# INSTALLING MICROSOFT OFFICE 365 PROPLUS ON HOME COMPUTERS

A QUICK HOW-TO GUIDE FOR STUDENTS

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This guide outlines the procedure for installing the Microsoft Office Suite on a Windows device. The process will be similar for other devices.

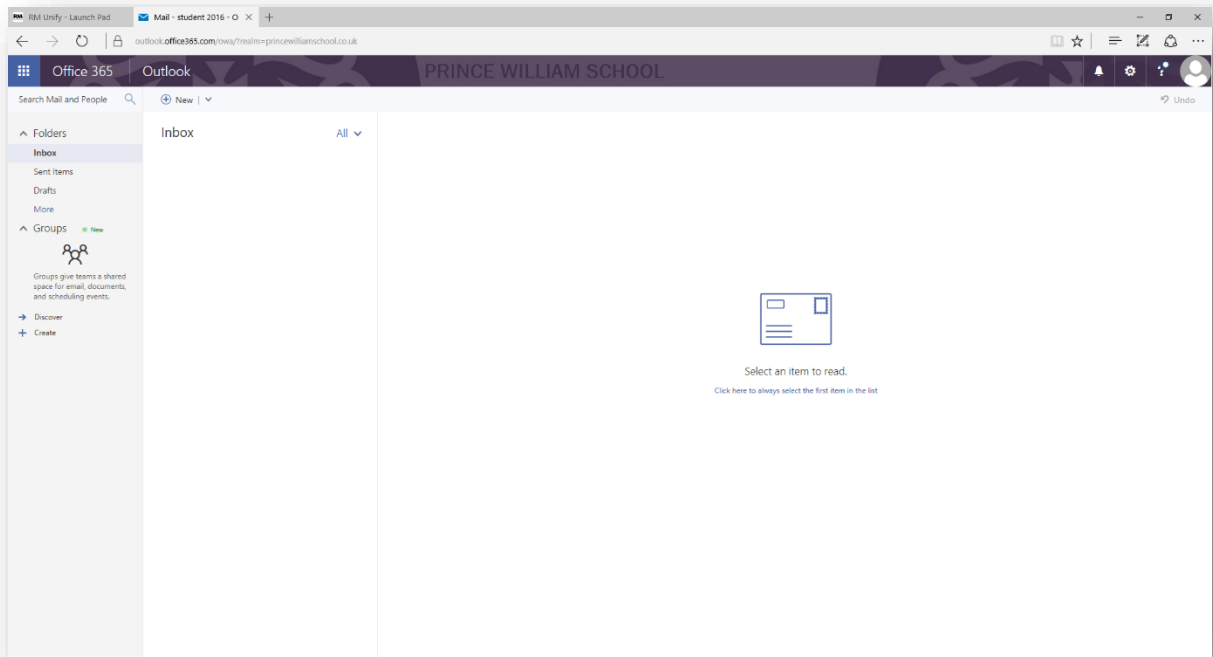1. Firstly, open your web browser and go to https://pws.rmunify.com
