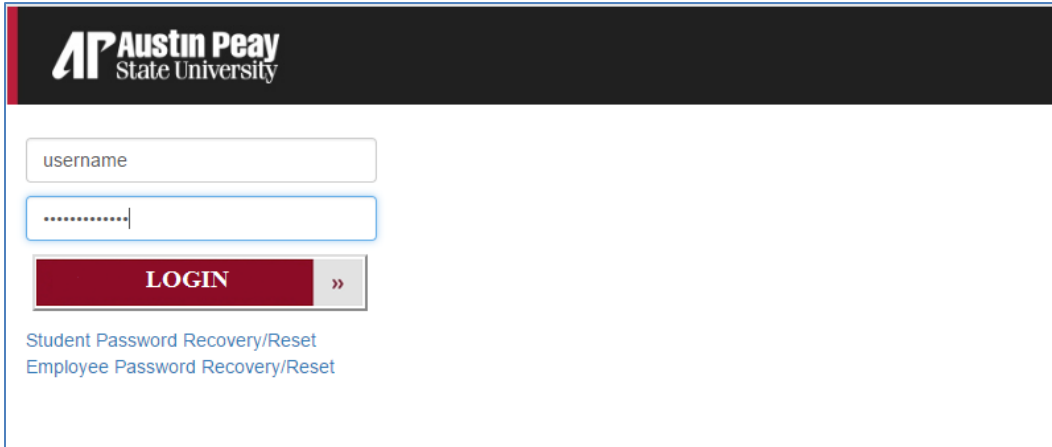


Installing Office365 Pro Plus (student):

1. Log into your student email at <http://mail.office365.com>.

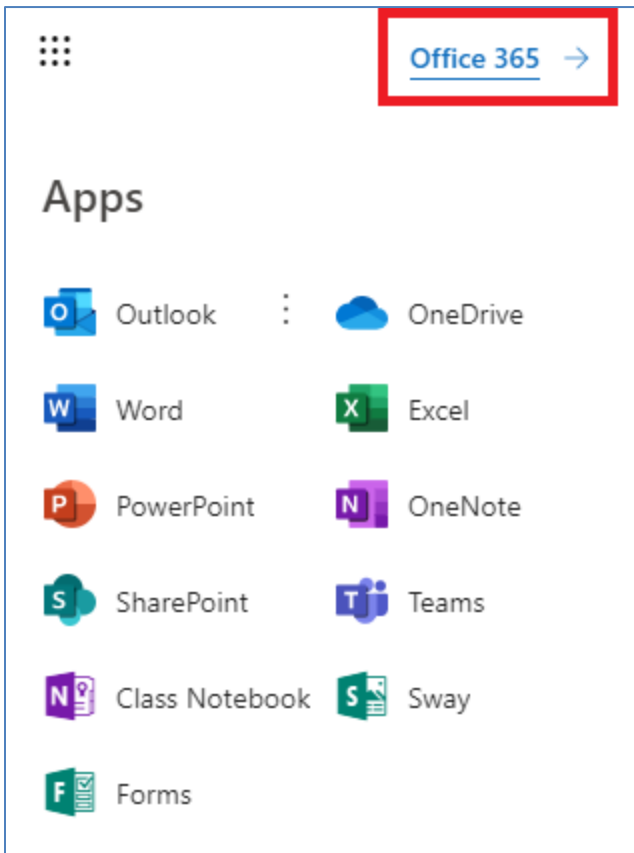


The image shows the login page for Austin Peay State University. At the top left is the university's logo. Below it are two input fields: one for 'username' and another for a password, which is currently masked with dots. A red 'LOGIN' button with a right-pointing arrow is positioned below the password field. At the bottom of the page, there are two links: 'Student Password Recovery/Reset' and 'Employee Password Recovery/Reset'.

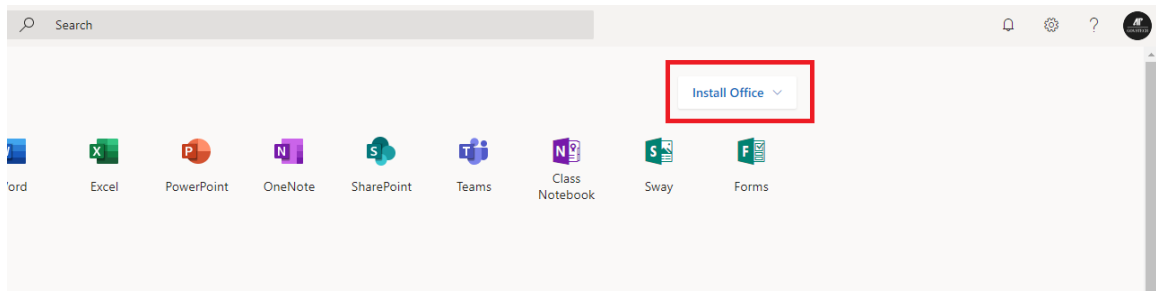
2. Click **the apps icon** in the upper left hand corner.



