

Office365 Pro Plus

As a student or member of staff at the Royal Conservatoire of Scotland, you are entitled to free copies of Microsoft Office during your studies or employment at the Conservatoire.

Each subscription license allows you to run a full copy of Microsoft Office on up to five machines being Mac or PC. You can also run Office Mobile for Android or Office Mobile for iPhone on up to 5 mobile devices.

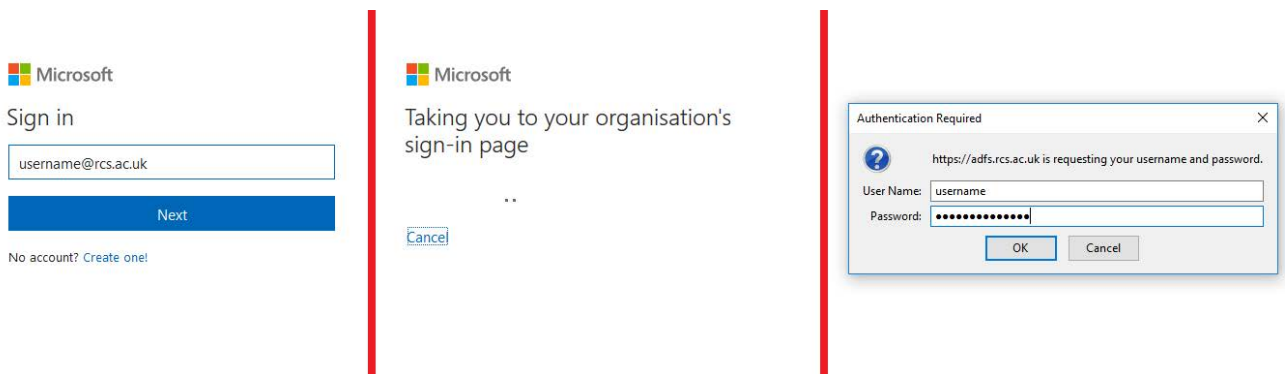
You will be licenced to use the software for the duration of your course(s) or employment with the Conservatoire as it is linked to your rcs.ac.uk email address.

Downloading Office 365 Pro Plus



Log into Office by visiting <https://office365.com> and clicking sign in

Enter your RCS email address when logging in and it should redirect you to our adfs server where you will need to enter your username (without @rcs.ac.uk this time)



Once you sign in you will have the option to download apps



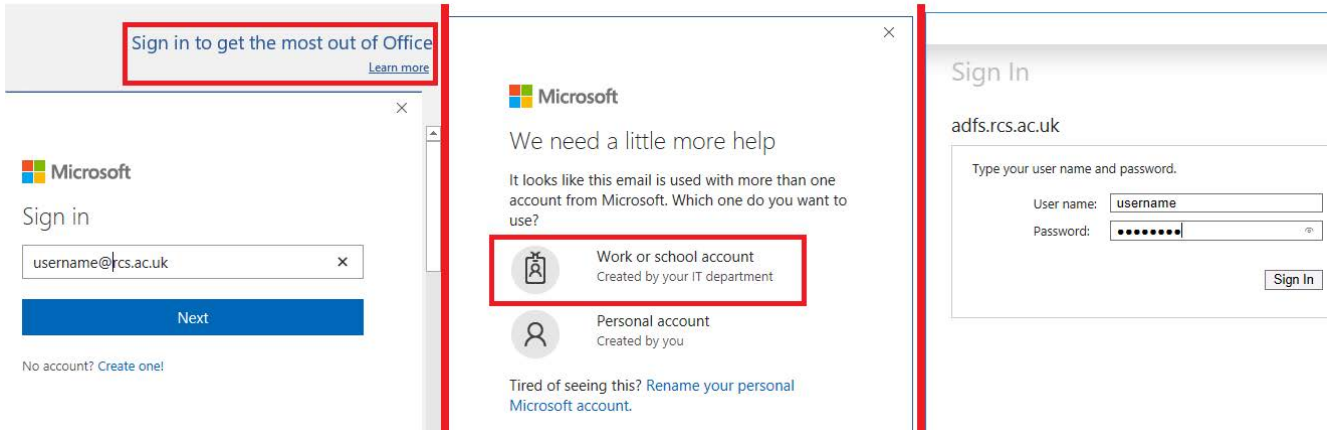
Save the download file, run that file and then follow on-screen instructions to complete the installation.

