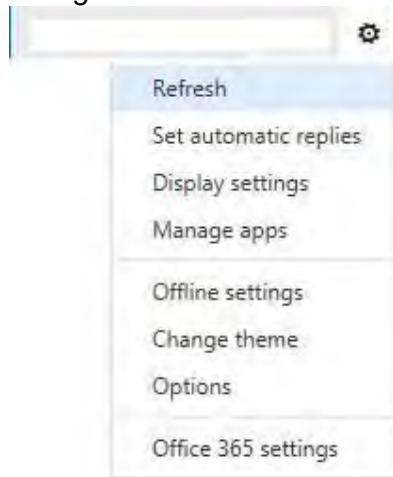
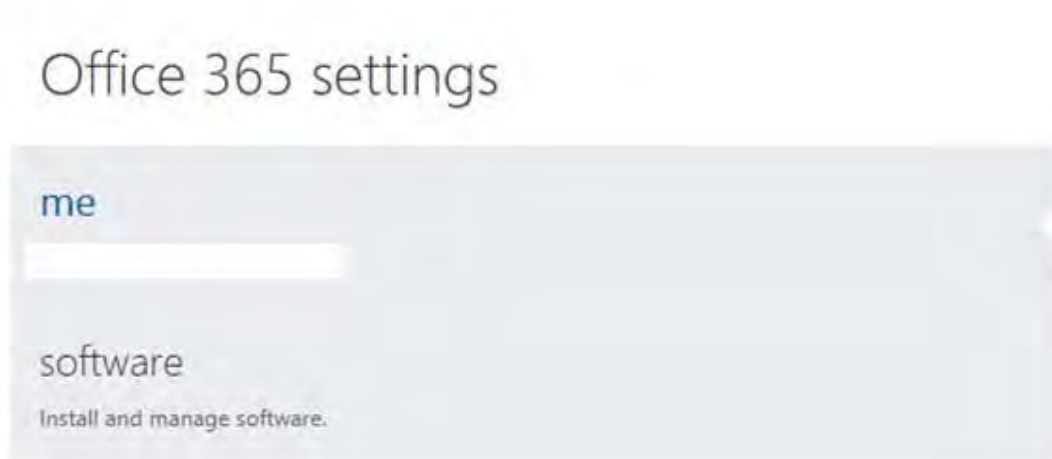


## Download and install Office 365 ProPlus

1. Navigate to [www.vu.edu.au/studentmail](http://www.vu.edu.au/studentmail).
2. Login with your student email (e.g. [firstname.lastname@live.vu.edu.au](mailto:firstname.lastname@live.vu.edu.au)).  
**\*Note:** if you can't login, try using **your student id@live.vu.edu.au** (e.g. [s1234567@live.vu.edu.au](mailto:s1234567@live.vu.edu.au)).
3. Click on the Settings icon in the top right corner, and then select *Office 365 settings*.



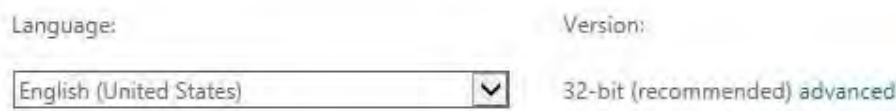
4. Click *Software* in the left menu.



5. Select your language from the drop down menu.

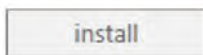


6. If you are installing Office for Windows, Microsoft recommends using the 32bit installation. Select *Advanced* if you wish to install the 64bit version.

