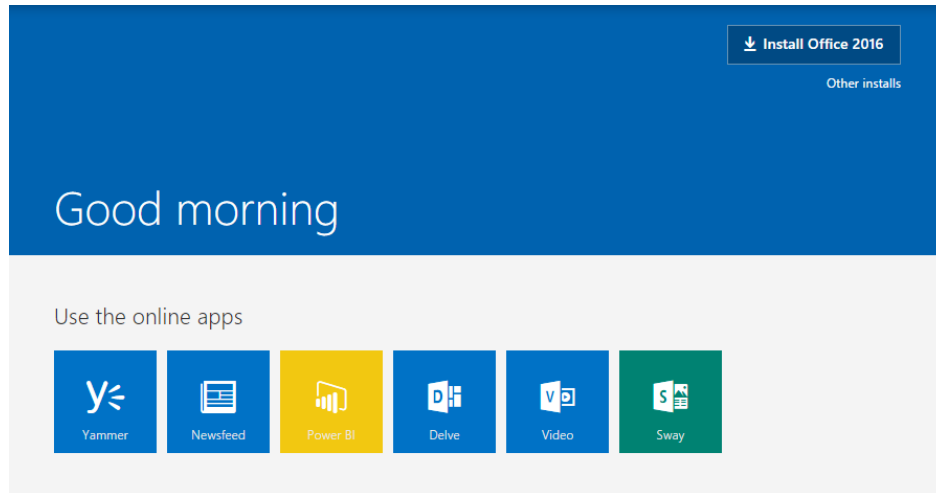
[Forgot password?](#)

Sign in

MCCCDC Home my.maricopa.edu Help

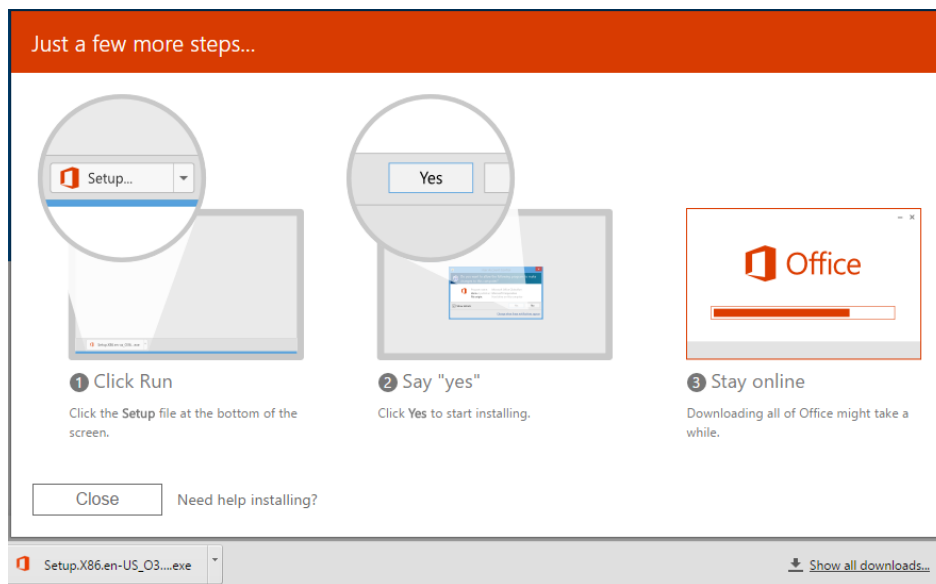
Chandler-Gilbert | Estrella MountainGateWay | Glendale | Mesa
Paradise Valley | Phoenix | Rio Salado | Scottsdale | South Mountain
Maricopa Corporate College | Maricopa Skill Center | SouthWest Skill Center

- This brings you to the installation screen. Click on the "Install Office 2016" button located in the top right corner.

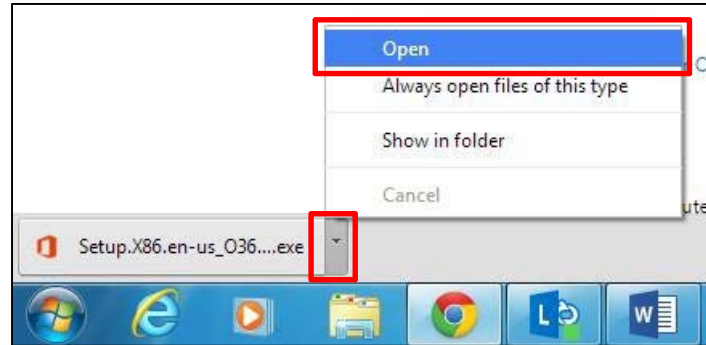


- You will receive a dialog box instructing you on the steps to install Office and the download will begin.

