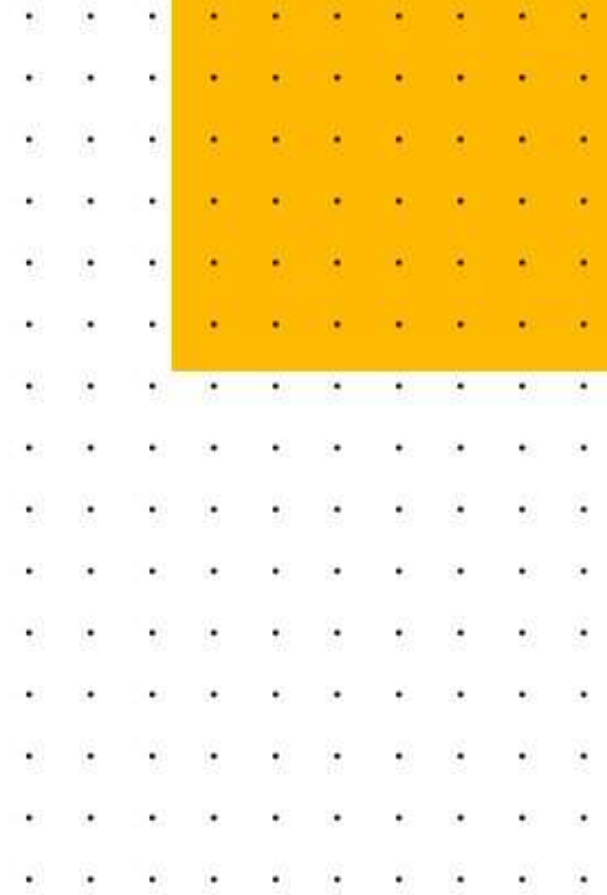






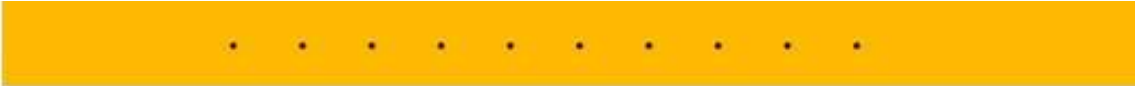
Microsoft Office 365 ProPlus

A guide for Students

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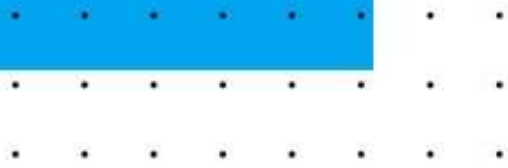
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What is Microsoft Office 365 ProPlus?



Office 365

Office 365 ProPlus is a suite of productivity tools (including full versions of Excel, PowerPoint & Word) that is installed on your **personal desktop, laptop or mobile devices and PLD.**



As part of the MOE-Microsoft Student Use Benefits, students can use their **MIMS (Student iCON) accounts** to download **Office Applications** such as **Excel, PowerPoint, Word** etc.

This access is **free** for students whose parents have given their consent to use MOE's centrally provisioned digital tools.

Office.com online services (e.g. OneDrive, Teams etc.) **are not available** at this phase of deployment. More details will be shared at a later date when the services become available.

Who can download Microsoft Office 365 ProPlus?



Which Office 365 ProPlus apps can you download?



Excel

Excel allows you to use worksheets to store and organize numbers and data in a table format by using formulas and functions.



Powerpoint

Powerpoint allows you to create presentations slides, add text, images, transitions and animations.



Word

Word allows you to create and format your document with themes and polish the words you type.

Which Office 365 ProPlus apps can you download?



OneNote

OneNote allows you to take notes and store information such as text and images in a document.



Outlook

Outlook allows you to organise your emails, manage and share your calendar to schedule meetings.

Which Office 365 ProPlus apps can you download?



Access (PC Only)

Access is a database management system which allows you to view and edit data. It is similar to Excel, but it is able to manage more data efficiently.



Publisher (PC Only)

Publisher allows you to create a wide variety of publications such as posters, business cards, calendars, newsletters and greeting cards.