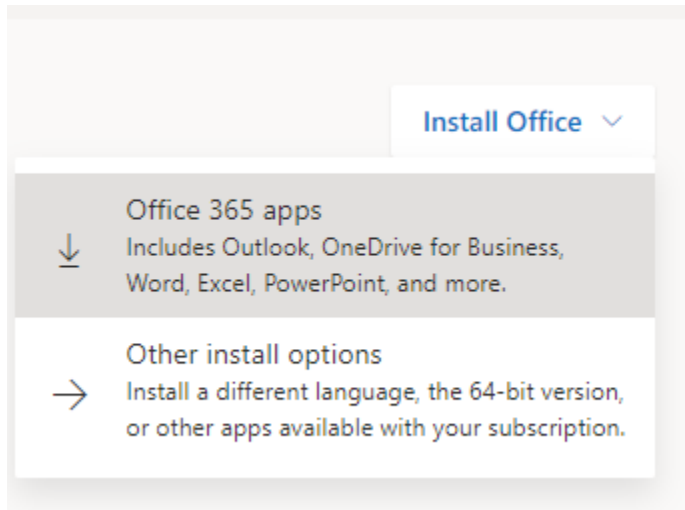
3. Click **Office 365**.



4. Click **Install Office**

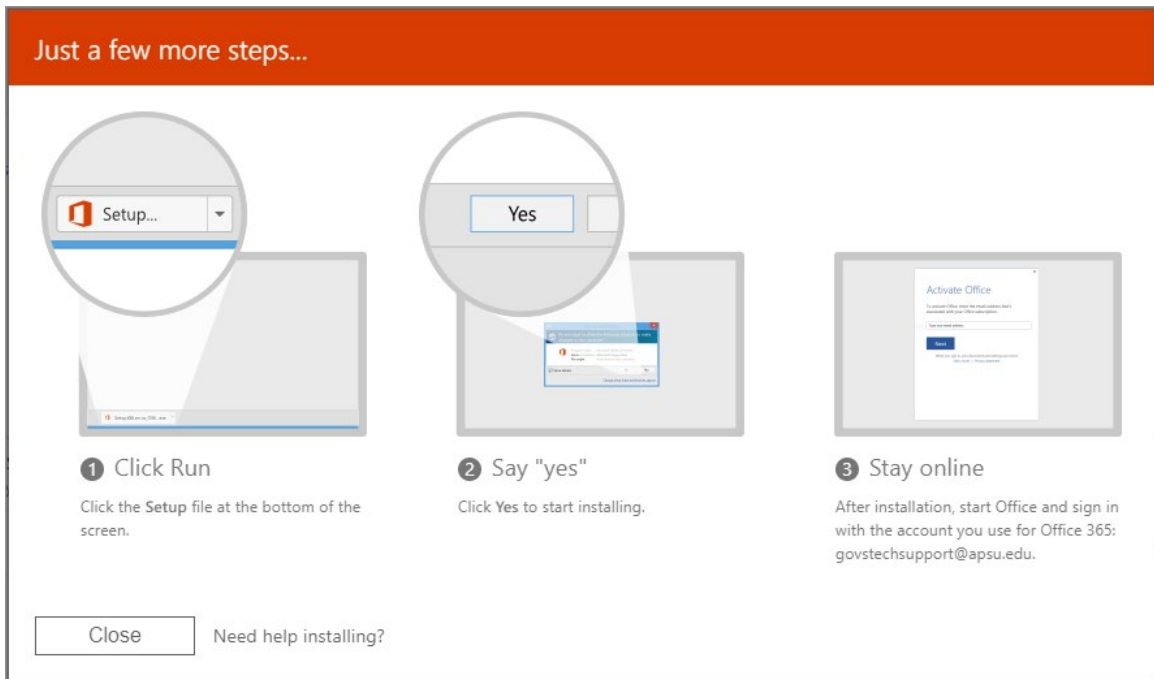


5. Click **Office 365 apps**.



6. You will be taken to a download page. Click **Close** once the download has completed.

Just a few more steps...