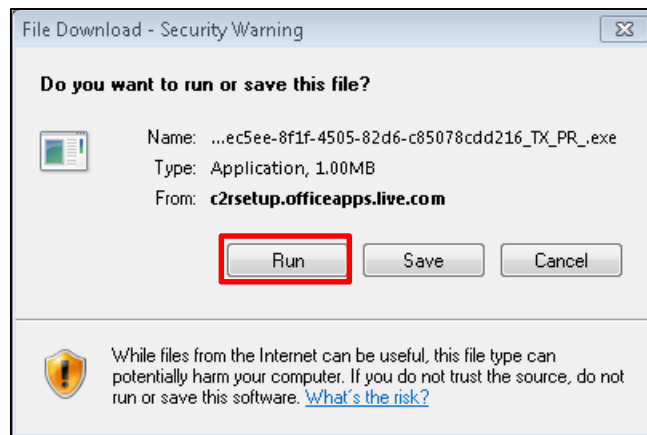
Follow the instructions by clicking on the downloaded file, if prompted to run the file, select yes, and follow any installation prompts you may receive.



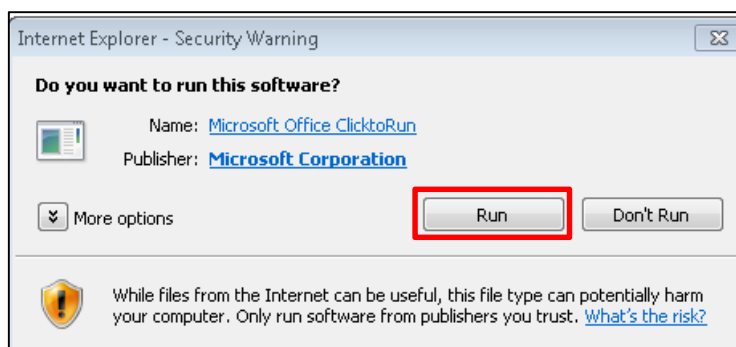
NOTE: If you are using Chrome, you may need to locate the download in the bottom left of your screen, click on the down arrow, and select **Open**.



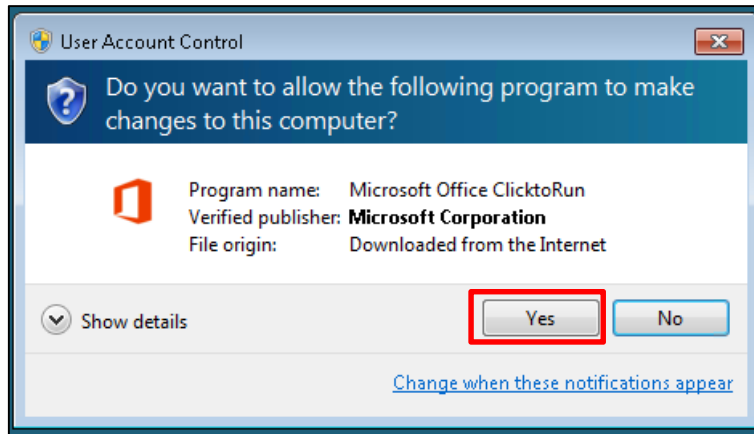
- b. A message will appear, asking if you would like to run or save the file. Select **Run**.



- c. Another message may appear, asking if you would like to run the software. Select **Run**.



- d. When asked if you want the program to make changes to the computer, select **Yes**.

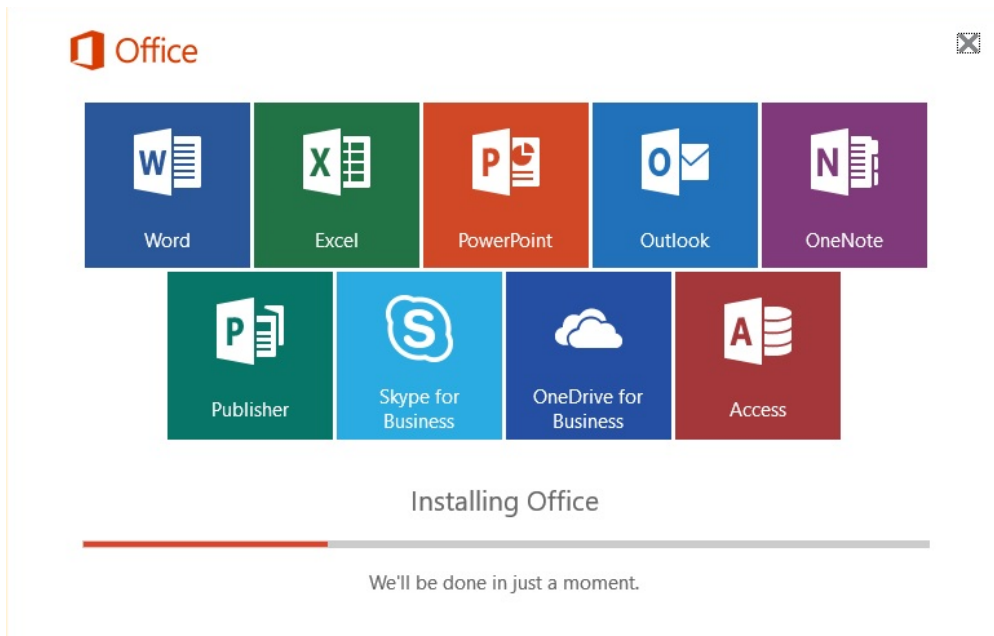


IMPORTANT: Do not go offline or restart your computer until the installation is complete.

