

Microsoft Office 365 ProPlus – Installation Instructions

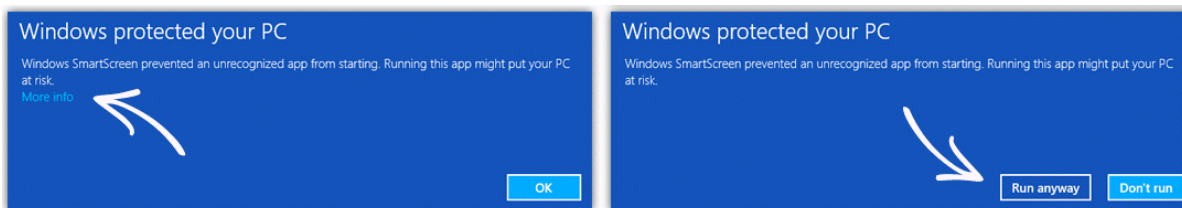
Current HSU students are licensed to install no-cost versions of Microsoft Office software on up to 5 personally-owned PC or Mac devices, 5 mobile devices, and 5 tablets. Follow these instructions to download and activate the software.

Download & Install

For Mac & PC

- Log into HSU's [Home/Personal Use Software Downloads Page](#)
- Scroll to the **Microsoft Office 365 ProPlus** listing for your Operating System
- Click the **Download** link for your Operating System, and save the installation file
- **Mac:** The installation file includes four separate installer packages; one for each Microsoft Office application. Mount the disc image and run the installer package(s) for the application that you want to install
- **PC:** The installation file includes multiple Microsoft Office applications in a single installer package. Run the installer and follow any prompts to complete the installation

Note: If you see a Windows pop-up message such as the one shown below, click 'More info' and/or 'Run anyway' to continue with the installation



For Mobile Devices and Tablets

- **iOS:** Launch the App Store app, and search for the app that you want (e.g. Word, Excel, PowerPoint)
- **Android:** Launch the Google Play Store app, and search for the app that you want
- **Windows:** Go to the [Windows Store](#), and search for Word Mobile, Excel Mobile, or PowerPoint Mobile
- Download apps directly from the appropriate online Store, and install

Activate your license

- After installing, open any Office application (e.g. Word)
- When prompted with Microsoft's "Activate Office" sign in screen, enter your HSU email address ([username@humboldt.edu](#))
- If prompted to choose between "Work or school account" and "Personal account" choose "Work or school account"
- When prompted, enter your HSU email address again, and enter your HSU password

PLEASE NOTE: Office 365 ProPlus is not a web-based version of Office, and does not include Office Online or O365 cloud services such as OneDrive. Office 365 ProPlus software runs locally on the user's computer. Users don't need to be connected to the Internet all the time to use it, but an Internet connection is required for the initial login and product license activation.