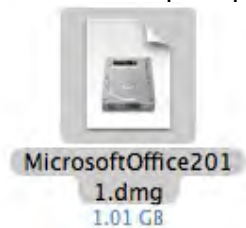


7. Click the *install* button to download and install the latest version of Office.

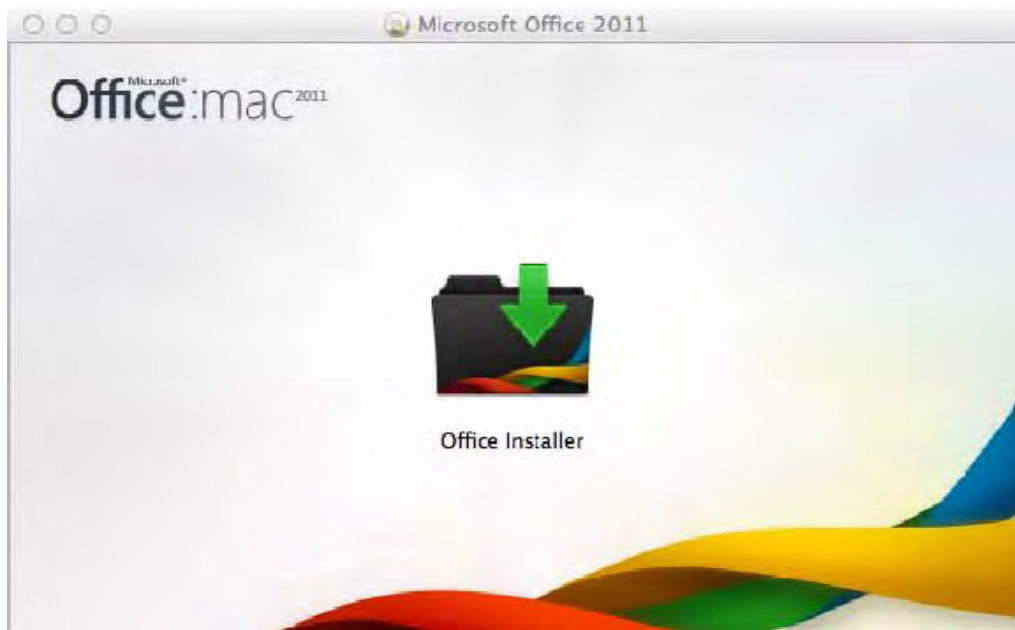
[Review system requirements](#)



