

Installing Office365 Pro Plus (faculty and staff):

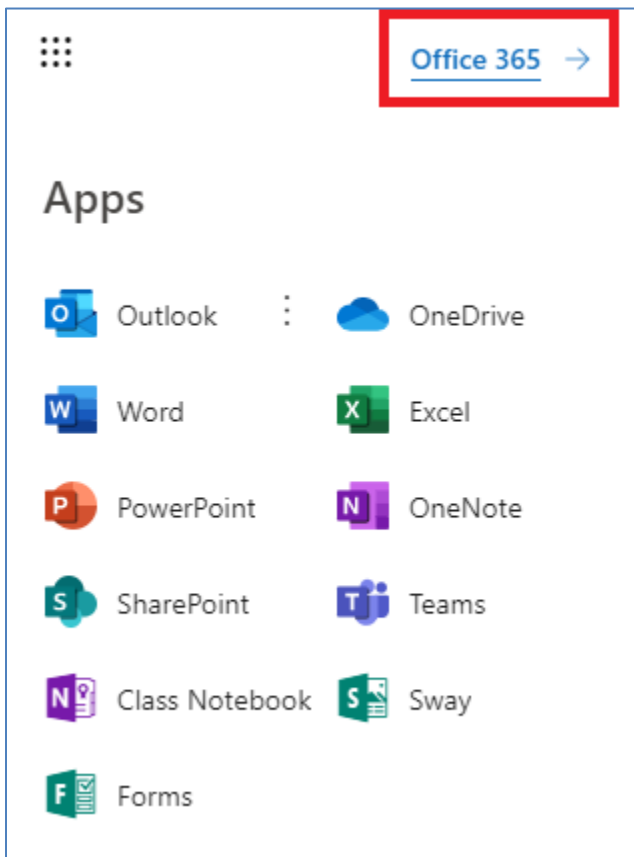
1. Log into your faculty/staff email at <http://mail.apsu.edu>.



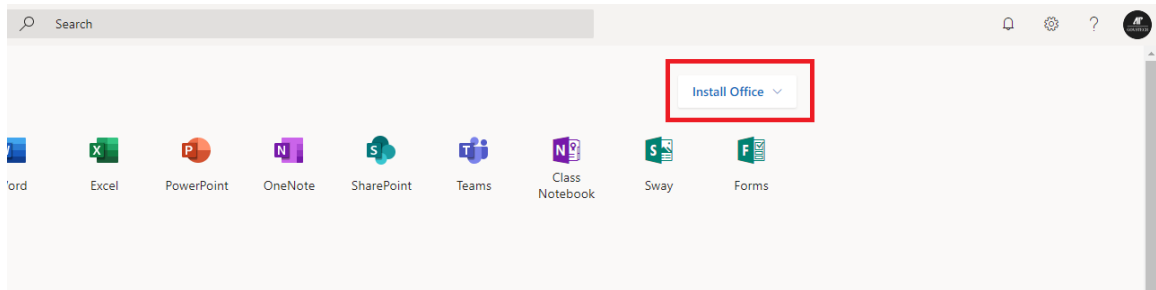
2. Click the **apps icon** in the upper left hand corner.



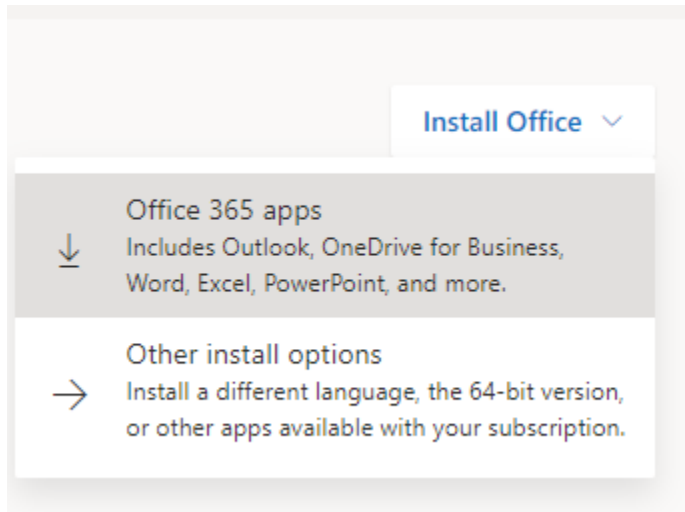
3. Click **Office 365**.