Availability of Office 365 ProPlus Apps

Apps	Windows	iOS	Android	Mac	Chromebook*
Outlook	✓	✓	✓	✓	NA
Powerpoint	✓	✓	✓	✓	NA
Word	✓	✓	✓	✓	NA
OneNote	✓	✓	✓	✓	NA
Excel	✓	✓	✓	✓	NA
Publisher	✓	NA	NA	NA	NA
Access	✓	NA	NA	NA	NA
Office.com online services	Office.com online services (e.g. OneDrive, Teams etc.) are not available at this phase of deployment. More details will be shared at a later date when the services become available.				

Note: Office 365 ProPlus apps, as decided by your school, will be deployed to your PLD by your school DMA administrator.

* Microsoft stopped the support for Office apps on Chromebook since 2021

Minimum Requirements (Windows and Mac)

Refer to [Microsoft](#) for the **complete up-to-date** requirements (under Microsoft 365 subscription section)

Computer and Processor	Windows OS: 1.6 GHz or faster macOS: Intel processor
Memory	Windows OS: 4 GB RAM; 2 GB RAM (32-bit) macOS: 4 GB RAM
Hard disk	Windows OS: 4 GB of available disk space macOS: 10 GB of available disk space; HFS+ hard disk format (also known as macOS Extended) or APFS Updates may require additional storage over time.
Display	Windows OS: 1280 x 768 screen resolution macOS: 1280 x 800 screen resolution
Graphics	Windows OS: Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update) macOS: No graphics requirements
Operating Systems	Windows OS: Windows 11, Windows 10, Windows 8.1 macOS: One of the three most recent versions of macOS. When a new version of macOS is released, the macOS requirement becomes one of the then-current three most recent versions: the new version of macOS and the previous two versions.

Minimum Requirements (iOS and Android)

Refer to [Microsoft](#) for the **complete up-to-date** requirements (under mobile apps section)

- **iOS:** Office for iPad® and iPhone® (including Outlook for iOS) is supported on the two most recent versions of iOS and iPadOS. When a new version of iOS or iPadOS is released, the Office Operating System requirement becomes the two most recent versions: the new version of iOS or iPadOS and the previous version.
- **Android:** Office for Android (including Outlook for Android) can be installed on tablets and phones running any of the supported versions of Android and have an ARM-based or Intel x86 processor. Starting on July 1, 2019, support will be limited to only the last four major versions of Android.



Section 2

Access & Activation of Office 365



Section 2.1

Access & Activation for **Windows**



Activation for Windows PC

Step 1:

Go to 'https://aka.ms/office-install' on your browser.

Enter your MIMS ID (Student iCON email address) and click 'Next'.



Sign in

Next

*Please **SKIP TO STEP 4** if you have **already downloaded Office 365** on your device.

Activation for Windows PC

Step 2:

Enter your MIMS (Student iCON) password and **click** 'Sign in'



Microsoft

← [blurred email address]

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

*Please **SKIP TO STEP 4** if you have **already downloaded Office 365** on your device.

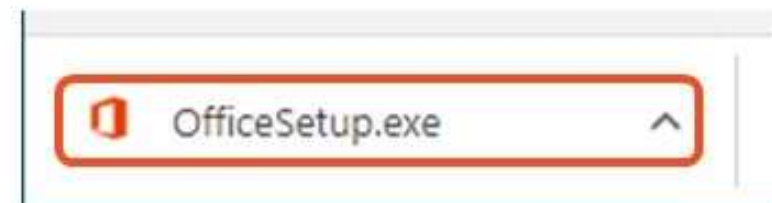
Activation for Windows PC

Step 3:

Select **English (United States)** under Language and **64-bit** under Version then **Click 'Install Office'** and the download will start.

After download is completed, **click** on the **OfficeSetup.exe** file at the bottom of your browser and **follow the instructions for installation.**

*Please **SKIP TO STEP 4** if you have **already downloaded Office 365** on your device.



Activation for Windows PC

Step 4:

Open any Office file (e.g. Excel or Word),
Click on **'File'** then **'Account'**.

**If you have already downloaded Office 365 apps, please start at this step.*



Activation for Windows PC

Step 5:

Click 'Sign In'

Enter your MIMS ID (Student iCON email address) and **click** 'Next'.

