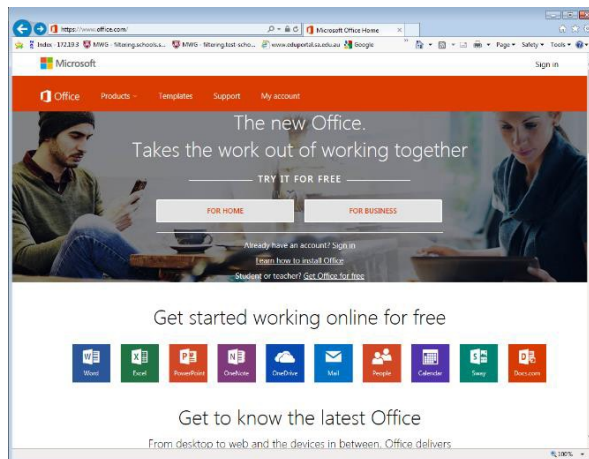
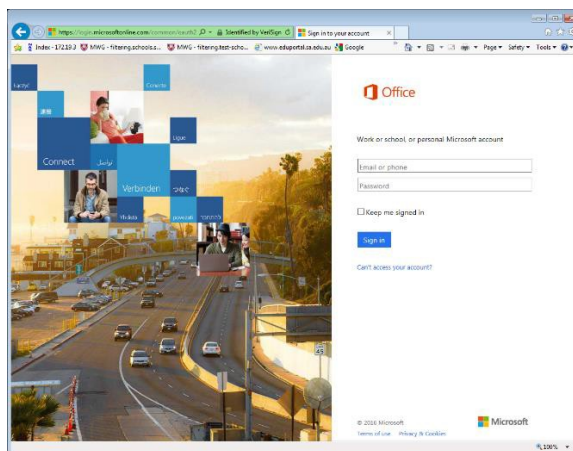


Office 365 Pro Plus for Windows and Mac OSX Desktop Operating Systems

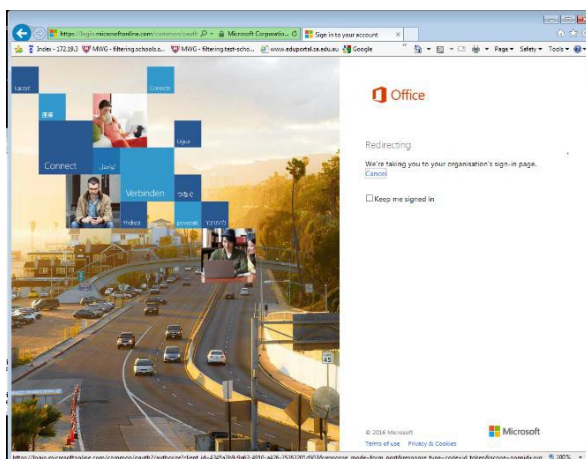
1. Open a web browser and visit <http://www.office.com>



2. Click Sign In (top right corner) and enter your full email address (e.g. John.Smith123@schools.sa.edu.au) to login to the Office 365 portal.

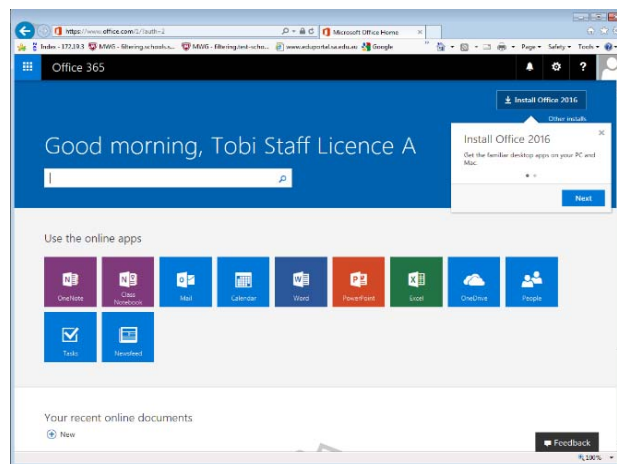


3. If you have not already been authenticated, you will be redirected to the LearnLink Login Page.



4. Enter your LearnLink user account credentials and click Log On

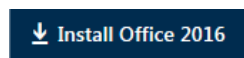
5. Once authenticated, you will be logged into the Office 365 Portal



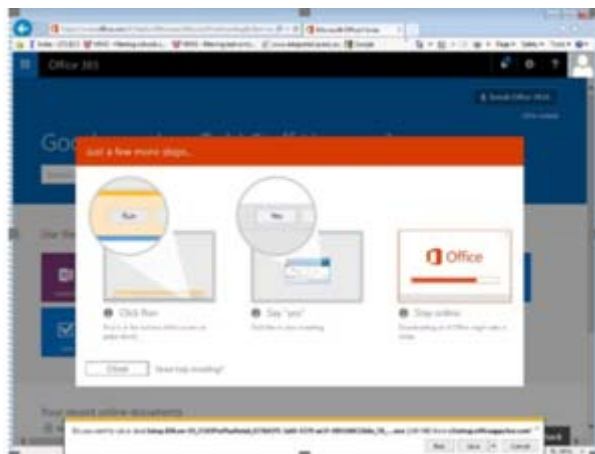
Note : Available online apps will vary depending on the licence available for the user