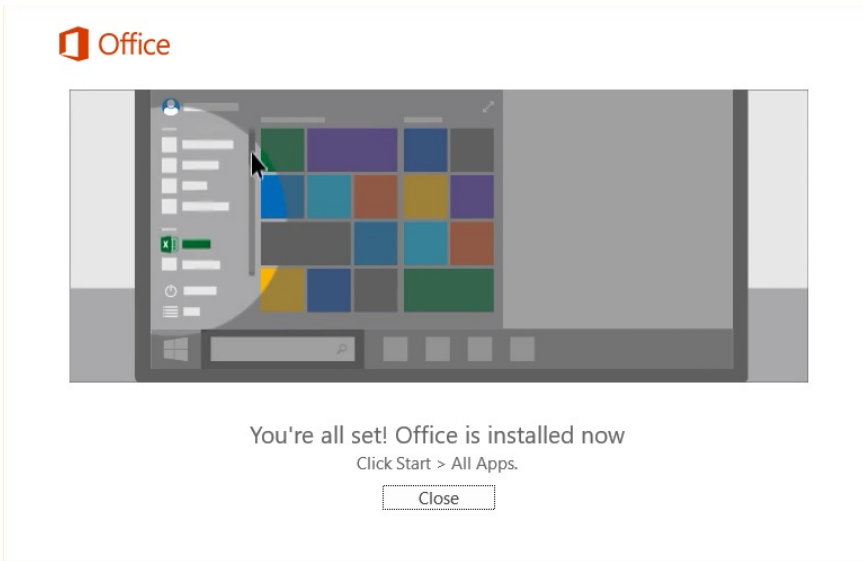
NOTE: If you are using Internet Explorer, you may need to click on the **Office 365 icon** in the bottom toolbar to proceed to the next step.



4. The installation will begin Click **Next**.



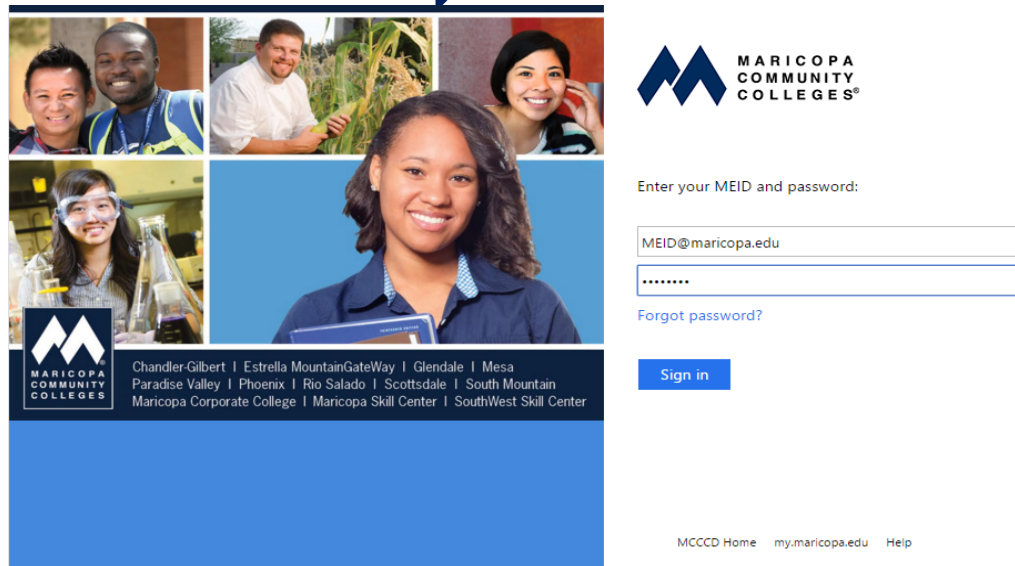
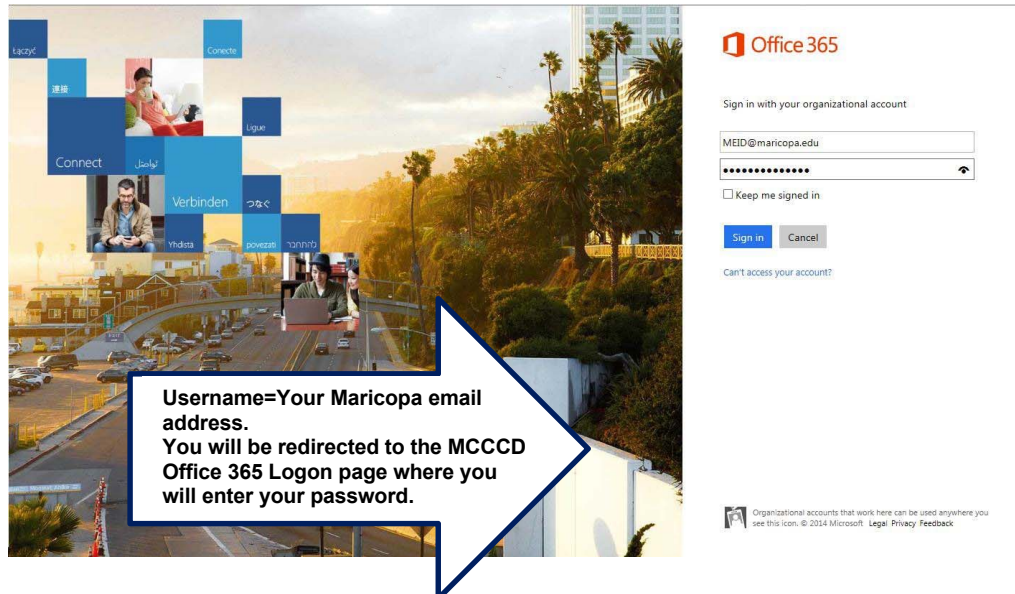
5. When the installation completes, click the "Close" button to begin using Office 2016 applications.



