You can access your data from multiple devices!

Microsoft Office 365 ProPlus Installation Guide

Personal computers and devices only - Free of Charge for Conroe ISD

Microsoft Office 365 ProPlus is one of the subscription service plans in the new Office suite. It is productivity software that includes Word, PowerPoint, Excel, Outlook, OneNote, Publisher, Access, and Skype for Business. Office 365 ProPlus is a user-based service that allows access to Office on up to 5 devices. Traditional Office installations were tied to one device.

Office Professional Plus 2013 and Office 365 ProPlus deliver the same application experience. Office 365 ProPlus is connected to the user, so CISD employees and students can install Office 365 ProPlus on multiple devices concurrently at NO cost! You will have access to mobile Office experiences across smartphones, tablets, and other devices used.

Office 365 ProPlus is to be installed on personal devices only. **It is not licensed to install on CISD equipment, and will corrupt Office 2013 installation on CISD images.** Use at your own risk on personal devices. If a Microsoft Office product is already installed on the personal computer or laptop, Office 365 ProPlus license will overwrite any Office product installed on the machine. Do not install Office 365 ProPlus if you already have a copy of Microsoft Office installed. If you prefer to run Office 365 ProPlus, uninstall Microsoft Office and reboot the machine, then install Office 365 ProPlus.

To get started, please follow the directions below

These instructions were created using Internet Explorer 10 with Windows 7 operating system. Screens may vary with a different operating system or browser.

Open the browser, go to: **http://portal.office.com**

In the login fields, use Your First Class username followed by:

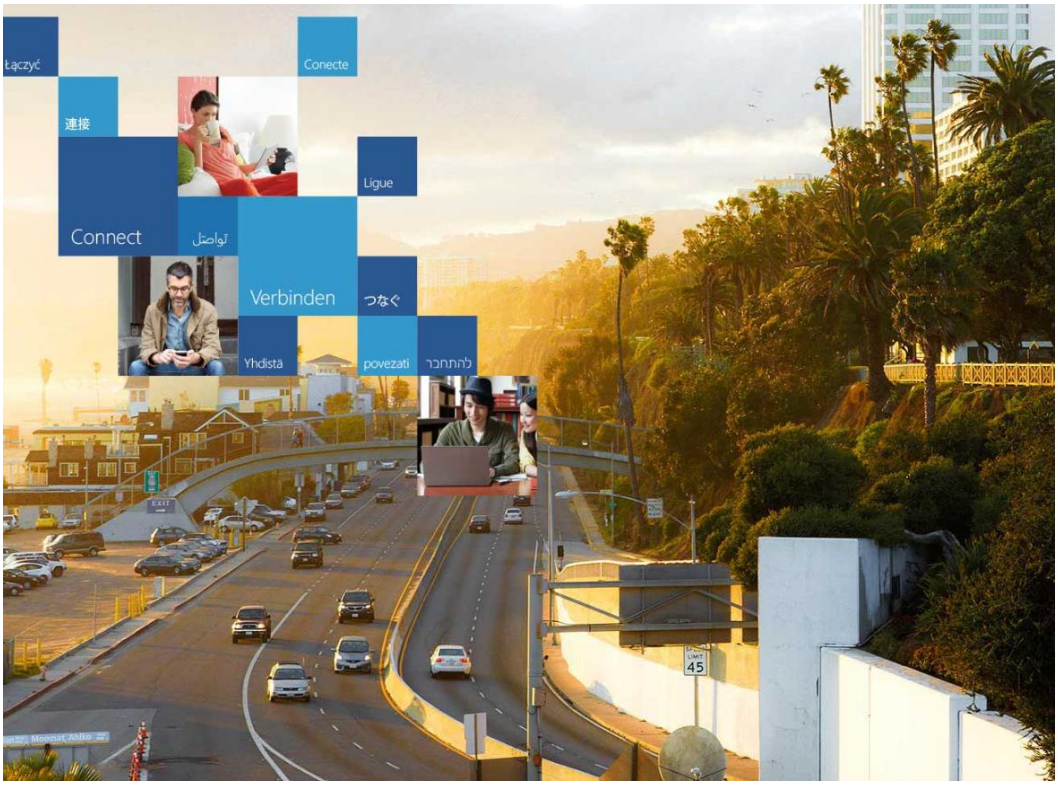
@studentmail.conroeisd.net (For Students)

