Download and install Office 365 ProPlus

- 1. Navigate to www.vu.edu.au/studentmail.
- 2. Login with your student email (e.g. 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).
- 3. Click on the Settings icon in the top right corner, and then select *Office 365 settings*.



4. Click *Software* in the left menu. Office 365

Office 365 settings



5. Select your language from the drop down menu.

Software	
Office Desidop setup Phone & tablet	Office Install the latest version of Office for Mac The will install the latent version of the following agos on your computer. Word, Excel, Rowenhard, Durlook Word Excel Powenhard Durlook
	Language English (Dinted States) Mose: Installing addressed languages on a computer that already has this yearson of Office for Mac deep'rt court agents your install lime (D). Nerview system reporter Install Install

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

Language:		Version:
English (United States)	~	32-bit (recommended) advanced

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



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





10. Click *Continue* on the welcome screen.

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11. Click Continue



12. Click Continue

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Installation Type	Below are five senarate	Balau are five consume cats of License Terms for Office for May 2011				
Installation	Service Pack 3, and related software. Only one set of license terms in Sections 1 to 4 may apply to you; Section 5 may not apply to you. You can view the License Terms at any time by searching for Software License Agreement in Help.					
Summary						
	Section 1: If you license Microsoft Office for Mac 2011, Service Pack 3 trial, the Section 1, License Terms apply.					
	Section 2: If you license Microsoft Office for Mac Home and Business 2011, Service Pack 3, the Section 2 License Terms apply.					
	Section 3: If you license Microsoft Office for Mac Home and Student 2011, Service Pack 3, the Section 3 License Terms apply.					
	Section 4: If you license	Microsoft Office for	Mac University 2011, Ser	vice Pack 3,		
	Print S	ave	Go Back	Continue		

13. Select Install



14. Enter your MAC username and password

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ne:		
rd:	Cancel	Install Software
0	our password me: ord:	me: ord: Cancel

15. Click Close



16. Select Sign in to existing Office 365 subscription Get Started with Office 2011





17. Enter your Student Email address, Click Next

18. Select Organisational account





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

20. Enter First Name, Last Name and Click Continue

Enter the Office for	following information to perso Mac.	nalize your copy of
First name:*	Student	
Last name:	Student	
Company name:		
/iew Privacy Statement		

21. Select your preference in options



22. Select Done

	Complete	
Congratulatio	ons! You're now ready to use Offic	ce for Mac.
1		-
		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.

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software							
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