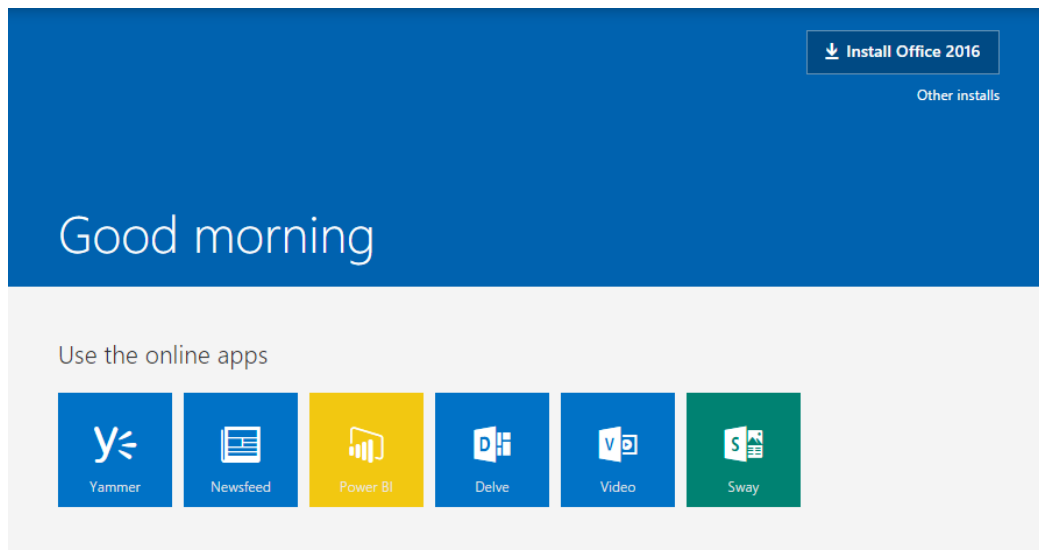
Instructions for Macs

1. Go to <https://login.microsoftonline.com/> and enter the following information:

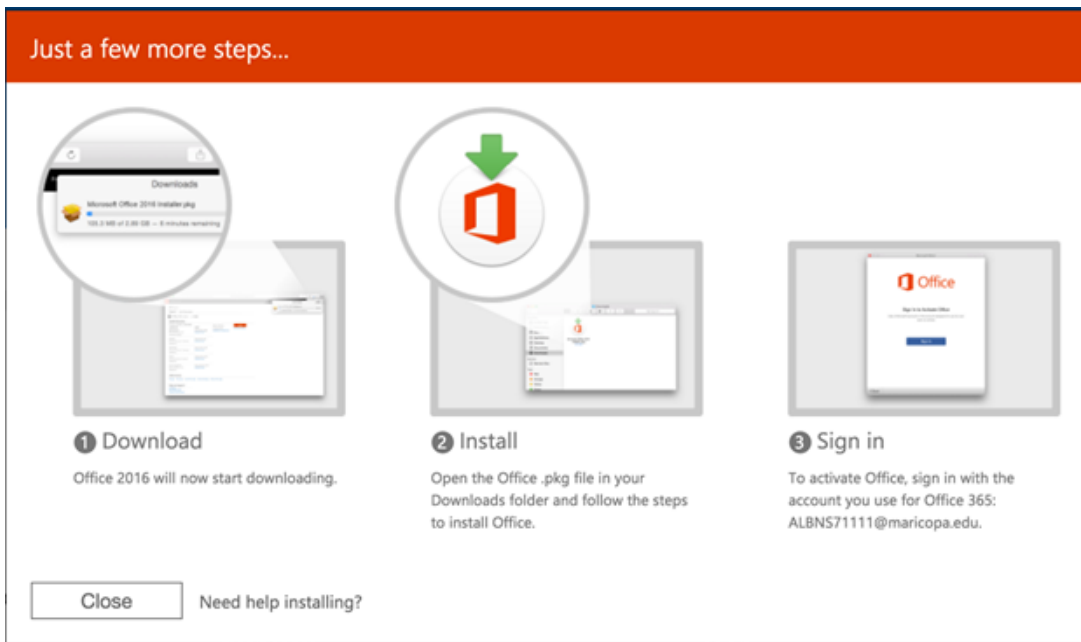
- **Username:** Your Maricopa email address (i.e. MEID@maricopa.edu)
- **Password:** Same password you use to log into your Maricopa email account