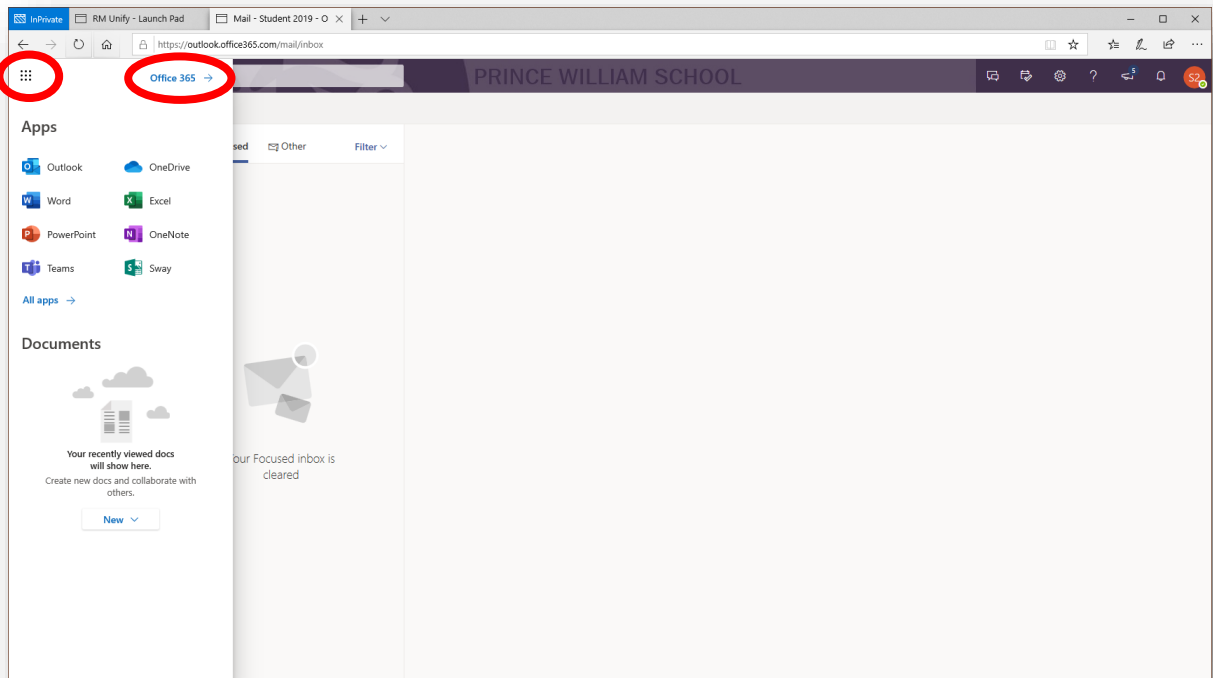   Log in with your school username and password
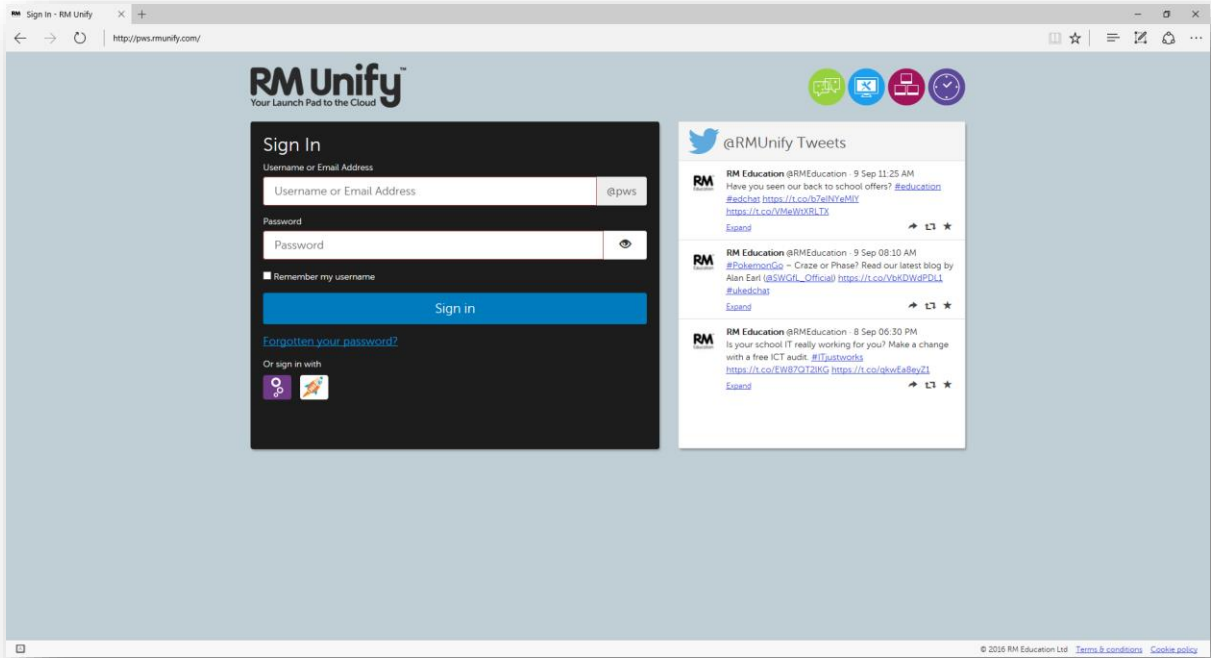
2. Once you have logged in, the School's tile page will load.