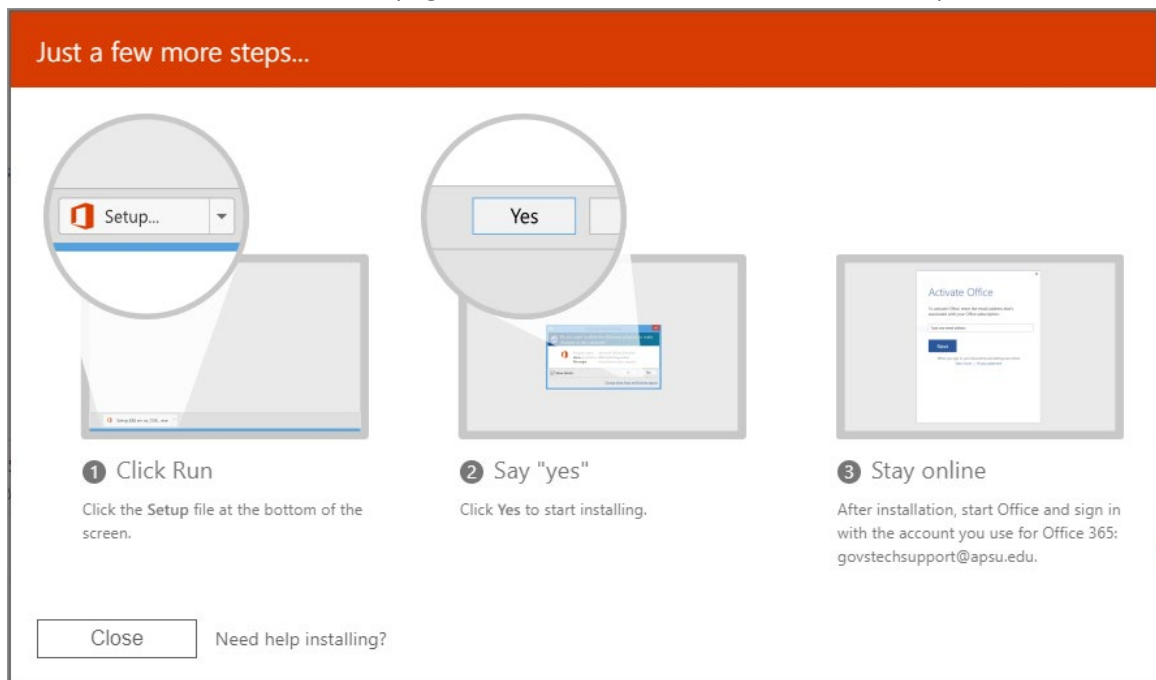
4. Click **Install Office**



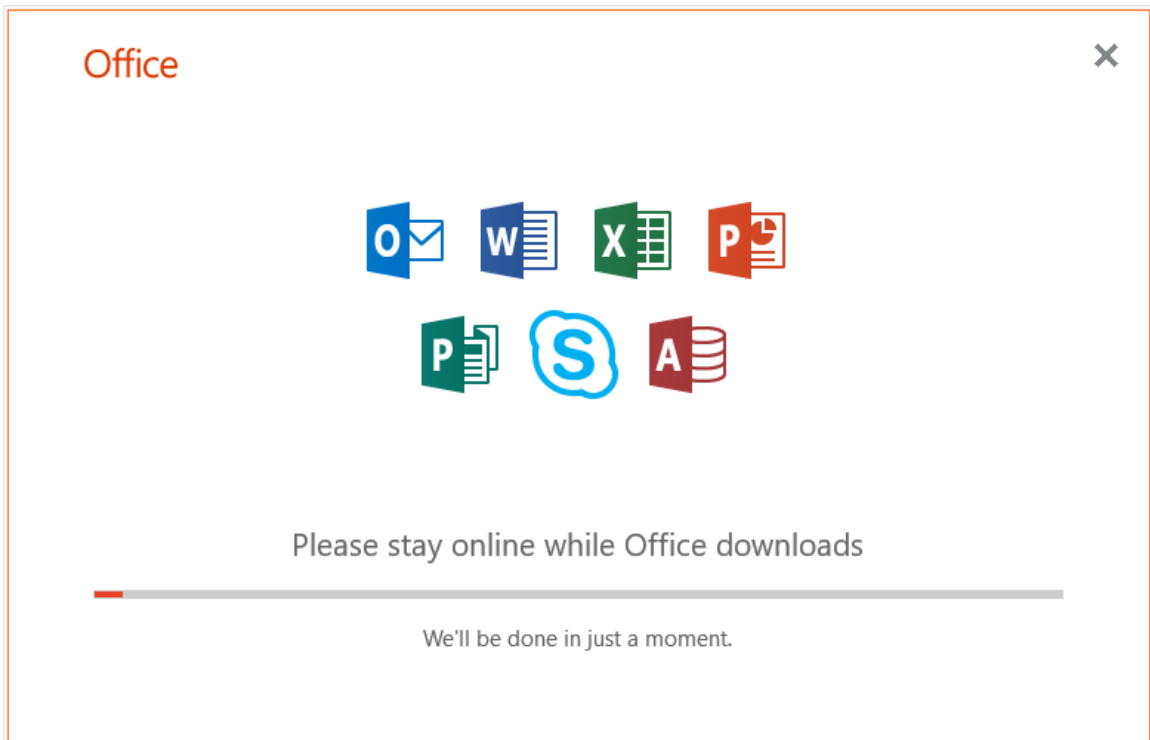
5. Click **Office 365 apps**.