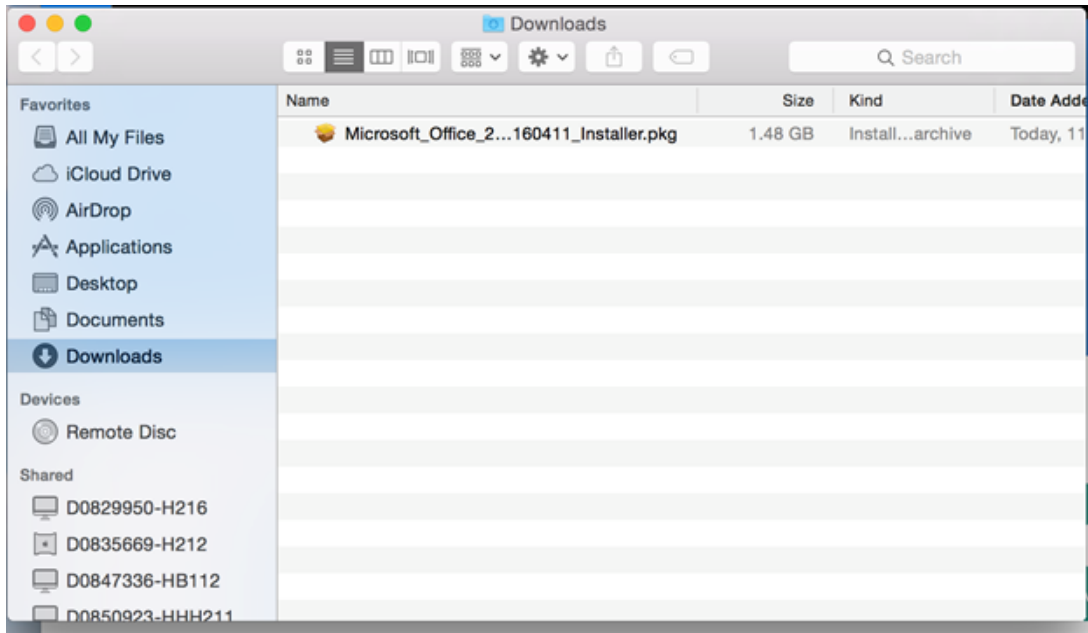
- This brings you to the installation screen. Click on the "Install Office 2016" button located in the top right corner.



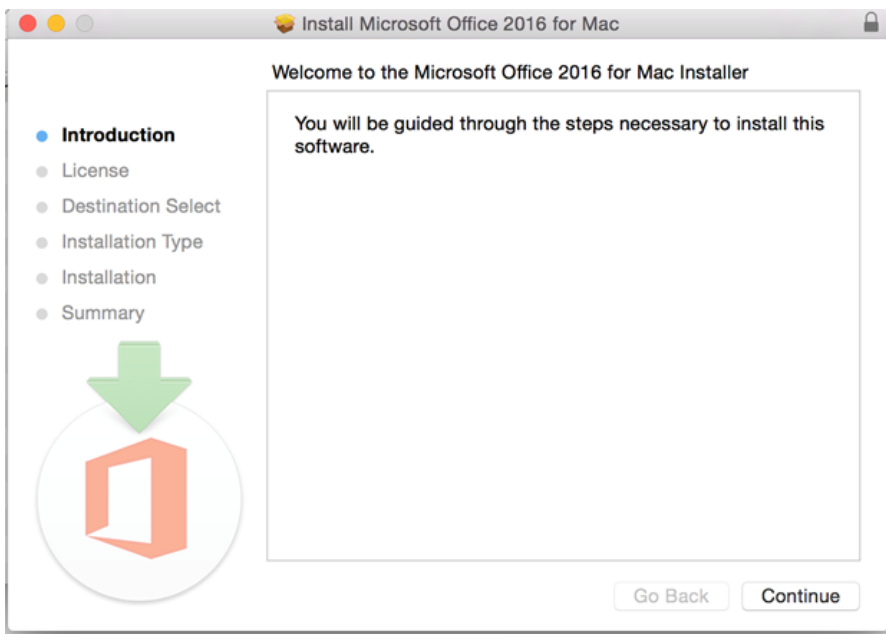
- After clicking the "Install Office 2016" button, you will be presented with a window similar to the one below.