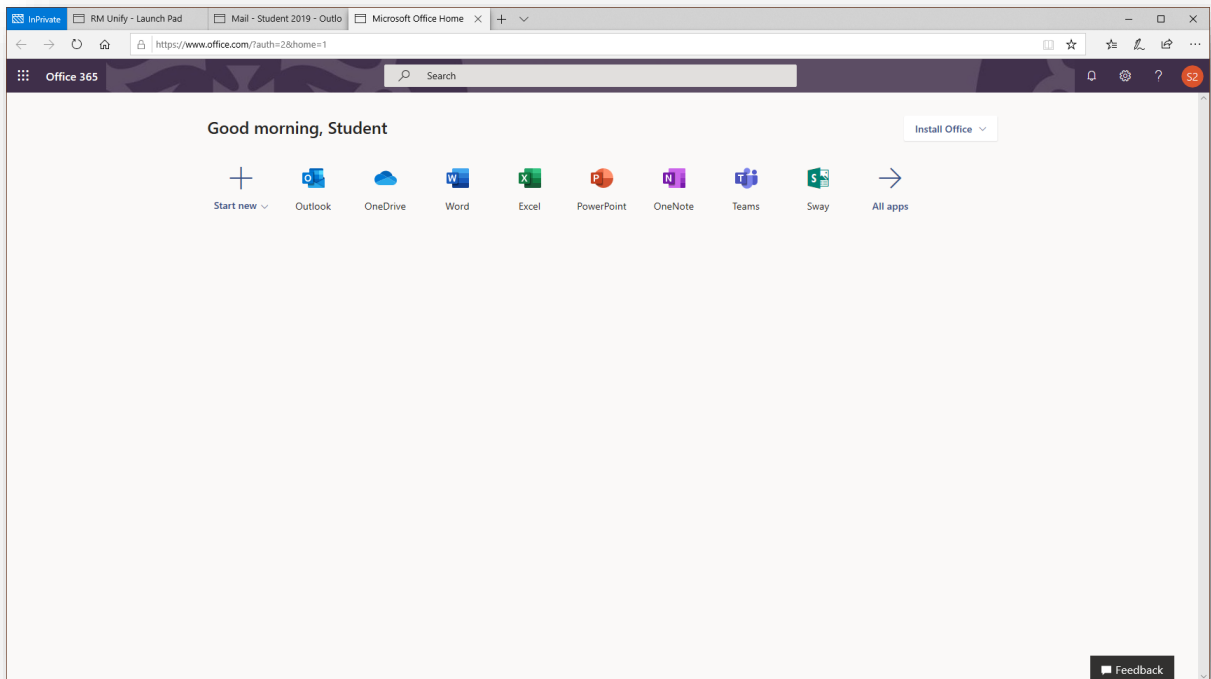   Click on the **Mail** tile to open your school email account.
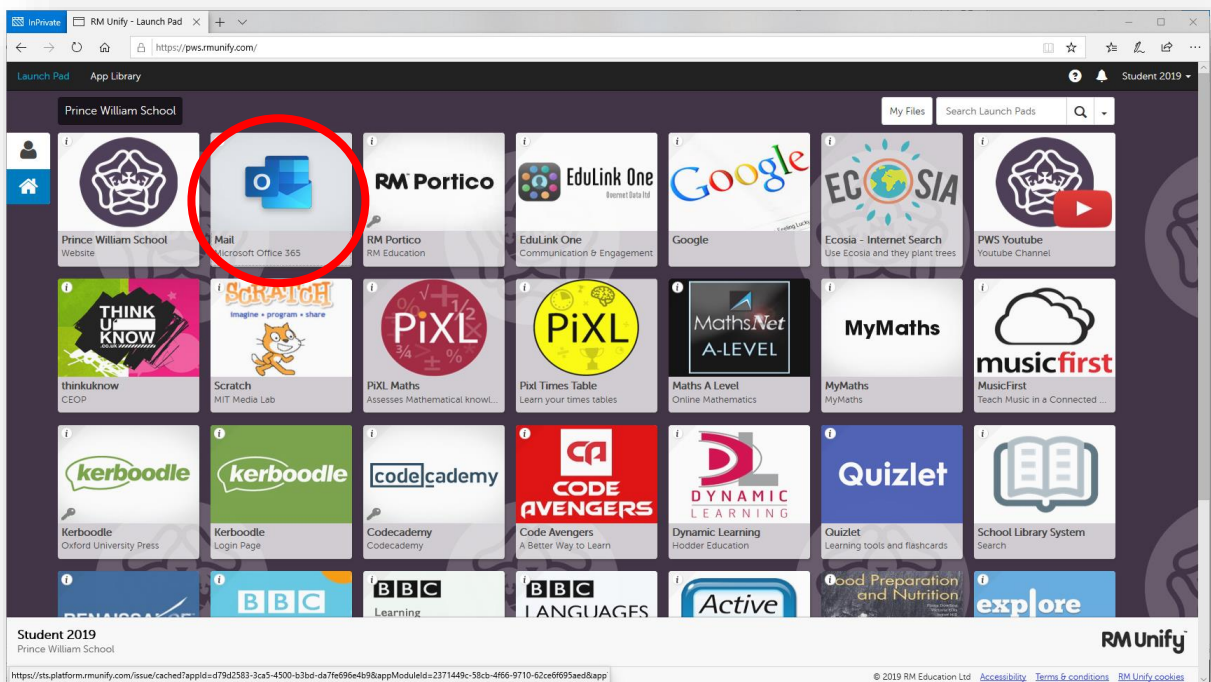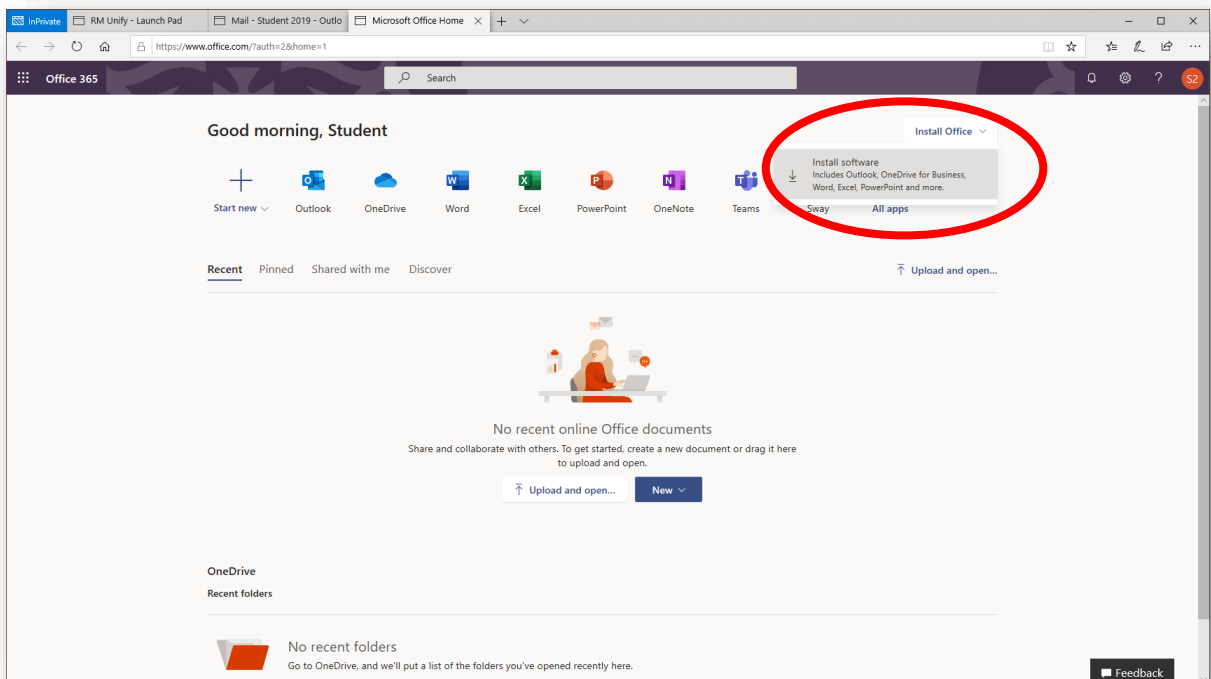
3. Outlook will then load