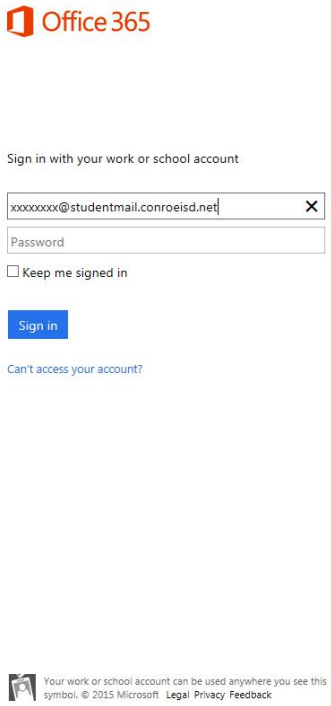
@conroeisd.net (For Employees)

Example: ateacher@conroeisd.net or astudent@studentmail.conroeisd.net

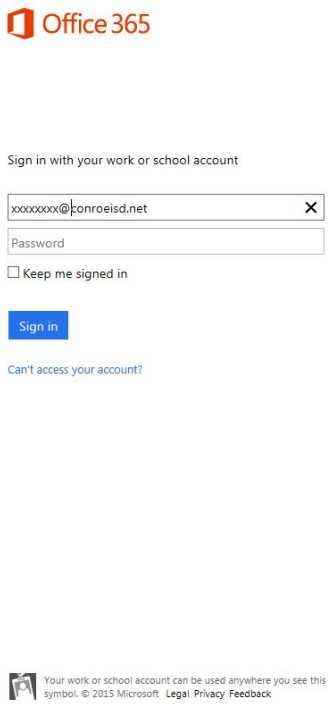
The password will be the same as your First Class password.

