Office 365 ProPlus is available to current students at Tacoma Community College. The software can be installed on up to five devices which include PC, MAC, IPad, and Mobile phones (Android and IPhones). Windows phones and tablets should have Office already available.

Soon after leaving the college, your O365 subscription will expire. You will have access to the software for up to 30 more days at which time the software goes into reduced functionality mode. Once that occurs, a key for the software will need to be purchased to continue using it. While the subscription is active, the device will need to connect to the Internet at least once every 25 days to allow the software to verify subscription.

**Please Note:**
Office 2013 is not supported for operation systems older than Windows 7. If you have Vista, you will need to install Office 2010 (available as a link under the install options) and Windows XP is **NOT** supported.

**Step 1:**

Sign into the Portal and launch the e-mail quick link

Select on the gear icon located in the upper right
Select "Office 365 settings"
Step 2:

Select "Software"

Step 3:

Select a language option from the language drop down
Select "install"

Please note: Depending on which Office 365 plan you have, InfoPath may not be included.
Step 4:

Select "Run"

Step 5:

You will then see a notification window stating the Office is now being installed and shortly Microsoft Office will be available to use.