8. When prompted Save the setup DMG file. Double Click the DMG file.



9. Click *Office Installer*



10. Click *Continue* on the welcome screen.



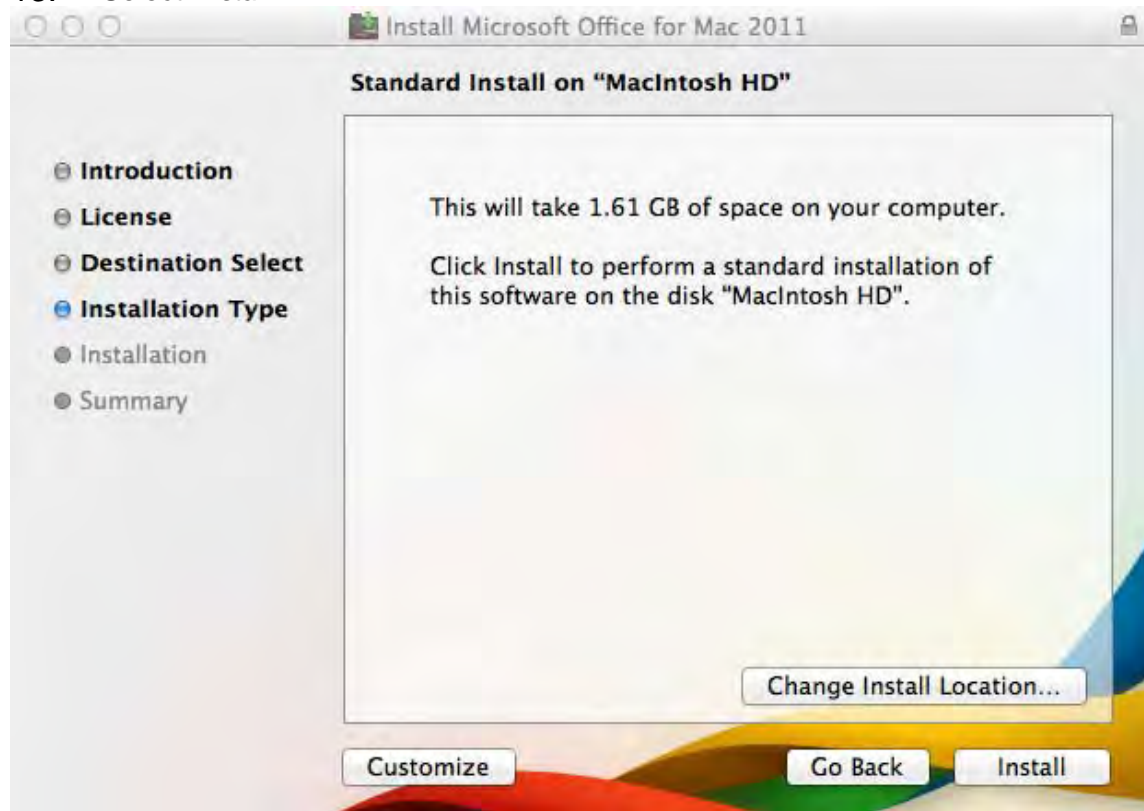
11. Click *Continue*



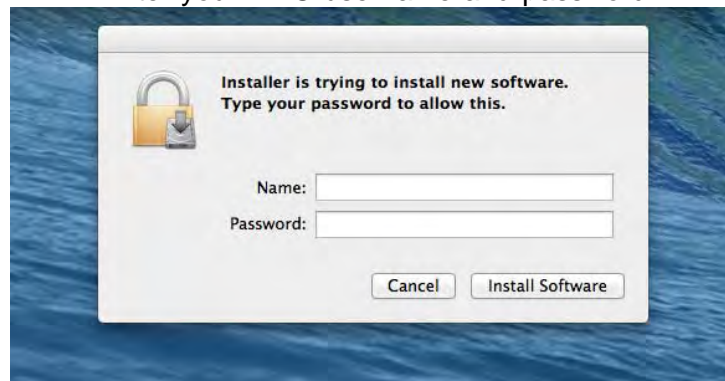
12. Click *Continue*