4. Click on the little **App Drawer** icon in the top left corner
    Click **Office 365** from this menu

5. This will load the **Office 365 Home** page

6. Click on **Install Office** in the top right corner
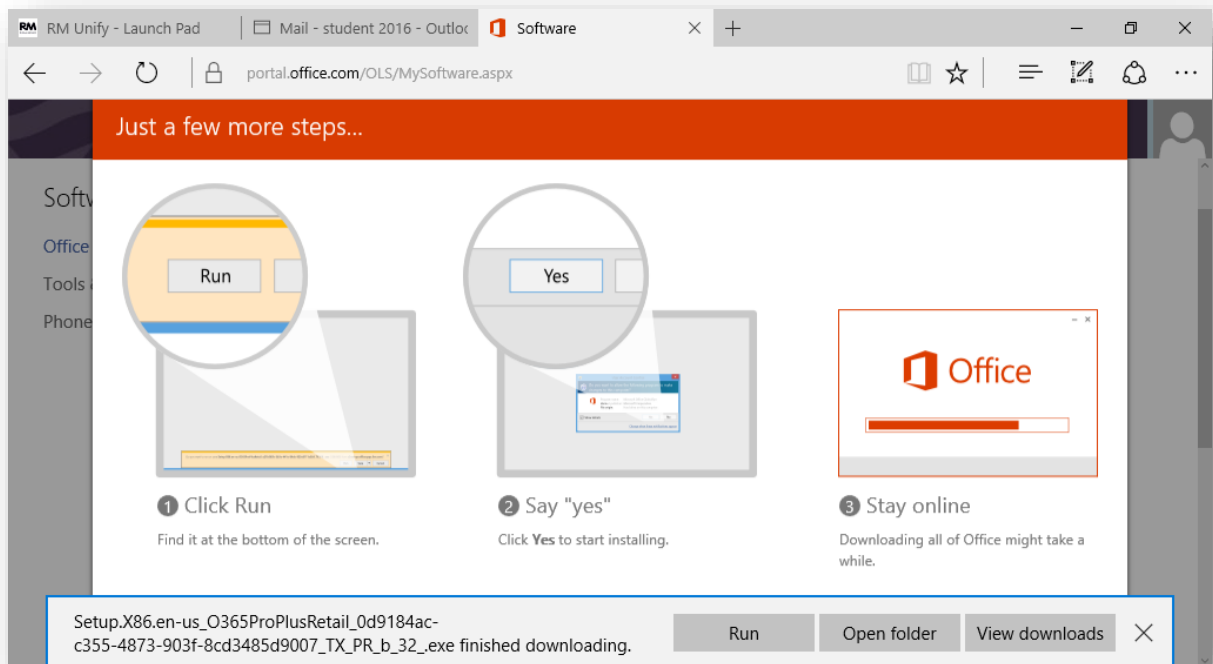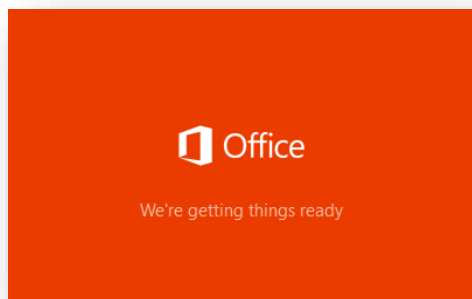   Click **Install software** from the menu that appears

