

# How to Install Office 365 Pro Plus on Windows

## PC System Requirements:

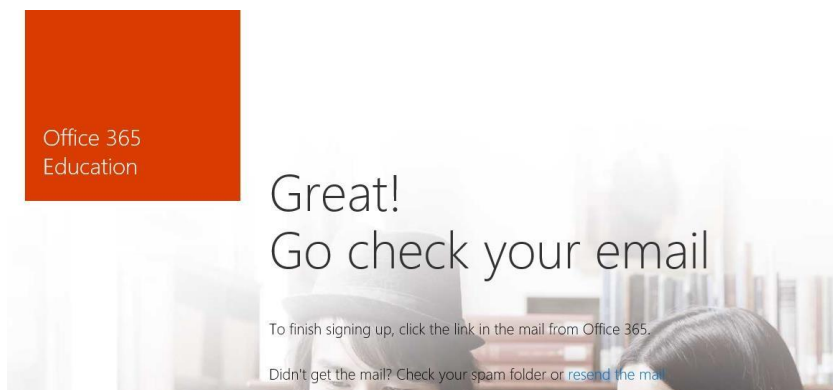
- Windows 7 or higher (Windows 8, Windows 8.1)
- At least 1GB of RAM
- At least 3GB free space on Hard Drive
- More details here: [Office for Windows System Requirements](#)

## INSTALLATION GUIDE:

1. For students - go to <http://office.com/GetOffice365>, choose Students, then click **Find out if you're eligible**, sign up using your Mapua email account (e.g. juandelacruz@mapua.edu.ph). Once signed in, Office 365 account and Office 365 Pro Plus license will automatically be created and assigned to you.

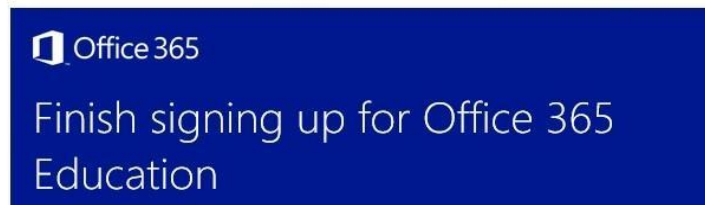
For Faculty/Staff - go to <http://office.com/Teachers>, choose Teachers, then click **Find out if you're eligible**, sign up using your Mapua email account (e.g. juandelacruz@mapua.edu.ph). Once signed in, Office 365 account and Office 365 Pro Plus license will automatically be created and assigned to you.

2. Check your email (e.g. access your email [juandelacruz@mapua.edu.ph](mailto:juandelacruz@mapua.edu.ph)).



3. Click the link and finish signing up. You should now be redirected to the Office 365 Portal, sign in using your Mapua email address and password.

Finish signing up for Office 365 Education | [View this email in your browser.](#)



We received a request from stacy.gumera@ciit.edu.ph to sign up for Office 365 Education. To finish signing up, click this link:

[Complete Office 365 Education signup](#)

Or copy and paste the following link into your browser:  
<https://portal.office.com/Start/Confirm?Token=XjsZvoAkBQQCqxsngESua8dqmSuwP3Z2k1aRDtdKM%2f3kTFfXF6s4dXR10WkLiB24o0w52blvTRbcWGjtqk7PVV8%2bOMnozUcyQE9PwLtgY833Dj6dtX7klsni4tDfc1%2b3DLbAvk%2fGcgfLKB%2bO15nSk23fkphr%2bvTuMCzeCtaN8%3d&culture=en-US&sku=78e66a63-337a-4a9a-8959-41c6654dfb56&ru=https://portal.office.com/>

Didn't try to sign up for Office 365 Education? Don't worry. You can ignore this email. The request will be canceled automatically.

Thank you,  
The Microsoft Office 365 Team

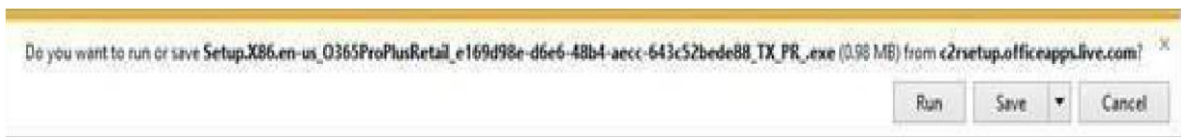


4. Select **gear icon** found at the upper right corner of the screen beside your name
5. Select **Office 365 settings**
6. Select **Software**, then **Office**. You should now see a screen with Office icons (Word, Excel, PowerPoint, and Outlook) shown below. Click **Install**

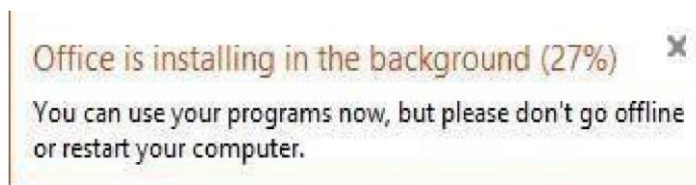


**Note: If your PC is running in 32-bit select 32-bit (version) otherwise select 64-bit if it's running in 64-bit.**

7. A popup box will appear at the bottom of the screen, select **Run**.



8. Follow the prompts and accept the license agreement.
9. The Office logo now appears. It may take several seconds to load the information for the next step. When it's done, a **Welcome to your new Office** screen will appear. Select **Next**
10. During the following steps, you will see a popup window at the bottom right of the screen that **says Office is installing in the background** along with a number indicating the percentage complete. Do not turn off your machine or disconnect it from the Internet until office has completed installation.



11. You will be prompted to select either **Use recommended settings** or **No thanks**. When you are ready to agree to the Microsoft license, select **Accept** to continue the installation.



## First things first.

Use recommended settings

Help us improve Office. The information sent to Microsoft helps us make the best software and services for you and is never used to identify or contact you. We take your privacy seriously.

No thanks

[View Privacy Statement](#)

This product also comes with automatic updates. [Learn more](#)

By clicking "Accept" you agree to the Microsoft Office License Agreement. [View Agreement](#)

Accept

12. A short video from Microsoft will play. Select **Next**. As you install Office, information about saving to OneDrive may display
13. Select **Sign in** at the next screen. Enter your Mapua email account (e.g. [juandelacruz@mapua.edu.ph](mailto:juandelacruz@mapua.edu.ph))
14. Then select **Organizational Account**

## We Need a Little More Help

It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in.



**Microsoft account**  
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



**Organizational account**  
Sign in with the account provided by your work, school, or university.

When you sign in, your documents and settings are online. [Learn more](#) | [Privacy statement](#)

15. Enter your password when prompted.
16. A screen will appear that says welcome to OneDrive. Select **Next**
17. You can now select what theme you want to apply to the installation of office. The theme affects what design is displayed in the office header area.



## Welcome!

How would you like your Office to look?

Calligraphy  
Circles and Stripes  
Circuit  
Clouds

18. A screen will appear that says **We're getting things ready**. Select **No, thanks** to skip the slides. When the **You're Good to Go** screen appears, Select **All done** to exit the installation.



You can now use your Office! 😊