1 Click Run
Click the Setup file at the bottom of the screen.


2 Say "yes"
Click Yes to start installing.

3 Stay online
After installation, start Office and sign in with the account you use for Office 365: govstechsupport@apsu.edu.

Close Need help installing?

7. The software should automatically begin to install.

Office ×

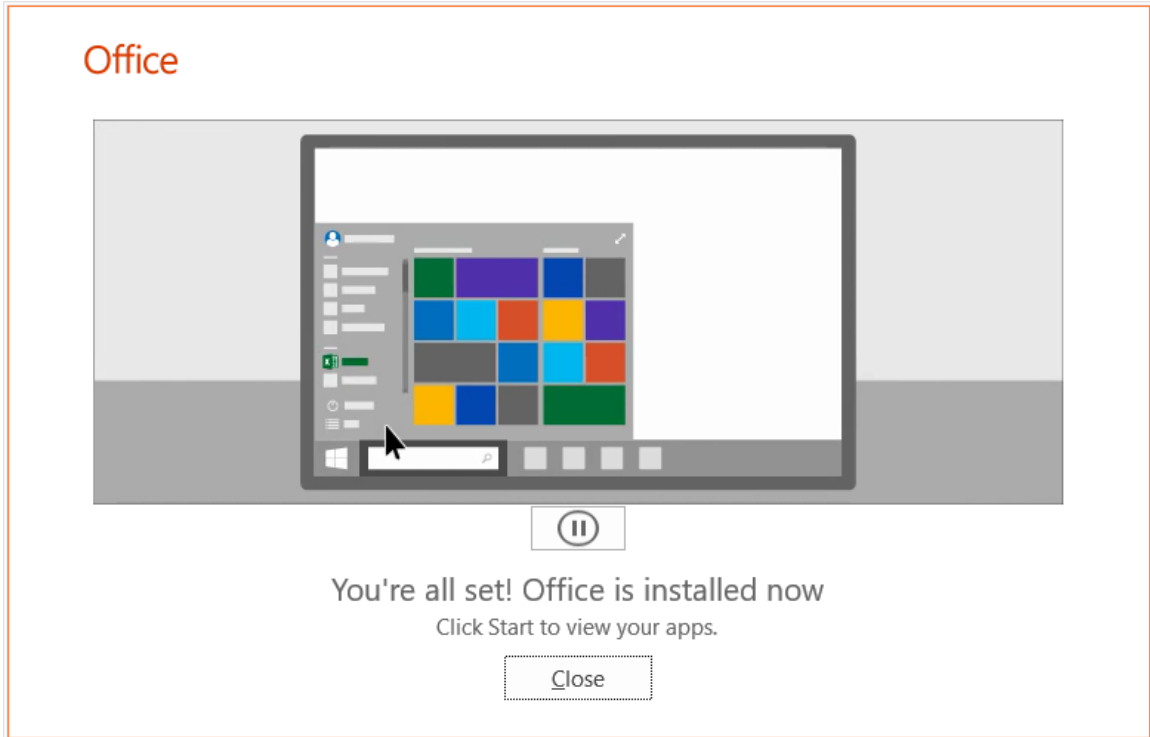


Please stay online while Office downloads