Sign in to Office

Get to your documents from anywhere by signing in to Office. Your experience just gets better and more personalized on every device you use.

Sign In



Sign in

Email address

Next

Activation for Windows PC

Step 6:

Enter your **password** and **click** **'Sign In'** to activate your license.



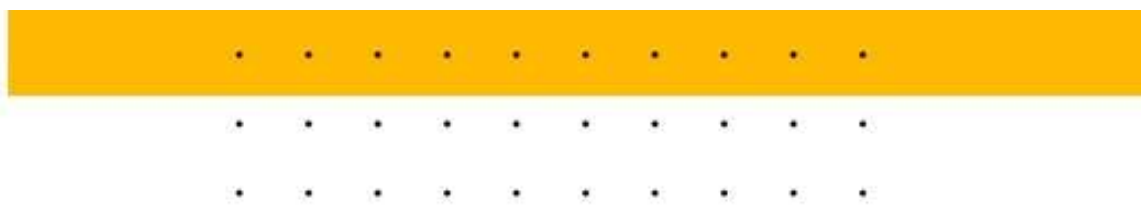
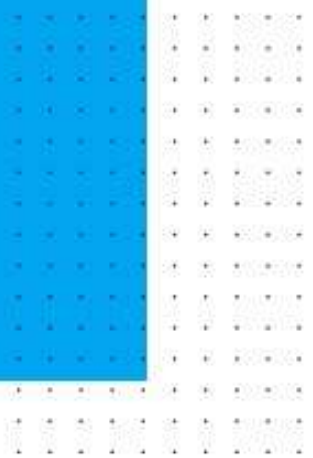
Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in



Section 2.2

Access & Activation for iOS



Activation for iOS

Step 1a:

Download any Office app available on the **App Store**. (e.g. *Word* or *PowerPoint*. Refer to p. 8 for the list of iOS Office apps.)

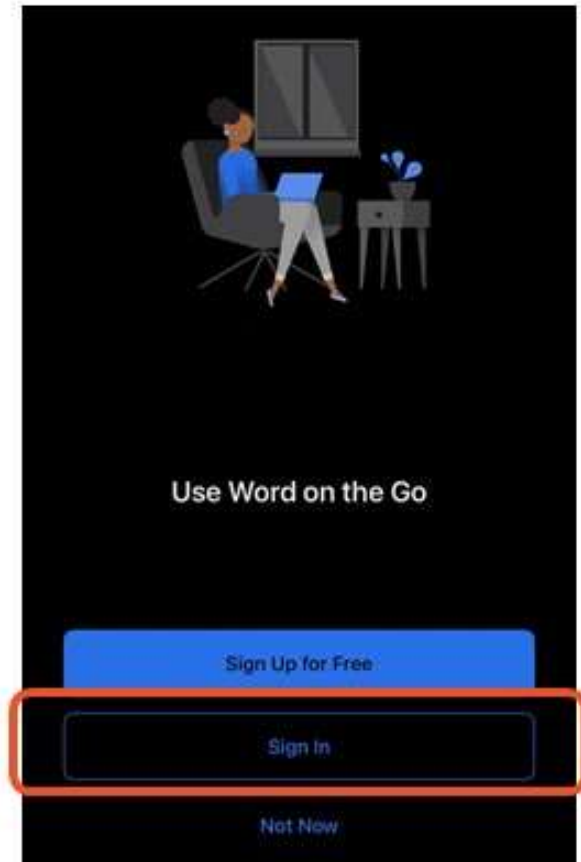


Activation for iOS

Step 1b:

Open the **Office app** that you have downloaded.

Tap **'Sign In'** on the **'Account'** screen.



Activation for iOS

Step 2:

Enter your MIMS ID (Student iCON email address) and **click** 'Next'.



Sign in

No account? [Create one!](#)

Next

Activation for iOS

Step 3:

Enter your **password** and **click** **'Sign In'** to activate your license.



Enter password

[Forgotten your password?](#)

Sign in



Section 2.3

Access & Activation for **Android**

Activation for Android

Step 1:

Download any Office app available on the **Play Store**. (e.g. Word, Powerpoint. Refer to p. 8 for the list of Android Office apps.)

