OFFICE 365 PRO PLUS IS AVAILABLE TO STAFF AND STUDENTS where the risk assessment for use of O365 additional services option has been accepted and the option enabled for the user by the local site ICT administrators.

This software can be installed on up to 5 personal devices (Windows PC and/or Mac OSX) and should not be installed on DECD supplied workstations.

To assist schools manage their eduCONNECT bandwidth, the ability to download the Office 365 Pro Plus software will be limited to out of school hours (between 4pm and 8am).

1. Open a web browser and visit http://www.office.com

2. Click Sign In (top right corner) and enter your full email address (e.g. John.Smith123@schools.sa.edu.au) to login to the Office 365 portal.
3. If you have not already been authenticated, you will be redirected to the LearnLink Login Page.

4. Enter your LearnLink user account credentials and click Log On

5. Once authenticated, you will be logged into the Office 365 Portal

Note: Available online apps icons will vary depending on the licence available for the user
INSTALL ON WINDOWS DESKTOP MACHINES

6. Click Install Office 2016 (top right corner)

7. Follow the steps provided to install Office 365 Pro Plus.

INSTALL ON MAC OSX DESKTOP MACHINES

8. Click Install Office 2016 (top right corner)

9. Follow the steps provided to install Office 365 Pro Plus.
MANAGE WINDOWS DESKTOP AND MAC OSX INSTALLS

10. To view on how many devices you have installed Office 365 Pro Plus, on the Office 365 ribbon click Settings (1), Office 365 (2) and then Install Status (3) on the left hand menu.

11. If you no longer require the software on a device, click Deactivate.

   ![Deactivate Office](image)

   Note: After you deactivate and install, you won’t be able to use many of its features. Deactivating the install does not remove the latest version of Office from your computer.

REMOVE WINDOWS DESKTOP INSTALLATION

12. Open Control Panel -> Programs and Features

13. Double click Microsoft Office 365 ProPlus

   ![Office 365 ProPlus uninstall](image)

14. Click Uninstall and follow the prompts.
REMOVE MAC OSX INSTALLATION

15. Open Finder -> Applications

![Finder with Applications folder]

16. Drag the application(s) to the Trash folder

![Trash folder with Excel]

17. Enter account credentials to confirm

![Password input dialog]

OFFICE HELP AND TRAINING

Further information, help and training visit [http://support.office.com](http://support.office.com)