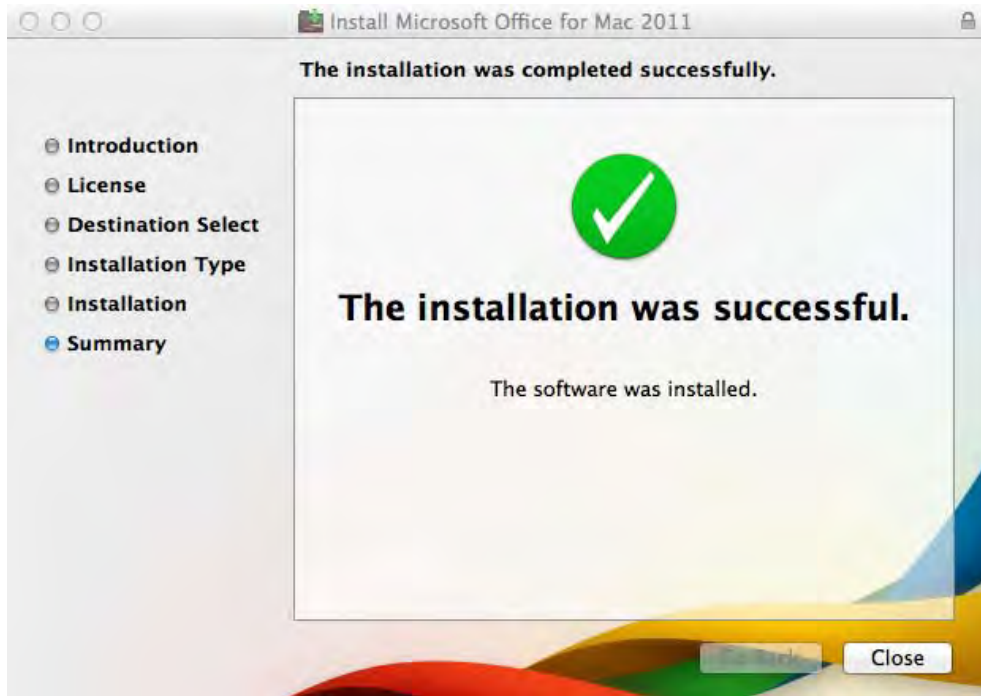
13. Select *Install*



14. Enter your MAC username and password



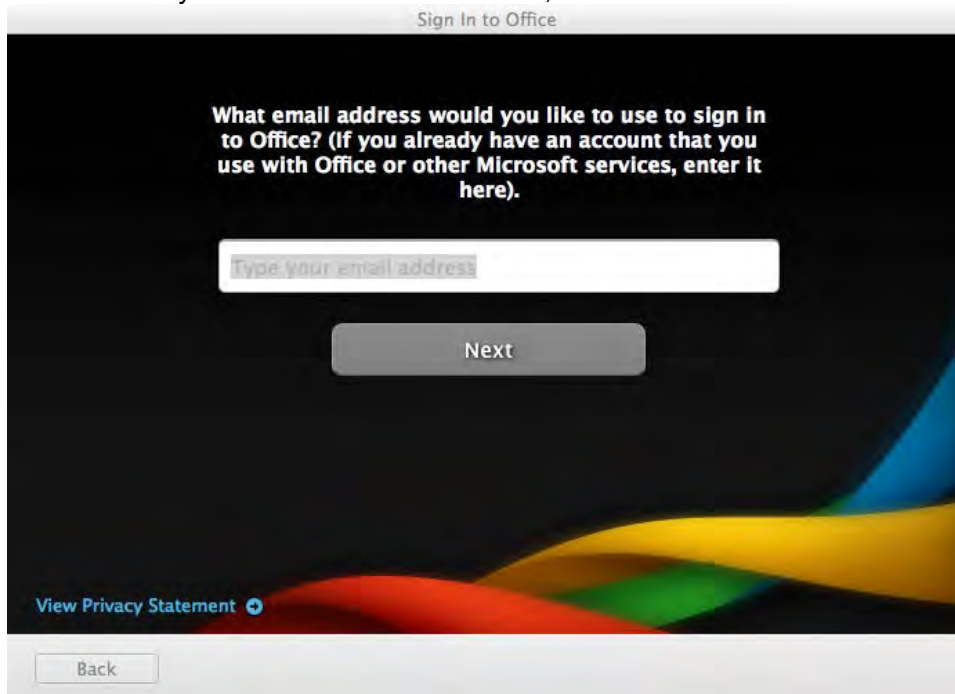
15. Click *Close*



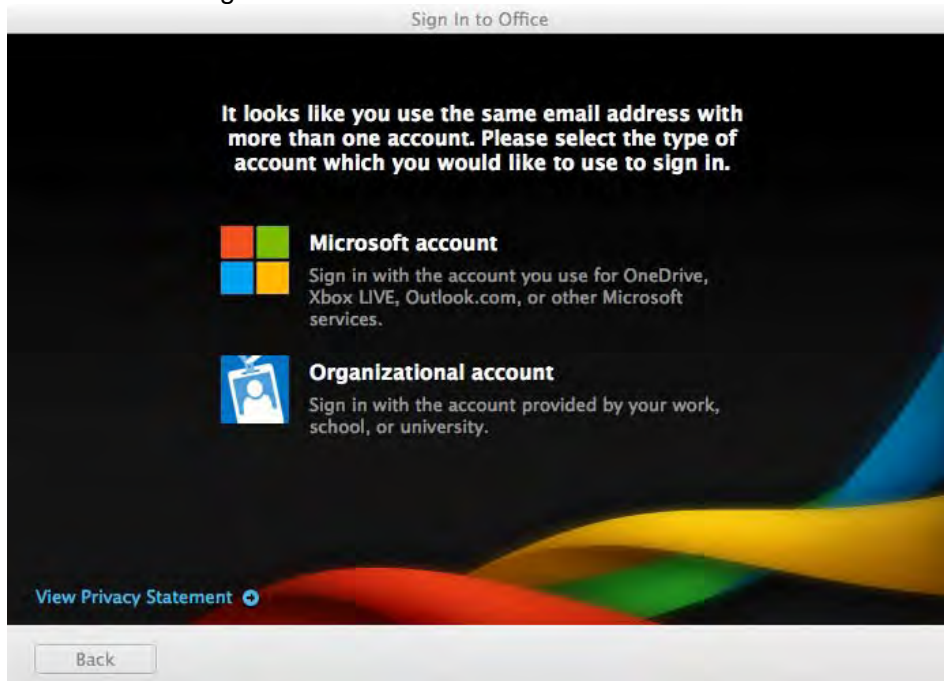
16. Select *Sign in to existing Office 365 subscription*