Students: *loginname*@studentmail.conroeisd.net





Employees: *loginname*@conroeisd.net



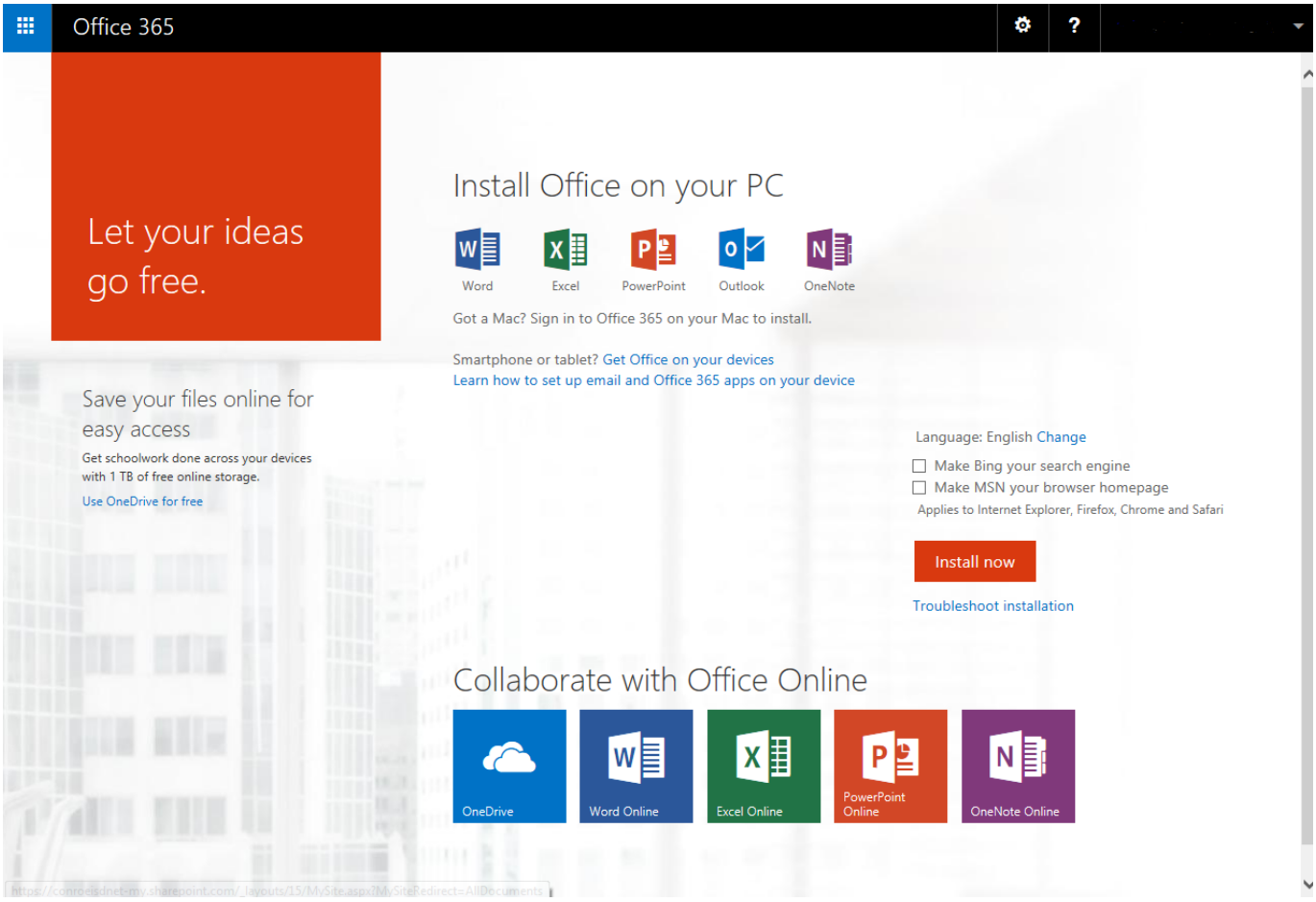