7. The application will then start to download.
   This step is slightly different depending on which web browser you use. Once it has finished you will either need to click **Run** or click on the downloaded application icon

8. The installation of the application will then begin

9. The installation continues
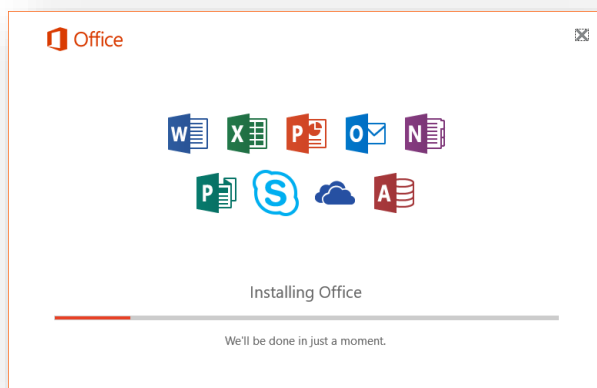
10. Once the installation has finished you will see this screen.
    Click **Close**

You're all set! Office is installed now
Click Start > All Apps.

Close

11. Click **Accept**

First things first.

This product also comes with Office Automatic Updates.
Learn more

By clicking "Accept" you agree to the Microsoft Office License
Agreement.
View Agreement
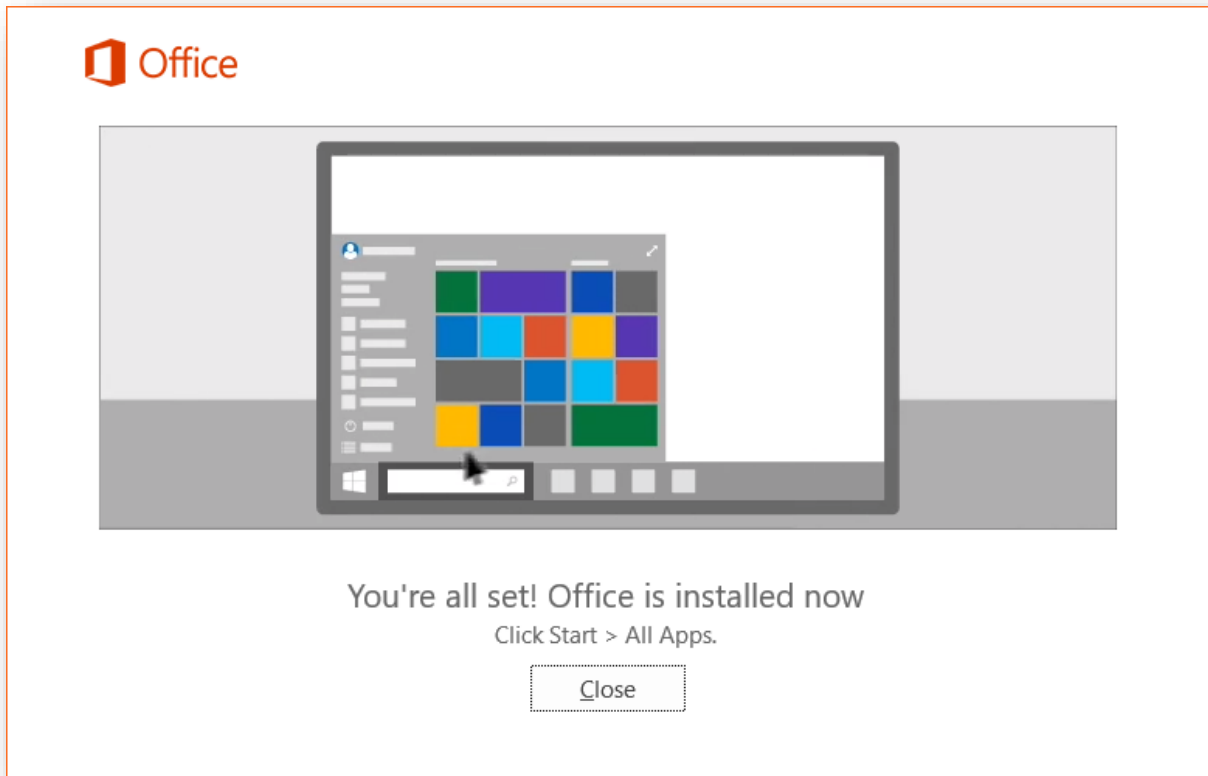
Accept
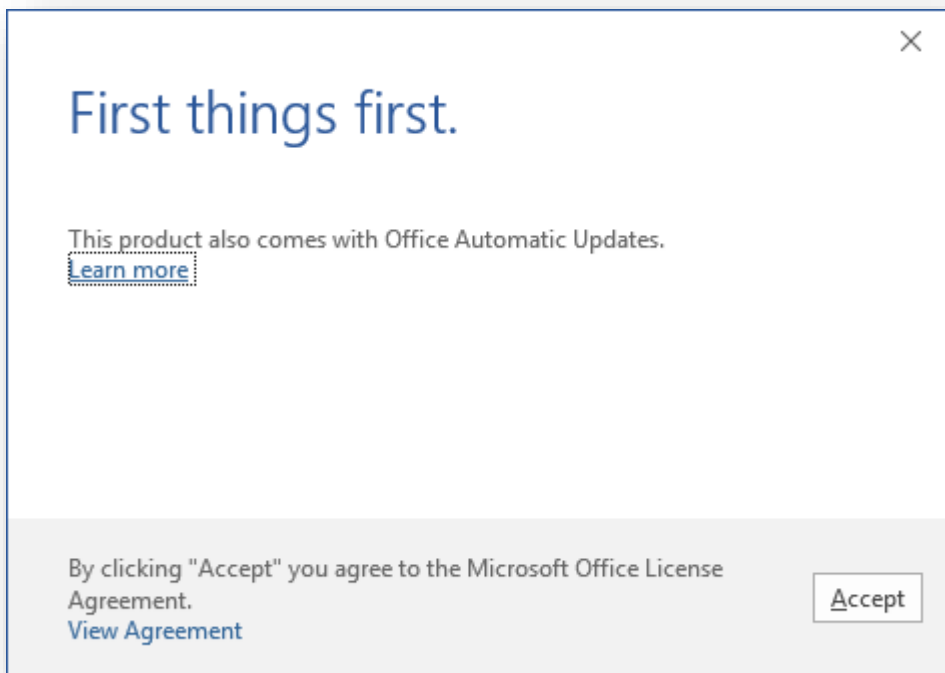
12. The next screen asks you to choose the default formats to save you work as. Choose **Office Open XML Formats** and click **OK**
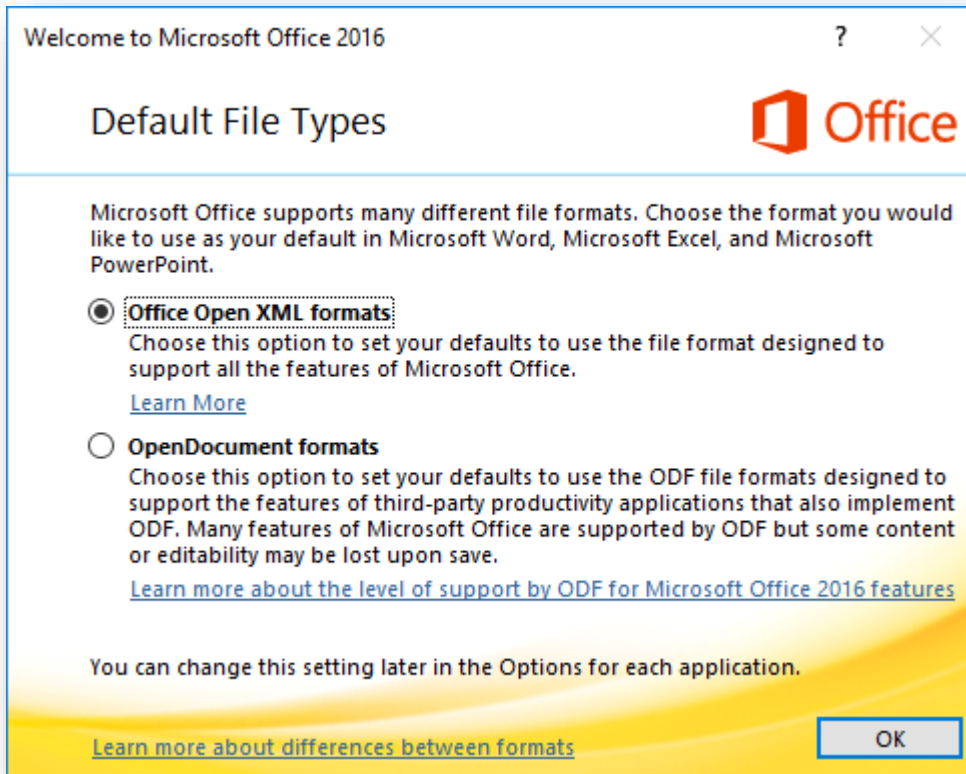
The Microsoft Office Suite is now installed. To access the programs go to:
- Start Menu > All Programs (or apps) > Microsoft Office > choose one of the applications

