

Office365 ProPlus

Is a productivity software (including Word, PowerPoint, Excel, Outlook, OneNote, Publisher, Access, and Lync) that is installed on your desktop or laptop computer.

Office 365 ProPlus is a user-based service that allows people to access Office experiences on up to 5 PCs or Macs and on their mobile devices.

Office 365 ProPlus includes:

<p>Office suite included</p>	<p>Always have the latest versions of:</p>  <ul style="list-style-type: none">■ Capture your ideas however you work best—using a keyboard, pen, or a touchscreen.■ Open PDFs and edit paragraphs, lists, and tables just as you do in familiar Word documents.■ Keep track of comments in Word documents and mark them as done with the new reply button.■ Convert your data into a chart or table in two steps or less so you can analyze it faster, and then preview it with different formatting.■ Embed Excel spreadsheets, Visio diagrams, photos, and almost any other kind of computer file, in your OneNote notebooks.■ Share your PowerPoint presentation over the web by sending a link to it.■ Design customized marketing materials that fit your brand and customers.
<p>Office on more devices</p>	<p>Enjoy a consistent and familiar Office experience across PCs, Macs, Windows tablets, iPads, and most mobile devices.</p> <p>Office supports PCs and Windows tablets running Windows 7 or higher, and Macs with Mac OS X 10.6 or higher. Office for iPad can be installed on iPads running version 7.0 or higher. For information about mobile devices, visit www.office.com/mobile.</p>

How to install Office365 ProPlus

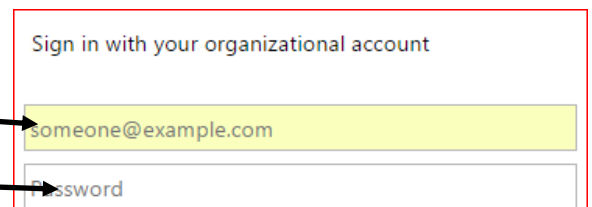
1. Log on to your email via the internet

<https://login.microsoftonline.com> or from the school website

2. Your email address

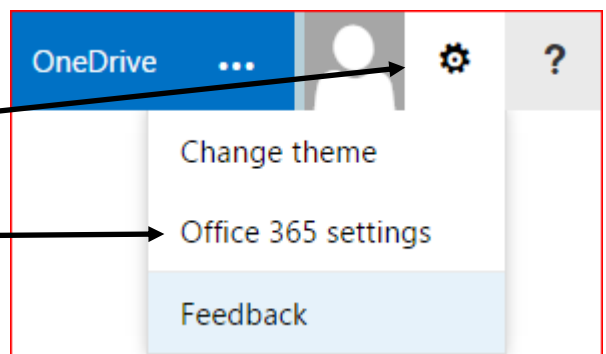
*****@lathom.lancs.sch.uk

Password

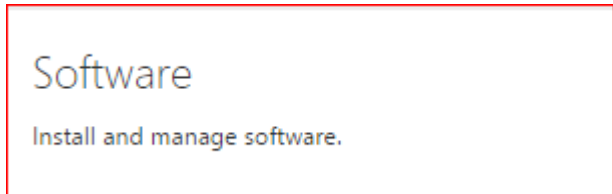


3. Click on the cog

4. Select 'Office 365 Settings'



5. Select 'Software' from the menu



6. You should then see the option to install Office.