Uncheck Make Bing your search engine.

Uncheck Make MSN your browser homepage.

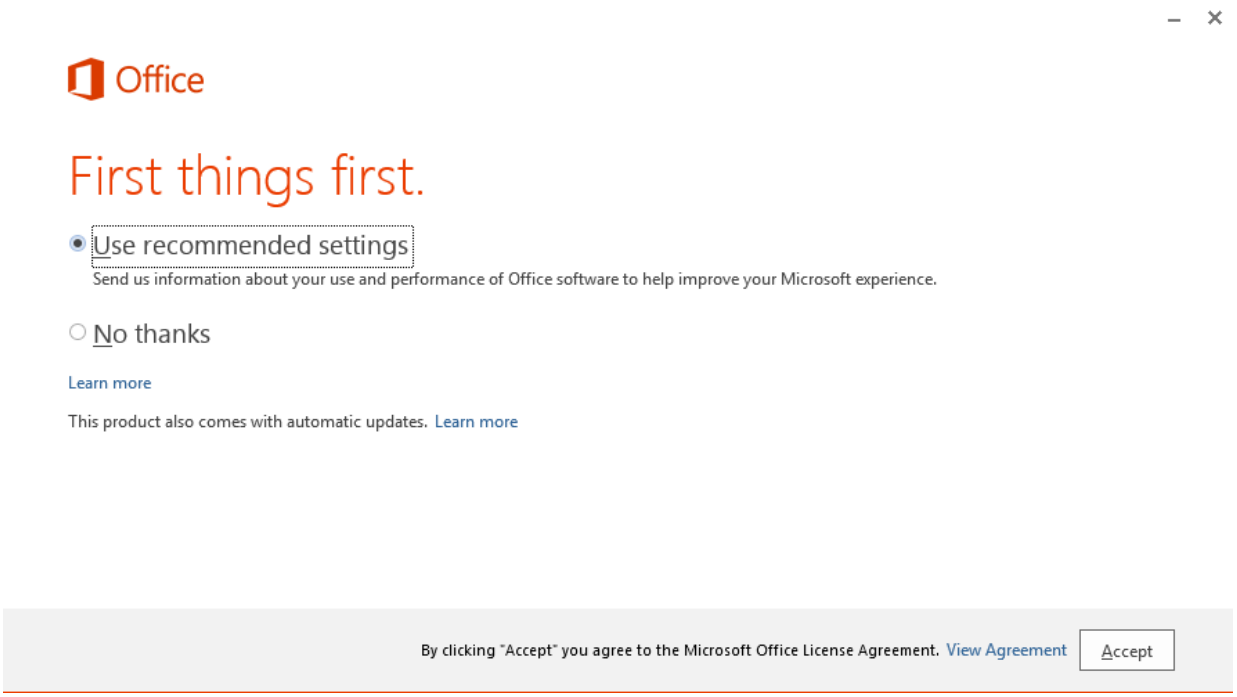
Click Install now.