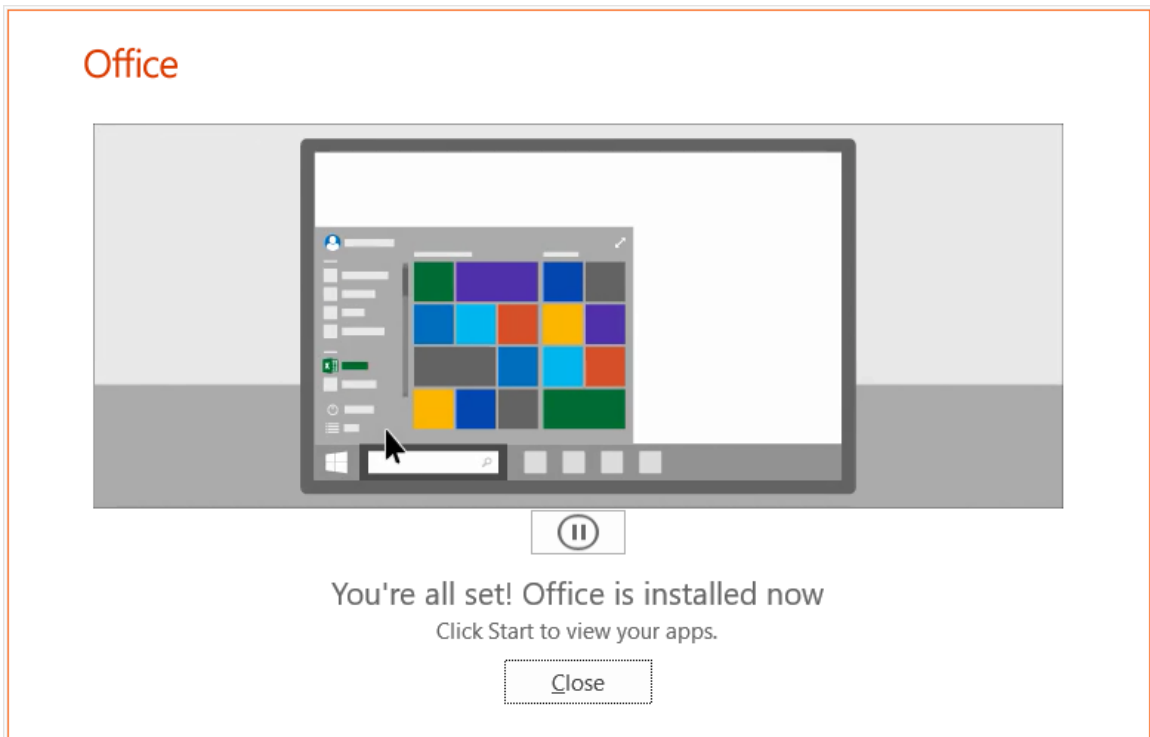
6. You will be taken to a download page. Click **Close** once the download has completed.



