FREE Microsoft Office ProPlus 365 (2016) for Students and Employees (PC and Mac)
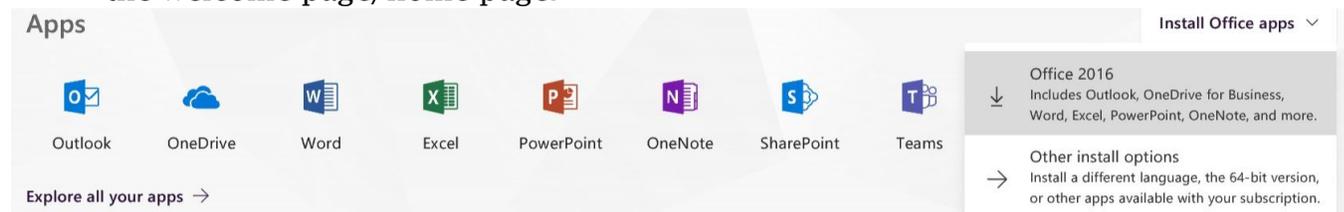
FREE Microsoft office 365 ProPlus is available for currently enrolled students and employees at SMSU. Microsoft office 365 ProPlus includes Word, Excel, PowerPoint, and other office processing applications.

Currently enrolled Students and employees can download the software on up to five personal owned PC or MAC computer systems. IOS and Android platforms also support office 365 ProPlus.

DOWNLOAD INSTRUCTIONS:

For best results, uninstall older versions of Microsoft Office before you install Office 365.

1. Go to the following website www.smsu.edu

2. Click on "Menu" and then on Email.

3. Log in with your StarID and StarID password. Its starid@minnstate.edu for employees and starid@go.minnstate.edu for students.

4. Click the "Install Office Apps " button near the top right part of the page on the welcome page/home page.

5. Follow instructions (depending on your computer specifications and web browser) to download and install Office. After the download is complete, please run the .exe file or downloaded file for MAC if it does not automatically start.

6. Once Office 2016 Professional Plus is installed, you will find your programs with the rest managed by your operating system. In Windows 10, for example, you will see the software under **All apps**, accessible from the Windows (Start) menu.

7. **ACTIVATION** - The first time you start an Office app, chose to log in - and use the format **starID@go.minnstate.edu** (students) **starID@minnstate.edu (employee)** using your StarID and password. This will activate the software and enable full Office functionality and software updates.

Please contact the Technology Resource Center (TRC) by email at **TRChelpdesk@smsu.edu** or by phone at **507-537-6111** if you have additional questions