Click Run when prompted.

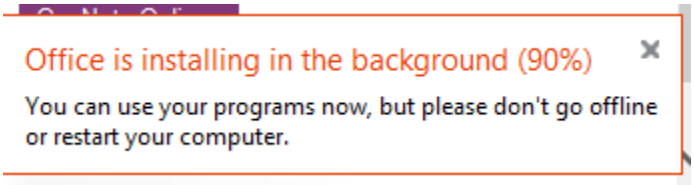
Click next when prompted.



Select Use recommended settings and click Accept.

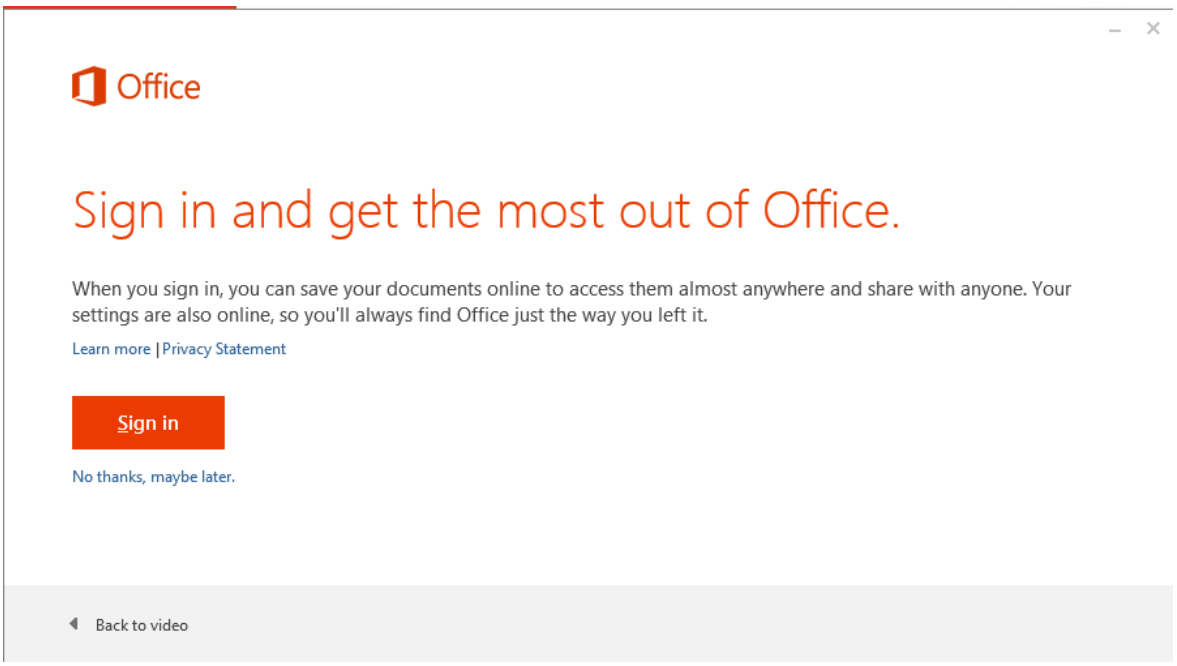


On the bottom right of screen, it will show the progress of your Office 365 ProPlus installation.

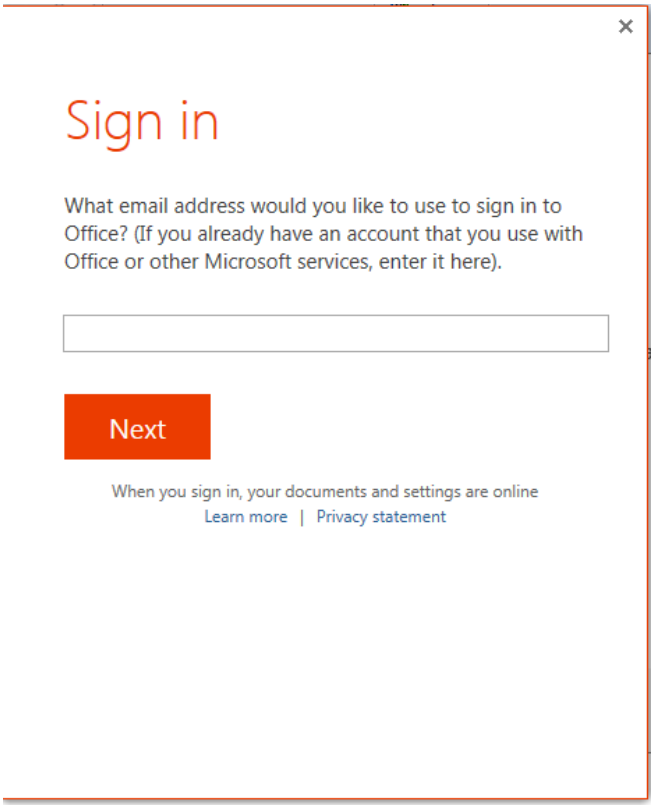


A brief video will play.

Click Sign In.