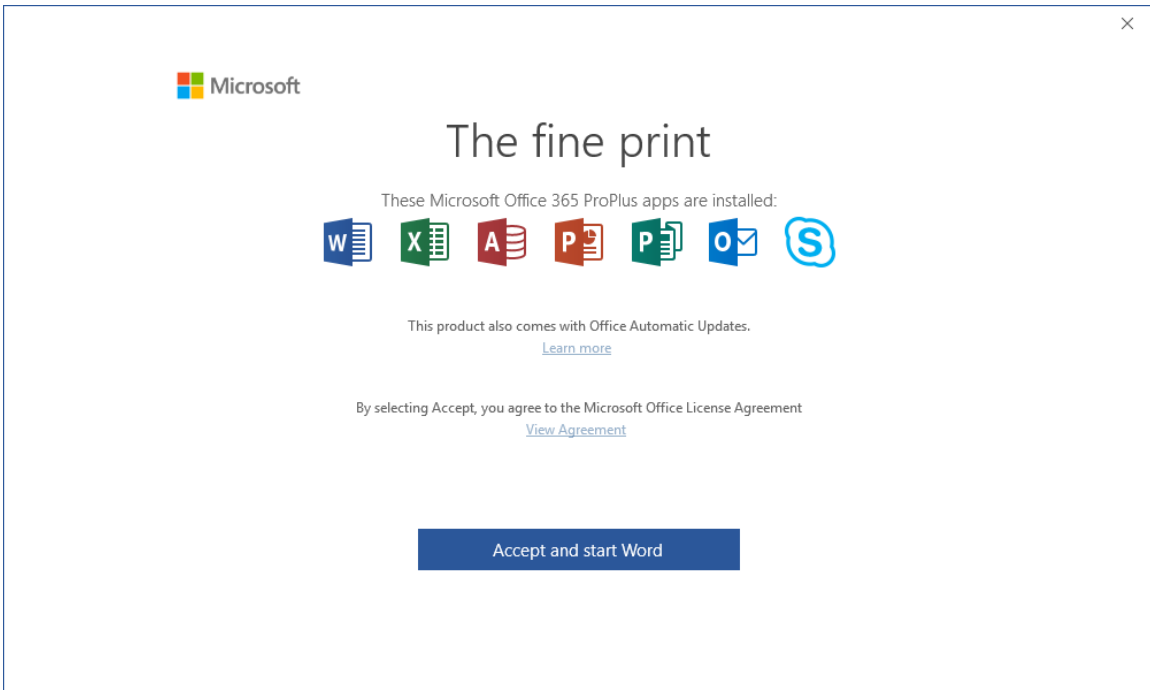
—

We'll be done in just a moment.

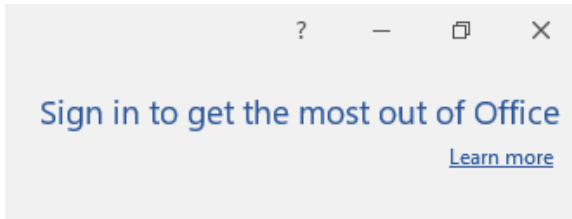
8. When the software has installed, click **Close**.



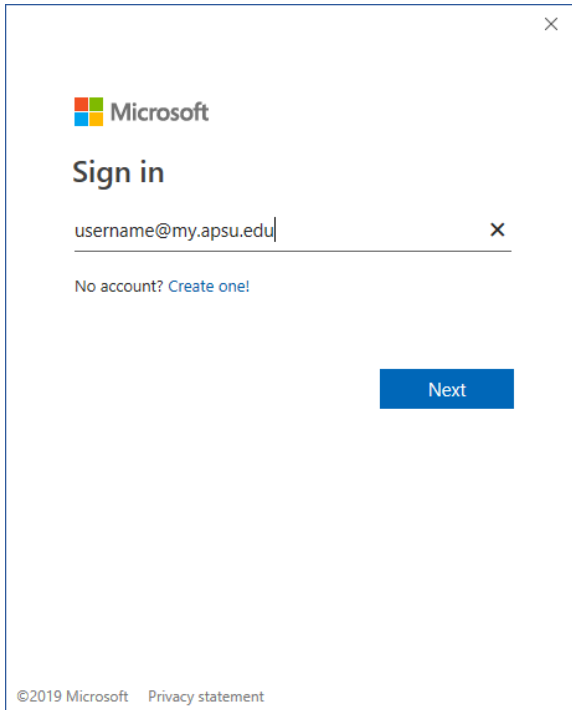
9. Run any of the newly-installed apps. Click **Accept and start**.



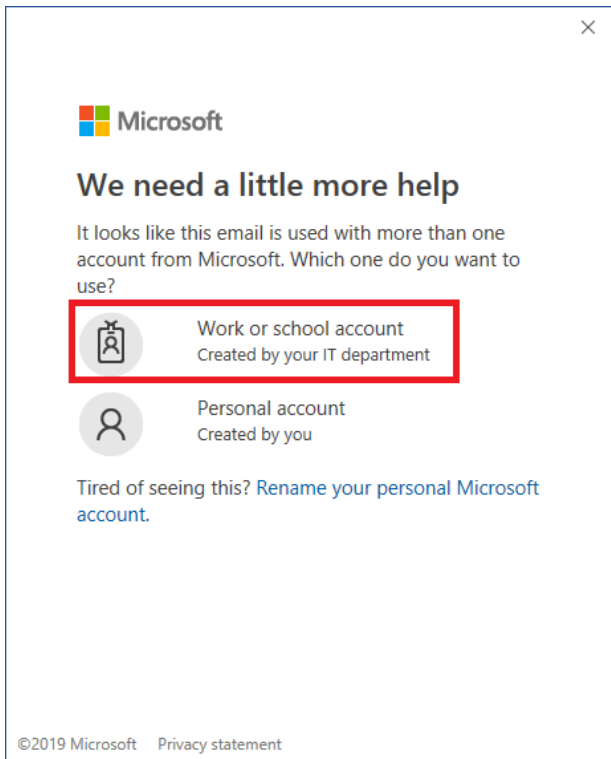
10. Click **Sign in to get the most out of Office** in the upper right hand corner.