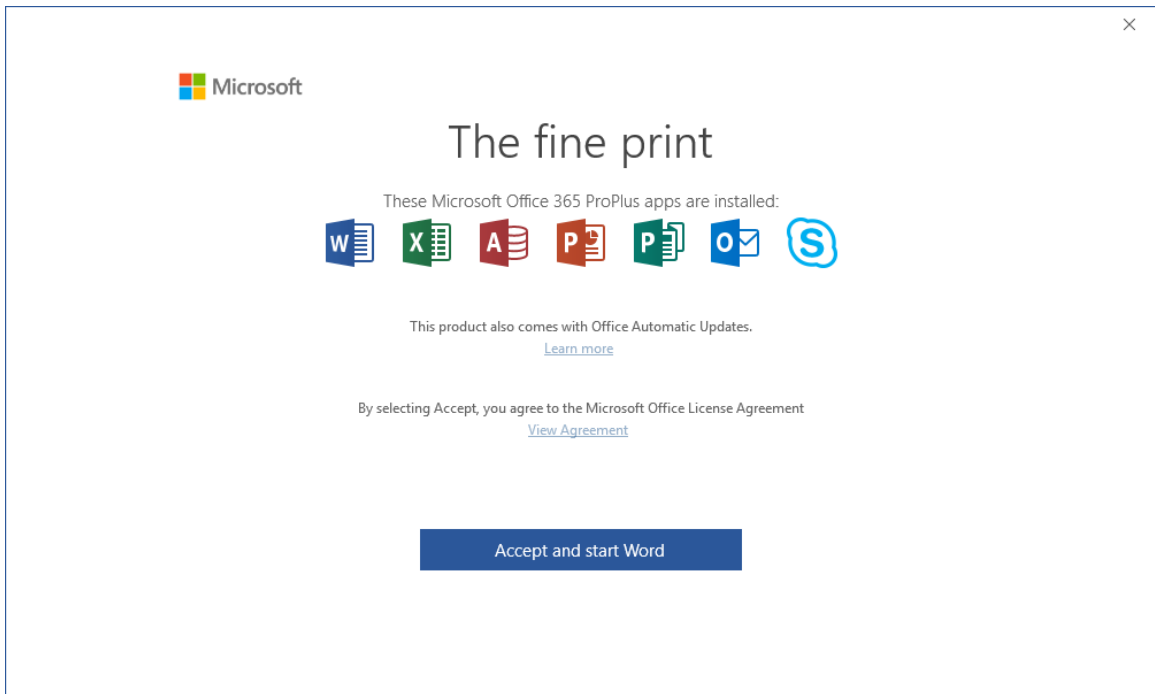
7. The software should automatically begin to install.



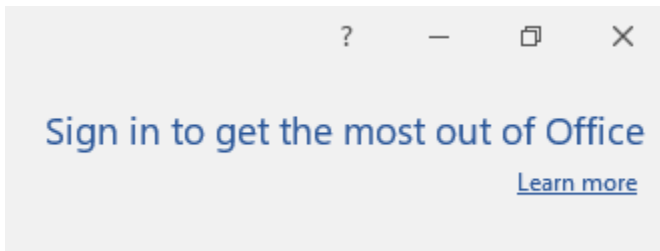
8. When the software has installed, click **Close**.



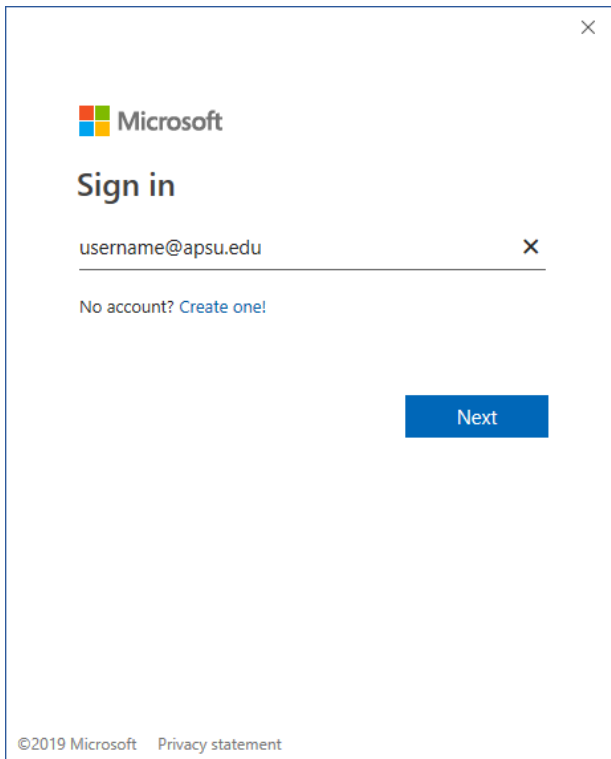
9. Run any of the newly-installed apps. Click **Accept and start**.