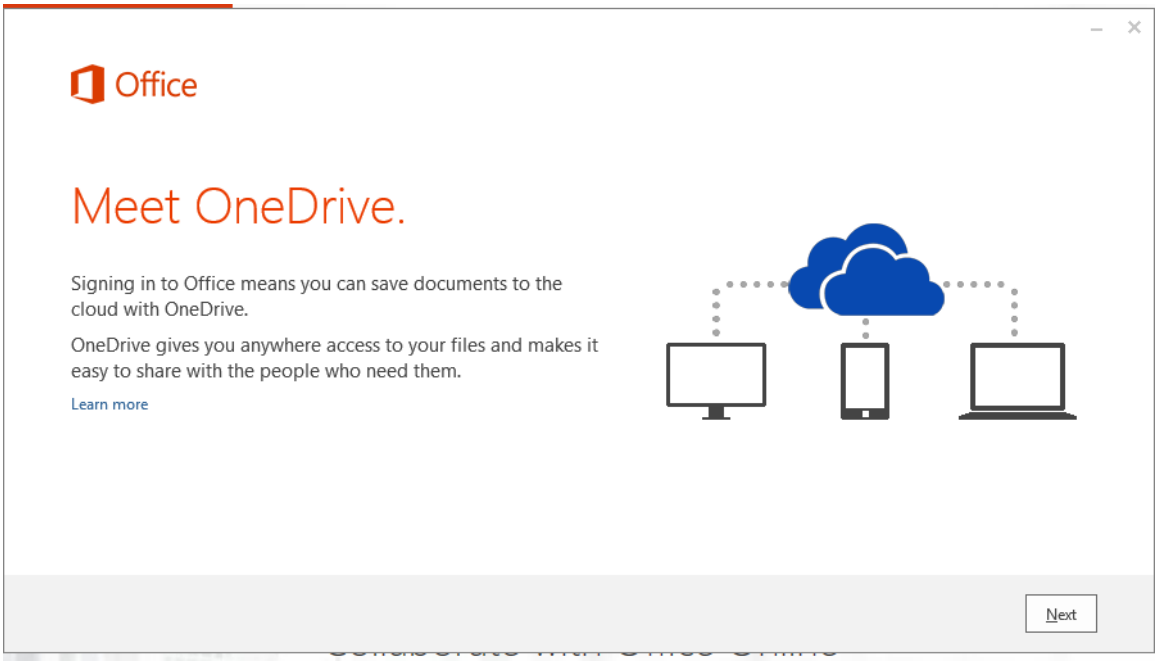


Enter the CISD user account name as specified earlier. Click Next.

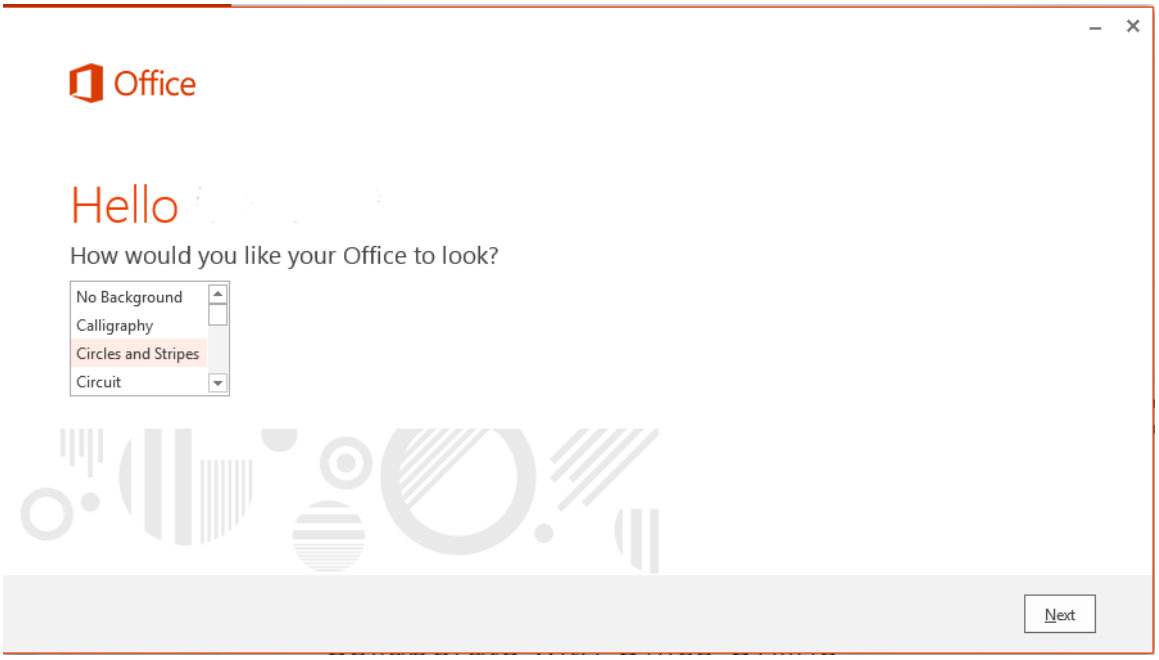


Enter password when prompted, which will be the password used for your CISD First Class account.

Click Next.