Open the Office app that you have downloaded.



Activation for Android

Step 2:

Enter your MIMS ID (Student iCON email address) and **click** on the arrow to proceed.



Activation for Android

Step 3:

Enter your **password** and **Click** **'Sign In'** to activate your license.



Enter password

[Forgotten your password?](#)

Sign in



Section 2.4

Access & Activation for **Mac**

Activation for Mac

Step 1:

Go to 'aka.ms/office-install' on your browser.

Enter your MIMS ID (Student iCON email address) and click 'Next'.

*Please **SKIP TO STEP 4** if you have **already downloaded Office 365** on your device.



Sign in

Next

Activation for Mac

Step 2:

Enter your **password** and **click** 'Sign In'

Microsoft

← [blurred email address]

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

*Please **SKIP TO STEP 4** if you have **already downloaded Office 365** on your device.

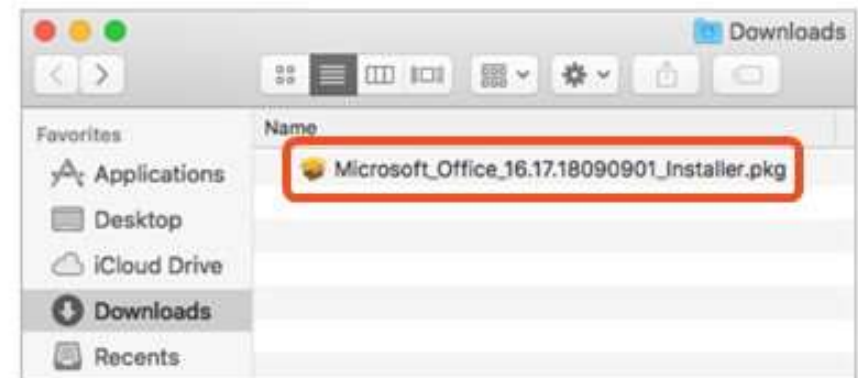
Activation for Mac

Step 3:

Select **English (United States)** under Language and **64-bit** under Version then **Click 'Install Office'** and the download will start.

Once the download has completed, open **Finder**, go to **Downloads**, and double-click **Microsoft Office installer.pkg** file. Follow **instructions to complete the installation.**

*Please **SKIP TO STEP 4** if you have **already downloaded Office 365** on your device.



Activation for Mac

Step 4:

Open any Office file (e.g. Excel or Word),
Click on **'File'** then **'Account'**.