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

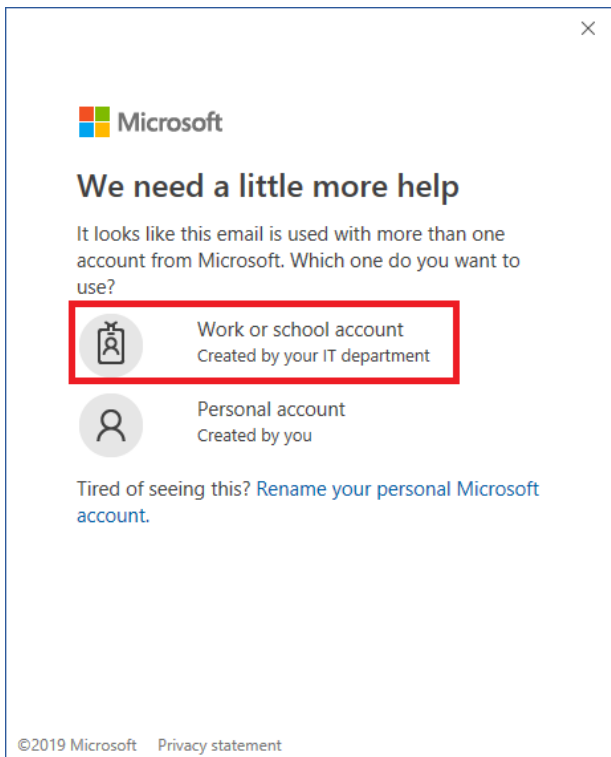


11. Enter your **APSU email address** and click **Next**.



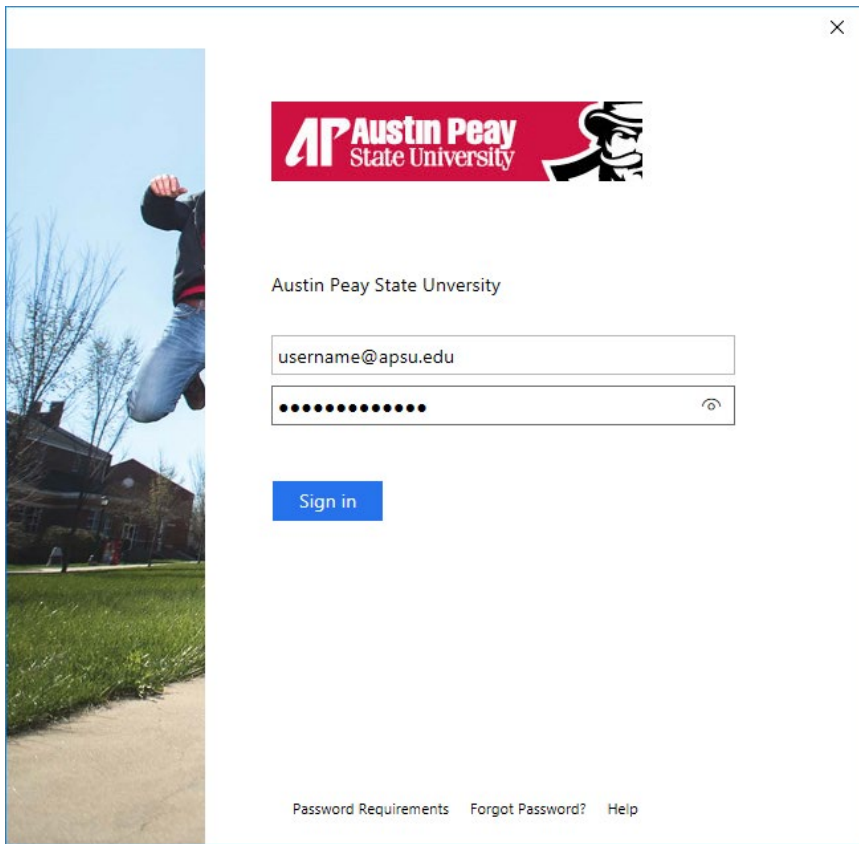
A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "username@apsu.edu" and has a small "X" icon to its right. Below the input field, there is a link that says "No account? Create one!". A blue button labeled "Next" is positioned to the right of the input field. At the bottom left, there is a copyright notice: "©2019 Microsoft Privacy statement".