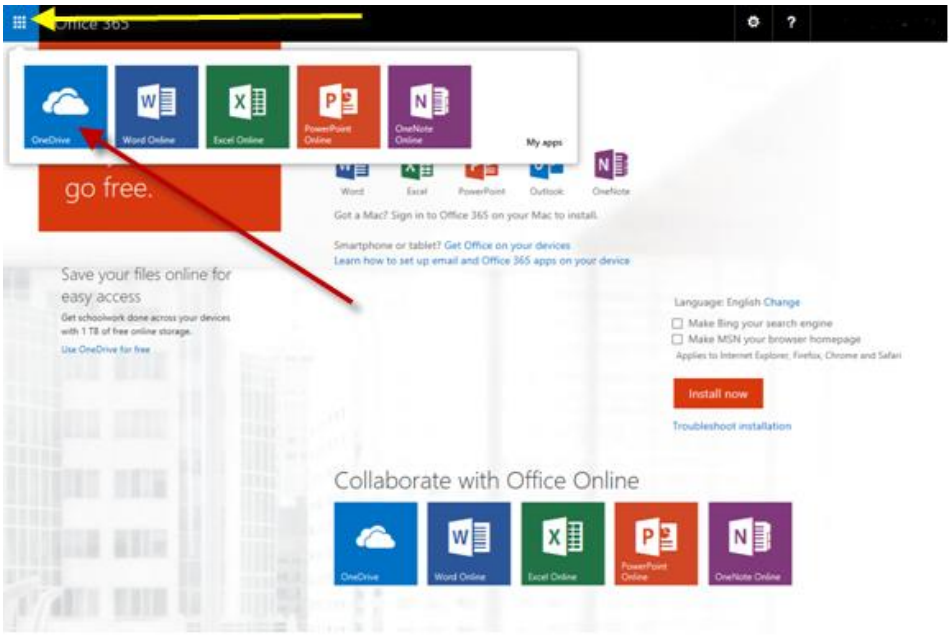


Select your background when prompted. Click Next.

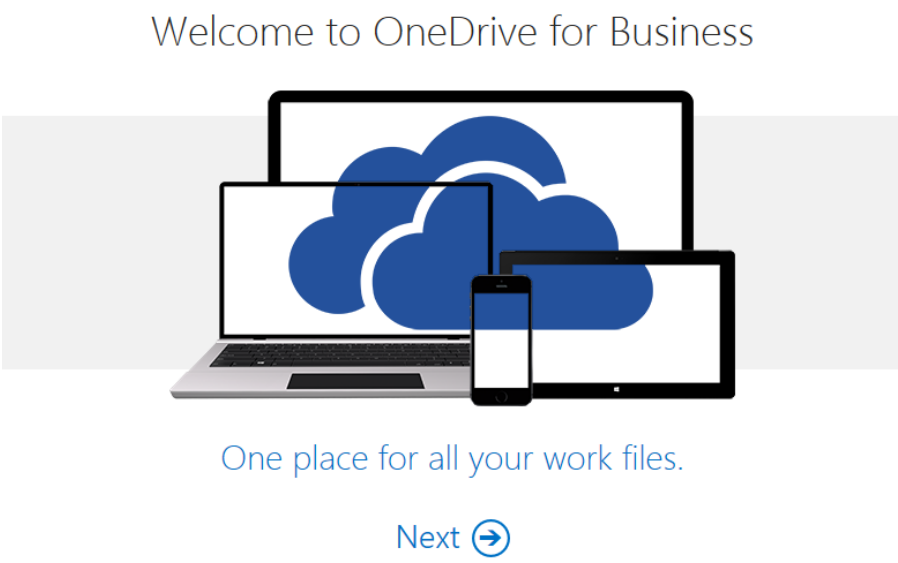


Take a Look at what's new or choose to continue by selecting No Thanks. It will go to the following screen. Click all done when it appears!