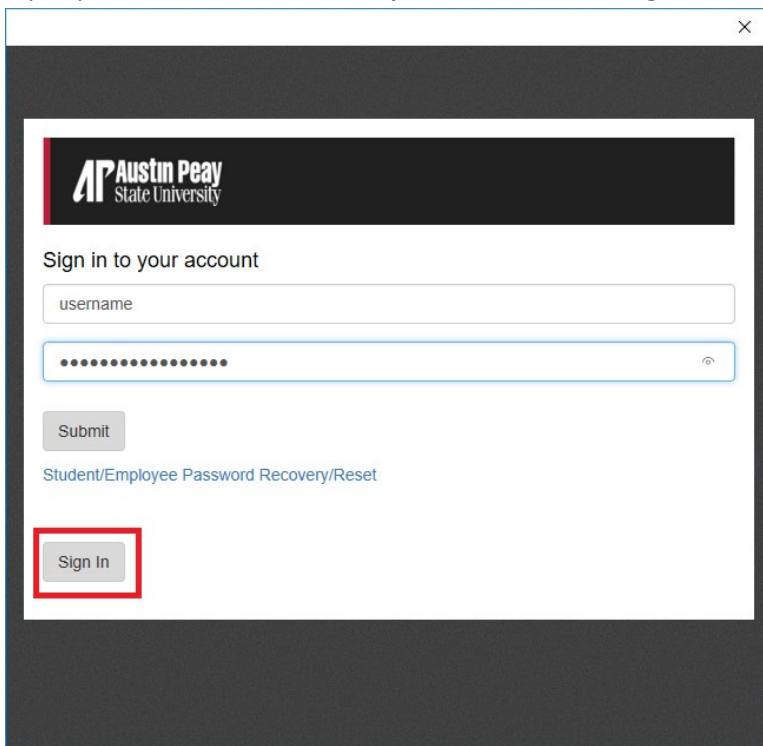
11. Enter your **APSU email address** and click **Next**.



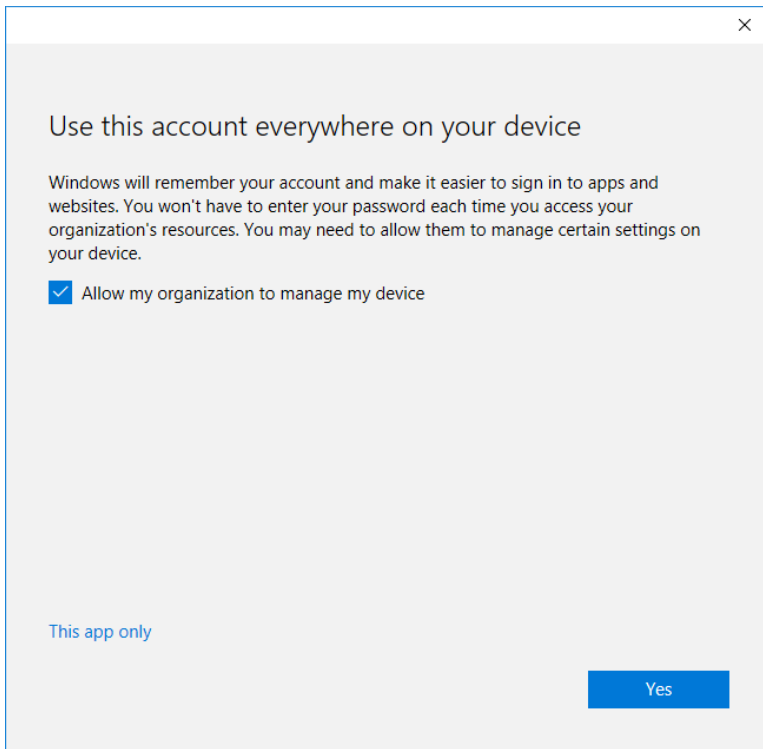
12. Click **Work or school account**.



13. Input your **APSU username and password** and click **Sign in**.



14. Click **Yes**.



15. Click **Done**. Your copy of Office 365 is now licensed with your APSU account.