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



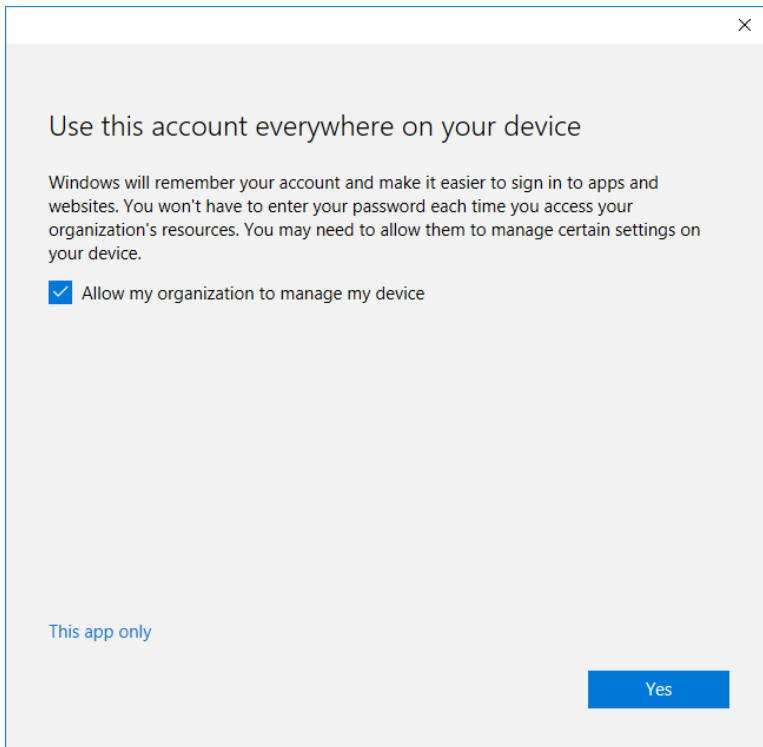
A screenshot of the Microsoft account selection screen. At the top left is the Microsoft logo. Below it, the heading "We need a little more help" is shown. The text below reads: "It looks like this email is used with more than one account from Microsoft. Which one do you want to use?". There are two options listed, each with a circular icon to its left. The first option, "Work or school account", is highlighted with a red rectangular box. Its icon shows a person with a checkmark. The second option is "Personal account", with an icon of a person. Below these options, there is a link: "Tired of seeing this? Rename your personal Microsoft account.". At the bottom left, there is a copyright notice: "©2019 Microsoft Privacy statement".

13. Input your **APSU email address and password** and click **Sign in**.



The screenshot shows a login window for Austin Peay State University. On the left is a vertical image of a person jumping in a park. On the right, the university logo is displayed above the text "Austin Peay State University". Below this, there are two input fields: the first contains "username@apsu.edu" and the second contains a masked password "....." with an eye icon to its right. A blue "Sign in" button is positioned below the password field. At the bottom of the window, there are links for "Password Requirements", "Forgot Password?", and "Help".

14. Click **Yes**.



The screenshot shows a Windows dialog box with a close button (X) in the top right corner. The main heading is "Use this account everywhere on your device". Below the heading, a paragraph explains: "Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organization's resources. You may need to allow them to manage certain settings on your device." There is a checked checkbox next to the text "Allow my organization to manage my device". At the bottom left, the text "This app only" is visible. At the bottom right, there is a blue "Yes" button.

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