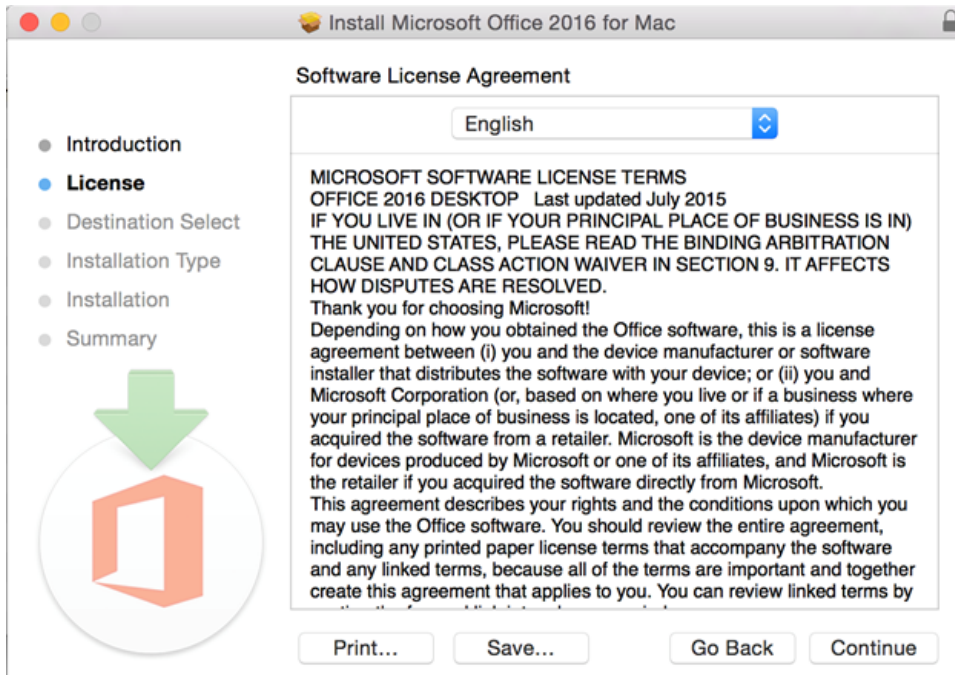
At this point it should be starting to download the needed file to install office. It can take a few minutes, but once it is done you should be able to click the arrow to the right of the download and click on “Show in Folder” it will bring up the following window: (note if you download a lot there will be other files in the list, but the one needed will be highlighted)



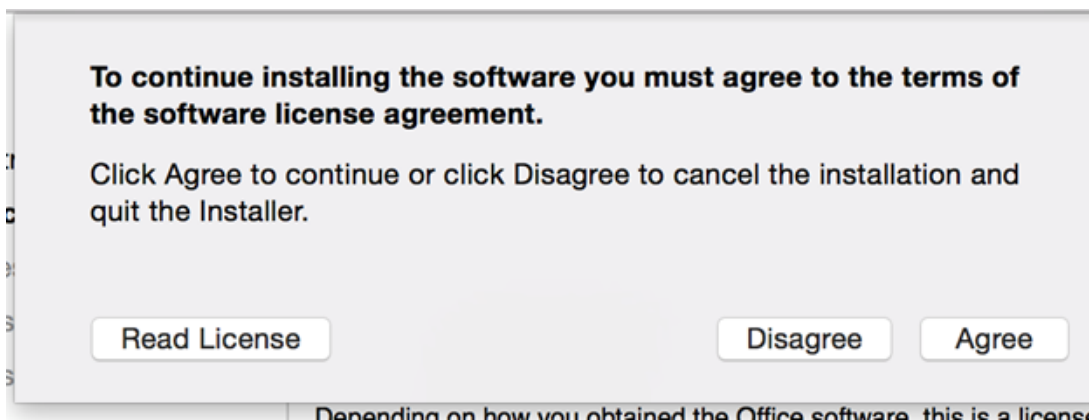
Double click on the Microsoft office 2016_installer.pkg and follow the prompts to finish installing: A series of screen shots follow that should match the ones you see:



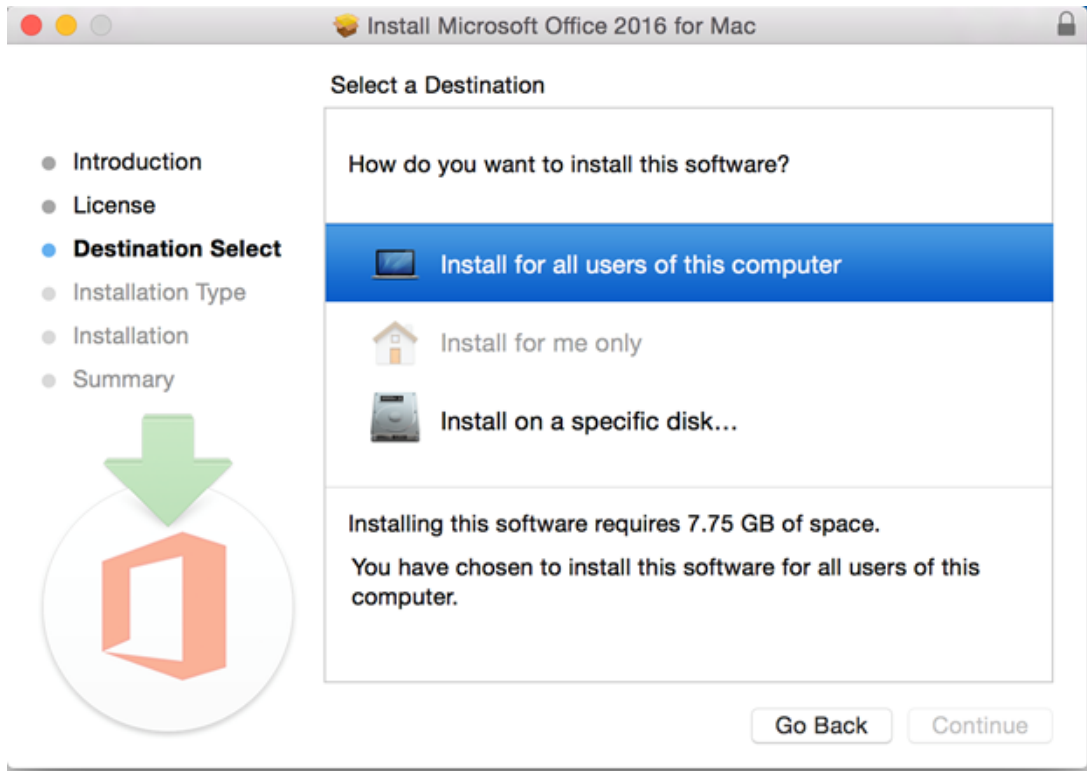
Click Continue



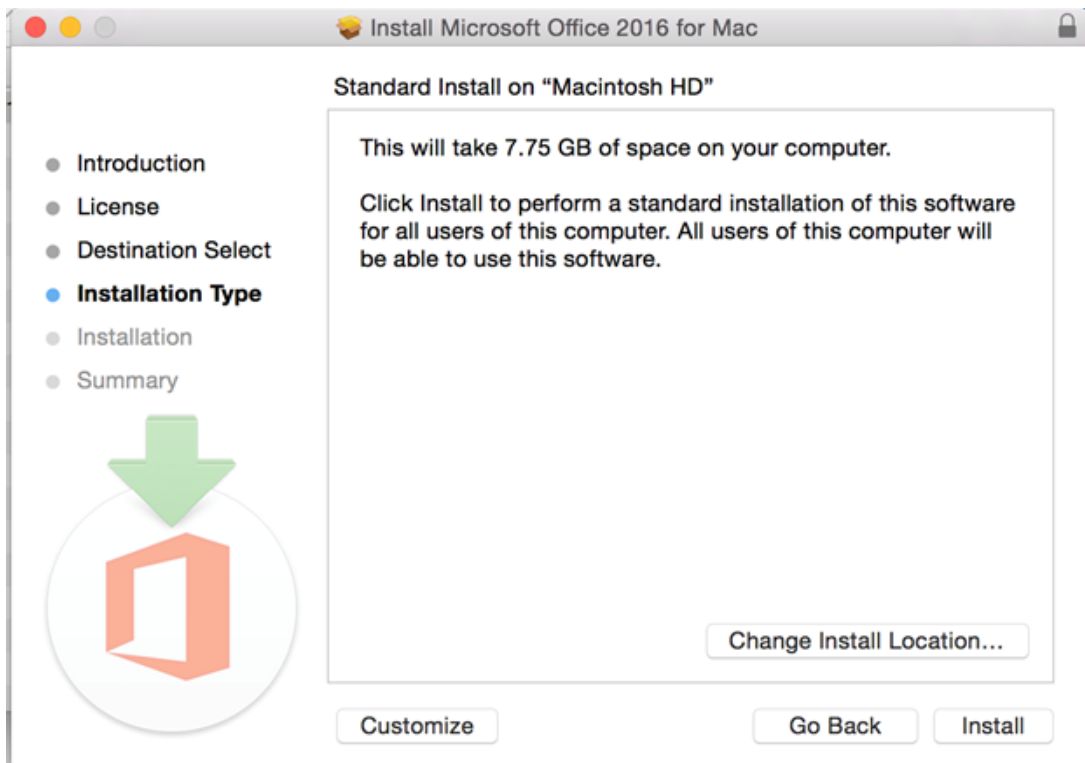
Click Continue



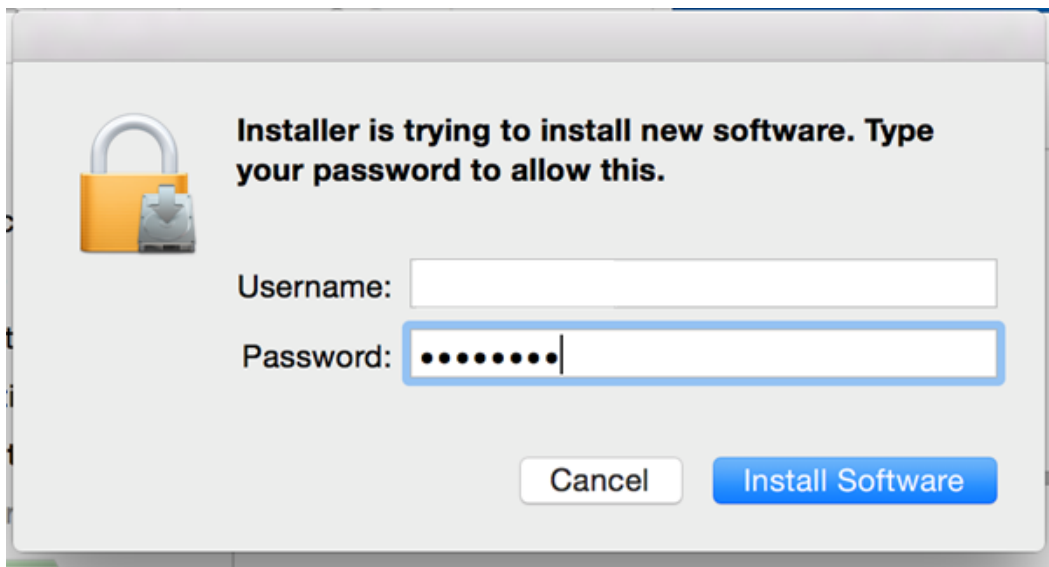
Click Agree



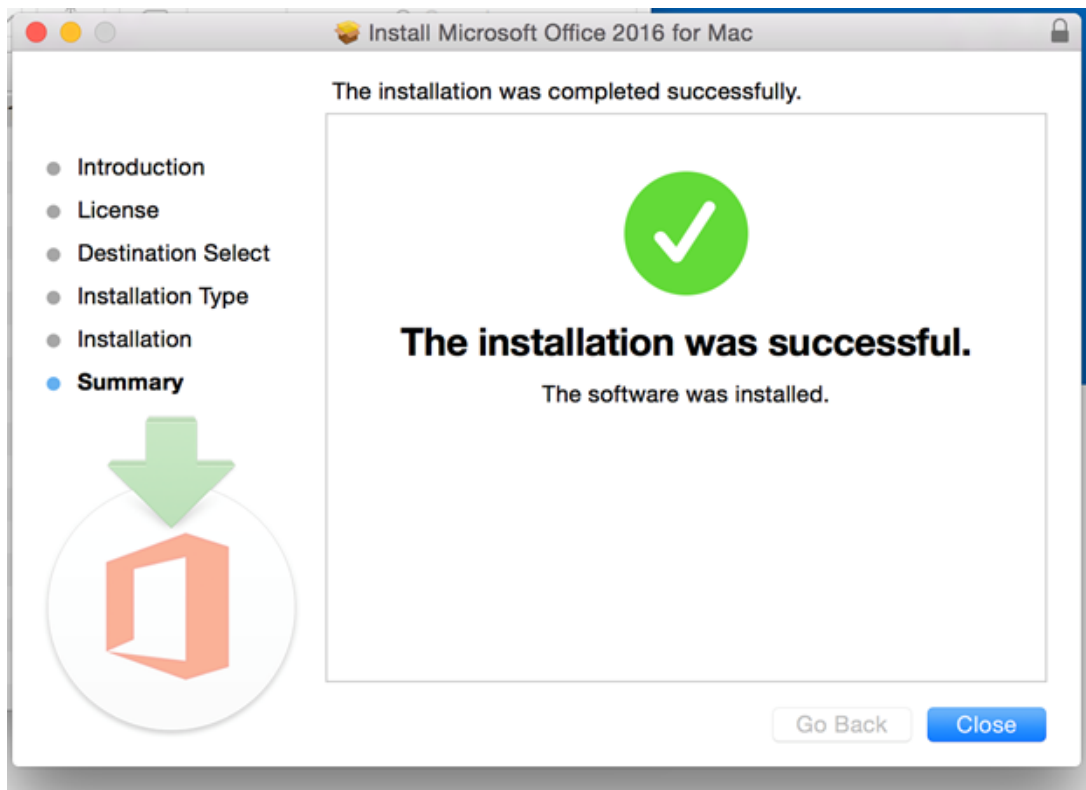
Click on Install for all users of this computer, then click Continue



Click on Install



Enter your username and Password for the computer and click Install Software



Click close when you see this screen, and you should now be able to use Office programs normally.

Special thanks to Rio Salado Community College for sharing this excellent documentation and allowing other colleges to customize it for their needs.