INSTALL ON WINDOWS DESKTOP MACHINES

6. Click Install Office 2016 (top right corner)



7. Follow the steps provided to install Office 365 Pro Plus.

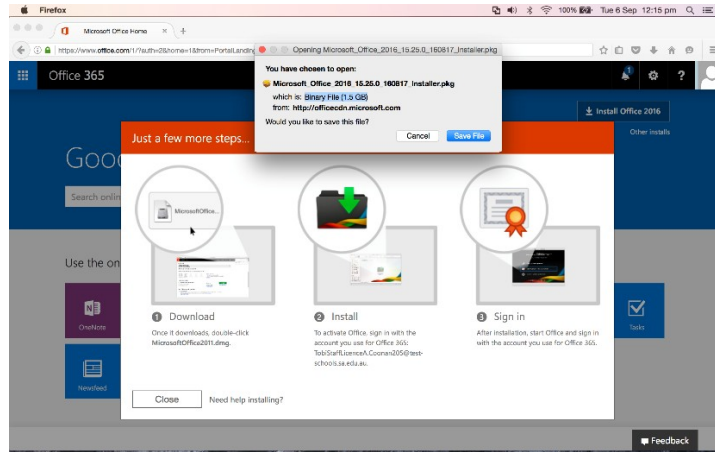


INSTALL ON MAC OSX DESKTOP MACHINES

- Click Install Office 2016 (top right corner)

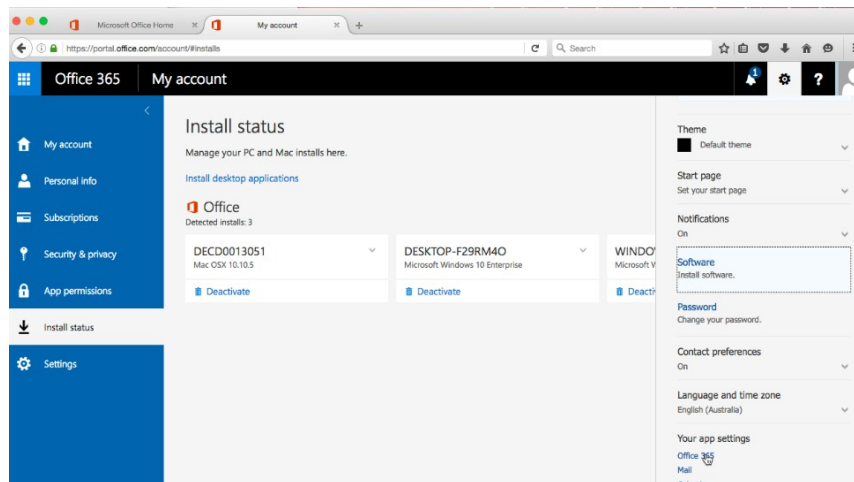


- Follow the steps provided to install Office 365 Pro Plus.



MANAGE WINDOWS DESKTOP AND MAC OSX INSTALLS

- To view on how many devices you have installed Office 365 Pro Plus, on the Office 365 ribbon click Settings (1), Office 365 (2) and then Install Status (3) on the left hand men



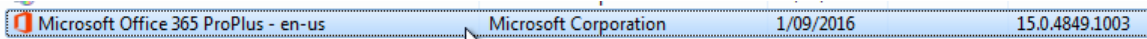
- If you no longer require the software on a device, click Deactivate



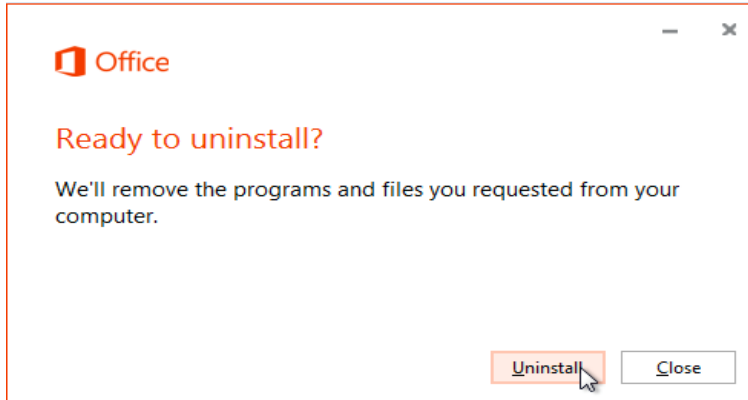
Note: After you deactivate and install, you won't be able to use many of its features. Deactivating the install does not remove the latest version of Office from your computer.

REMOVE WINDOWS DESKTOP INSTALLATION

12. Open Control Panel -> Programs and Features
13. Double click Microsoft Office 365 ProPlus

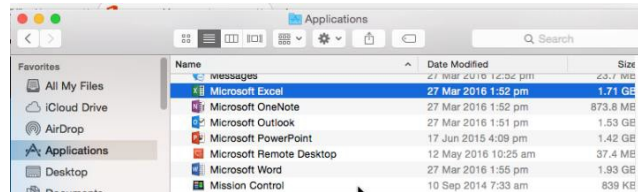


14. Click Uninstall and follow the prompts



REMOVE MAC OSX INSTALLATION

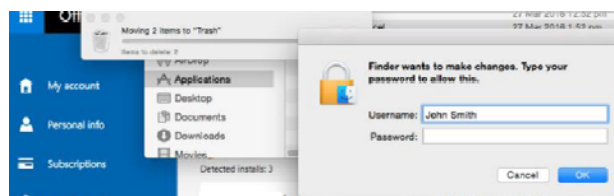
15. Open Finder -> Applications



16. Drag the application(s) to the Trash folder



17. Enter account credentials to confirm



OFFICE HELP AND TRAINING

Further information, help and training visit <http://support.office.com>