17. Enter your Student Email address, Click *Next*



18. Select Organisational account



19. Enter your student email password and Click *Sign In*.

Activate Office

**Sign in to activate Office for Mac on your computer.**

User ID:

Password:

[View Privacy Statement](#)

20. Enter First Name, Last Name and Click *Continue*

**Enter the following information to personalize your copy of Office for Mac.**

First name:\*

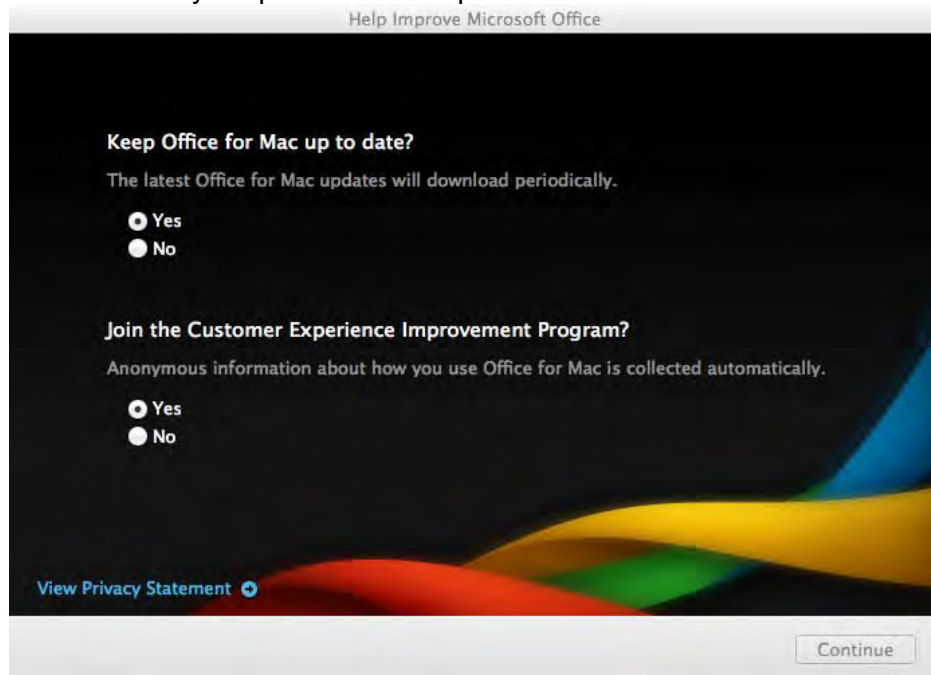
Last name:

Company name:

[View Privacy Statement](#)



## 21. Select your preference in options



## 22. Select *Done*



You can install the software on a total of 5 computers. Follow the above instructions to install another installation of Office ProPlus. You can deactivate a licence from a computer via the Office 365 Settings > Software page.

Office 365 Outlook Calendar People ... Admin

software

Office

desktop setup

phone & tablet

### Office

Manage installs for the latest version of Office

You can deactivate installs from computers on which you installed this version of Office.

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
	Microsoft Windows 7 Enterprise	3/25/2014	<a href="#">deactivate</a>

Remaining installs available: 4