**For students who have already downloaded Office 365 app, please follow this step.*

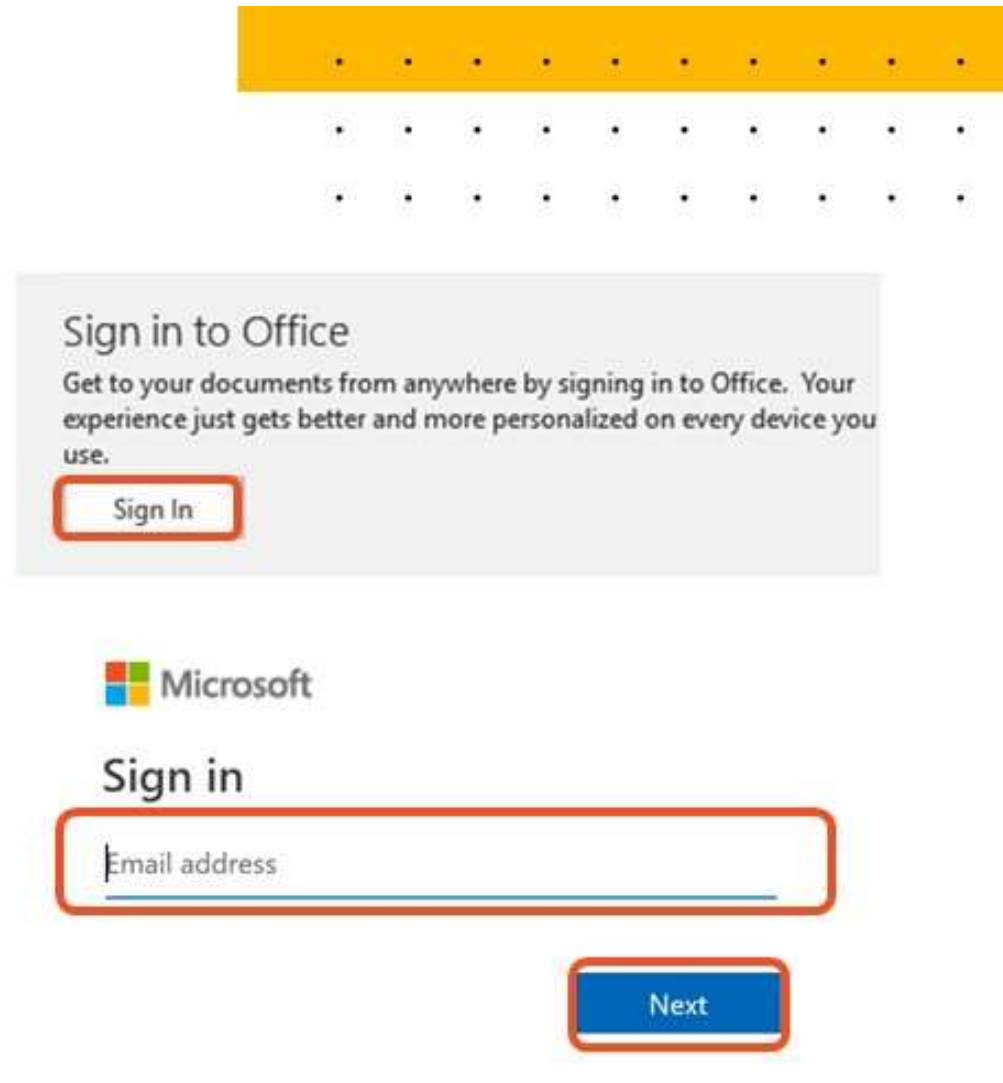


Activation for Mac

Step 5:

Click 'Sign In'

Enter your MIMS ID (Student iCON email address) and click 'Next'.



Activation for Mac

Step 6:

Enter your **password** and **click** **'Sign In'** to activate your license.



Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in



Section 3

FAQ





FAQ

1

Which Office 365 ProPlus apps can I download ?

You would be entitled to access various apps such as **Word, Powerpoint** and **Excel**. Refer to p. 8 for the list of apps by device type.

2

Can I install Office 365 ProPlus apps on multiple devices?

You may download and install Office 365 ProPlus apps on up to **5 computers, 5 tablets and 5 mobile phones** (including your PLD) at a time.

3

Can I install Office 365 ProPlus with my personal email account?

No. As the license is tagged to your MIMS (Student iCON) account, you are only allowed to **sign in using your MIMS (Student iCON) account**.



FAQ

4 If I have already installed Office 365 previously, would I still be able to install Office 365 ProPlus apps on my device?

If you are currently using Office 365 and would like to make use of the Office 365 ProPlus apps, **sign out of your previous account** and sign in again using your MIMS (Student iCON) account.

5 Are there any rules that I should follow?

- a. The license is **tied to your MIMS** (Student iCON) account
- b. Install it **only on your personal devices** (including PLD) that you use
- c. **Do not share** your MIMS (Student iCON) login details **with others**
- d. **Do not use** it for **improper or illegal purposes**

FAQ

6

What happens when I leave school or graduate?

When you **leave school or graduate**, your MIMS (Student iCON) account will be **terminated**. Your Office 365 ProPlus apps will then be **downgraded** and you can **only view and print files**. You cannot edit or create new files.

7

What is the difference between Microsoft Office 365 ProPlus apps and Microsoft Office 365?

Microsoft Office 365 ProPlus apps refers to “offline” apps (e.g. Microsoft Word, Excel etc.) that can be downloaded and installed on devices like laptops and tablets.

Microsoft Office 365 refers to the full suite of services which include “offline” apps and online services* that can be accessed via office.com.

* Note that online services are not available at this stage of deployment.



Where can I get **help**?

For **more information or help** on installing Microsoft Office 365 ProPlus apps on your personal devices, please contact **Microsoft Office support** - <https://support.office.com/>