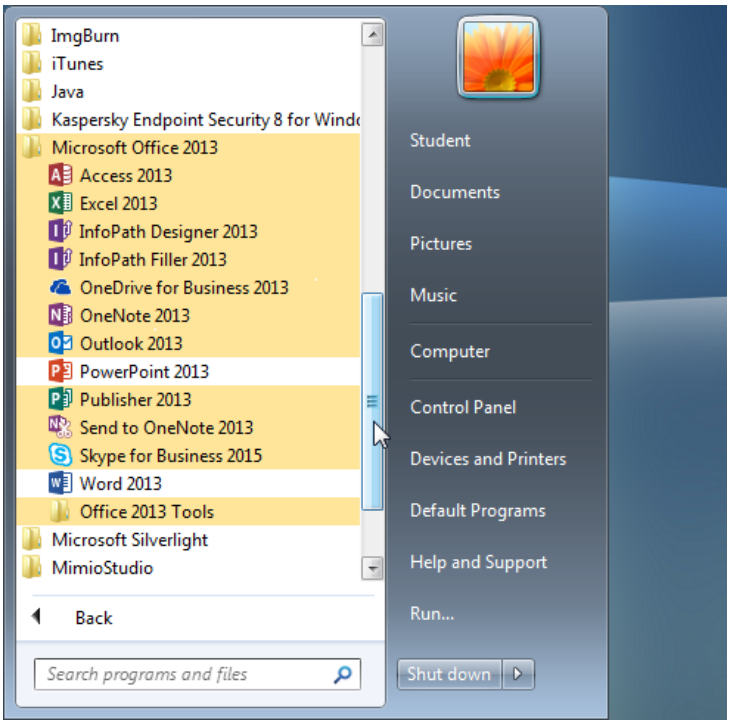
Office 365 ProPlus is ready for use. Set up your OneDrive first to be able to create and share documents. Use the pull down menu button (yellow arrow shows it in the screen shot below), then select the OneDrive button.



Click Next. Create, save, and share documents using the OneDrive. Each user account will get 1 TB of storage space from Microsoft, which is free to use.



After installation is complete, reboot your machine. Microsoft Office 2013 is in the Start menu. This is installed during the installation of Office 365 ProPlus and will use the license for Office 365 ProPlus. Open using the start menu, or go to **http://portal.office.com** and use your user login name and password used during installation. Login to save to the OneDrive and be able to share data, regardless if you open from the Start menu or go to the portal.



WARNING

NOTE: When students graduate or leave CISD, their Office 365 ProPlus account will be deleted and data will not be accessible from their OneDrive using that account. Employees that leave CISD will no longer have their *conroeisd.net* login to Office 365 ProPlus available, therefore they will not be able to access the data on their OneDrive. Prior to leaving CISD, all data from your OneDrive will need to be saved to your local machine or to an external drive. If you have issues or questions with this product, please use Microsoft online support at https://support.office.com/en-us/article/Contact-Office-365-for-business-support-32a17ca7-6fa0-4870-8a8d-e25ba4ccfd4b or call 1-800-865-9408.

Compatibility Appendix

Office 365 ProPlus is compatible with the following operating systems:

https://support.office.com/en-nz/article/System-requirements-for-Office-using-Office-365-for-business-4349bb87-531e-4ee9-8019-1d19dfab3a5a?ui=en-US&rs=en-NZ&ad=NZ

Compare how different mobile devices work with Office 365:

https://support.office.com/en-gb/article/Compare-how-different-mobile-devices-work-with-Office-365-bdd06229-776a-4824-947c-82425d72597b

Office 365 mobile device setup:

https://support.office.com/en-gb/article/Office-365-mobile-setup---Help-7dabb6cb-0046-40b6-81fe-767e0b1f014f?ui=en-US&rs=en-GB&ad=GB

This software is provided as is, and free of charge only to CISD employees and students.

CISD does not provide support for end user owned devices.