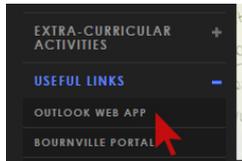


Office 365 ProPlus User Guide

How do I install Office 365 Pro Plus?

1) Log on to your school email from home.

- a. Go to the school website www.bournvilleschool.org
- b. Click on the Outlook Web App link in the Useful Links Section of the website.



- c. Log on using your **COMPUTER** login and password.

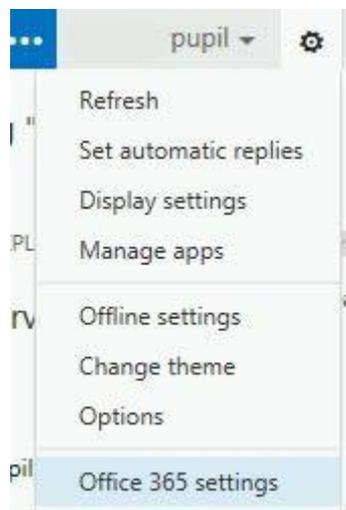
Bournville School Office 365 Sign In



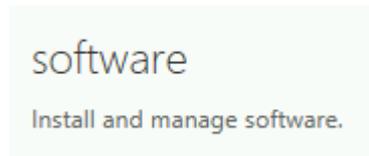
Bournville School Office 365 Sign In

| | |
|------------|--|
| User name: | <input type="text"/> |
| Password: | <input type="password"/> |
| | <input type="button" value="Sign In"/> |

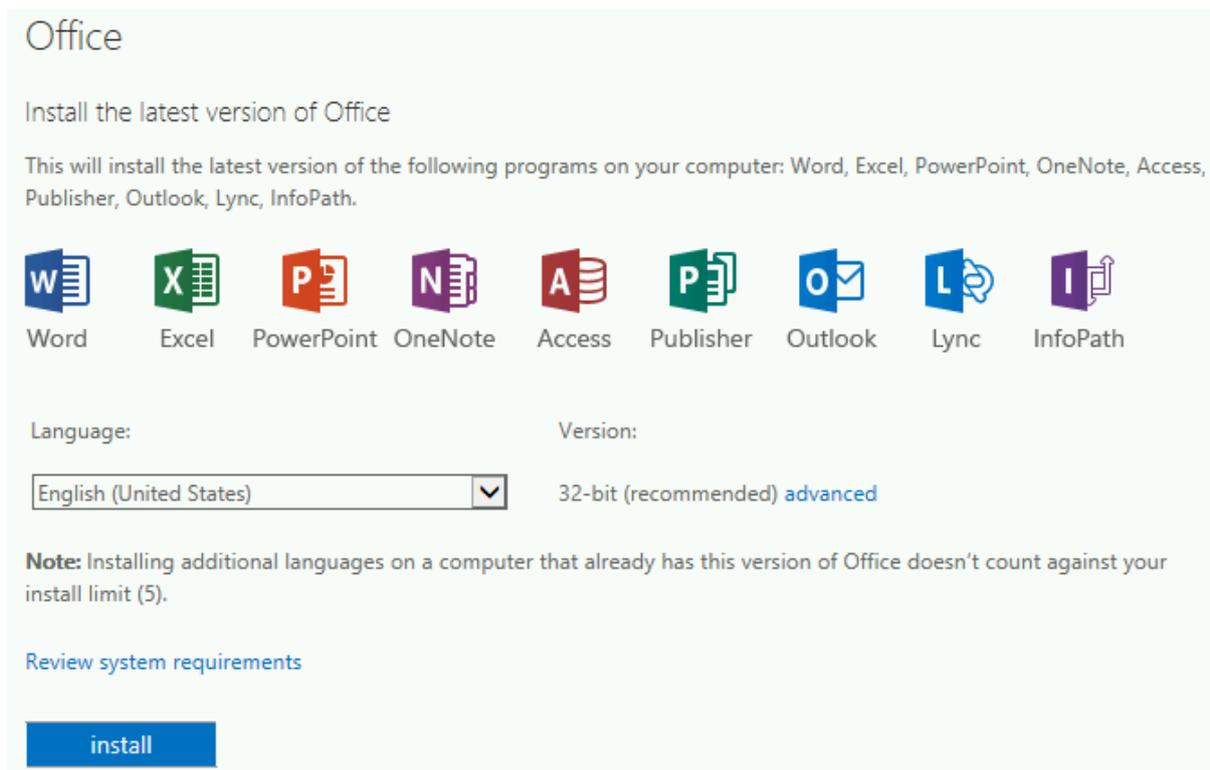
2) Click on the Outlook Online Settings Icon (cogwheel) and select Office 365 settings.



3) Click on Software.



4) Click on Install.



5) Follow your computer's normal procedures for installing new software.

6) Please read the information in the following pages regarding the features of the software provided.

Office 365 ProPlus is like other versions of Office

Office 365 ProPlus is similar to other versions of Office that you can deploy. Here are some important similarities:

- Office 365 ProPlus is a full version of Office. The programs have the same features and functionality as other versions of Office. For example, Word in Office 365 ProPlus works the same way it does in Office 2013.
- Its system requirements are the same.
- Like other versions of Office, Office 365 ProPlus is available in a 32-bit and a 64-bit version. We recommend you deploy the 32-bit version, even on computers using 64-bit operating systems. If you think you need the 64-bit version, carefully review the information about [64-bit editions of Office 2013](#) before you deploy.
- When you deploy Office 365 ProPlus, it's installed on your local computer. Office 365 ProPlus is not a web-based version of Office. It runs locally. You don't need to be connected to the Internet all the time to use it.

What's different about Office 365 ProPlus?

Even though Office 365 ProPlus is a lot like other versions of Office, there are differences.

Licensing differences

- Even though you don't need to be connected to the Internet all the time to use Office 365 ProPlus, you must connect to the Internet at least once every 30 days. This is so that the status of your Office 365 subscription can be checked. If you don't connect within 30 days, Office 365 ProPlus goes into reduced functionality mode. After you connect to the Internet and your subscription status is verified, all the features of Office 365 ProPlus are available again.
- You can install Office 365 ProPlus on up to five different computers with your school Office 365 account. For example, you can have Office 365 ProPlus installed on a computer at home, on a laptop and on a second home computer at the same time.

Deployment differences

- Office 365 ProPlus uses a technology called Click-to-Run to install Office. It provides a faster installation, so you can be up and running Office 365 ProPlus in a matter of minutes.

- Office 365 provides a web-based portal where you can install Office 365 ProPlus yourself (see earlier in the guide). Keep in mind that you have to be local administrator on your computer(s) to install Office 365 ProPlus.
- Because Office 365 ProPlus uses a different installation technology, there's a different way to apply software updates, such as security fixes. By default, Click-to-Run is configured to automatically install updates from the Office 365 service.
- Office 365 ProPlus installs as one package. For example, you can't choose to deploy Word and PowerPoint but not Access.

More information about Office 365 ProPlus

- The Office programs that come with Office 365 ProPlus are the same programs that come with Office Professional Plus 2013.
- Office 365 ProPlus is not the same as Office Online. Office Online lets users open Word, Excel, PowerPoint or OneNote documents in a web browser. Office Online is included with all Office 365 products.

If you find that any of the information contained in this guide is incorrect or out of date or you have problems with login into or using the site please contact the school so we can correct the issue.

Email often produces the fastest response from the school! Please get in touch and we will respond as soon as possible.

The email address is office365proplus@bournville.bham.sch.uk.