Additional Information

Office 365 ProPlus is the version of Office that comes with many Office 365 plans. It includes Access, Excel, InfoPath, Skype for Business, OneNote, Outlook, PowerPoint, Publisher, and Word.

Project, Visio, and SharePoint Designer aren't included with Office 365 ProPlus, but are available in some Office 365 plans.

Office 365 ProPlus is like other versions of Office

Office 365 ProPlus is similar to other versions of Office that you can deploy to your users. Here are some important similarities:

- Office 365 ProPlus is a full version of Office. The programs have the same features and functionality as other versions of Office. For example, Word in Office 365 ProPlus works the same way it does in Office Standard 2019.
- Its system requirements are the same. For more information, see System requirements for Office 2019.
- Like other versions of Office, Office 365 ProPlus is available in a 32-bit and a 64-bit version. We recommend you deploy the 32-bit version, even on computers using 64-bit operating systems. If you think you need the 64-bit version, carefully review the information about 64-bit editions of Office 2019 before you deploy.
- When you deploy Office 365 ProPlus, it's installed on the user's local computer. Office 365 ProPlus is not a web-based version of Office. It runs locally on the user's computer. Users don't need to be connected to the Internet all the time to use it.
- You can use many of the same tools to deploy and configure Office 365 ProPlus that you're already using to deploy Office. For example, you can use System Center Configuration Manager to deploy Office 365 ProPlus. In addition, you can use the same Group Policy settings that you use with other versions of Office to configure and enforce Office 365 ProPlus program settings. For more information, see Determine the deployment method to use for Office 365 ProPlus.

What's different about Office 365 ProPlus?

Even though Office 365 ProPlus is a lot like other versions of Office, there are differences.

Licensing differences

- Office 365 ProPlus is offered as a monthly subscription. If you cancel your subscription, Office 365 ProPlus goes into reduced functionality mode. In reduced functionality mode, users can open and view existing Office files, but users can't use most of the other features of Office 365 ProPlus. For more information, see Overview of licensing and activation in Office 365 ProPlus.
- To use Office 365 ProPlus, a user must have an Office 365 account and have been assigned a license. If you, as the Office 365 administrator for your organization, remove a user's license or account, the user's installations of Office 365 ProPlus go into reduced functionality mode.
- Even though users don't need to be connected to the Internet all the time to use Office 365 ProPlus, users must connect to the Internet at least once every 30 days. This is so that the status of their Office 365 subscriptions can be checked. If users don't connect within 30 days, Office 365 ProPlus goes into reduced functionality mode. After users connect to the Internet and their subscription status is verified, all the features of Office 365 ProPlus are available again.
- Users can install Office 365 ProPlus on up to five different computers with a single Office 365 license. For example, a user can have Office 365 ProPlus installed on a computer in the office, on a laptop to use when traveling, and on a home computer.