Office 365 Professional Plus will install alongside your current version of Office, however it is recommended that you uninstall this first using Add / Remove Programs. Please ensure that you keep the original media as your subscription to Office 365 Pro Plus will only last for the duration of your studies or employment at the Conservatoire.

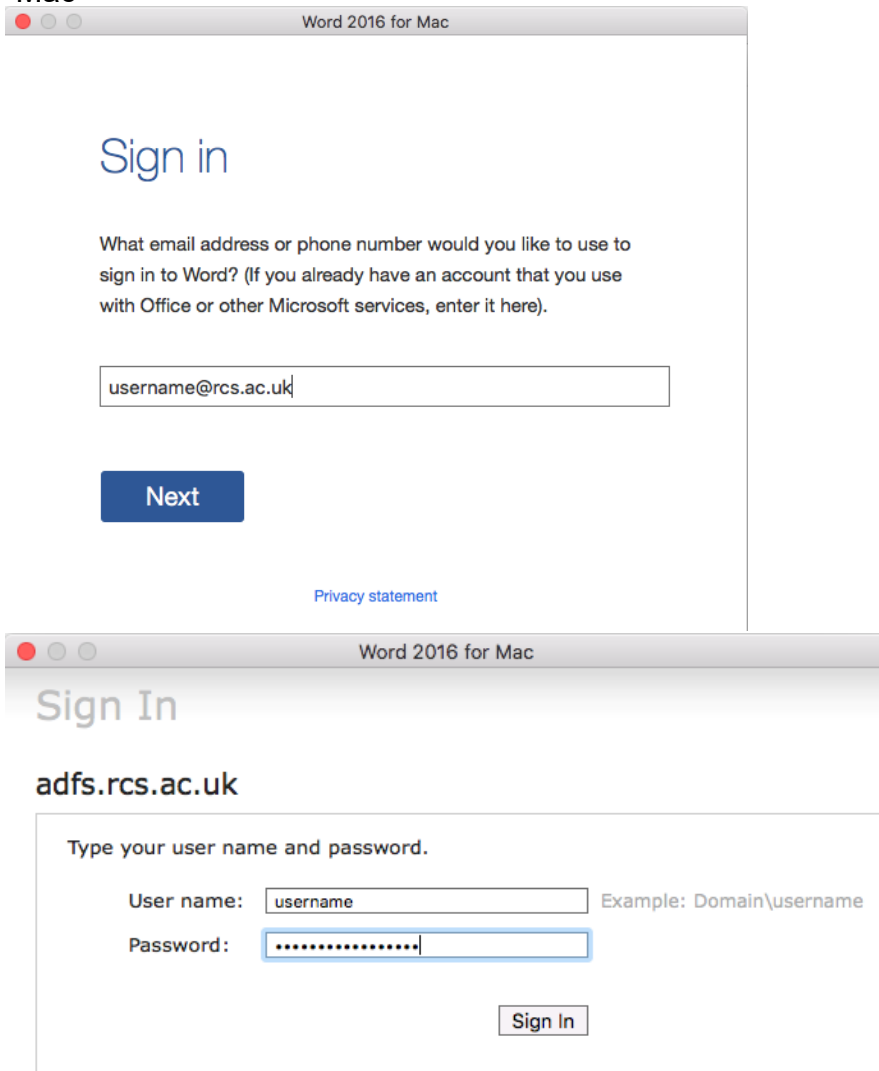
Activating Office 365 Pro Plus

When you open Office 2016(Word, Excel etc) for the first time it will ask you to sign in.

Windows



Mac



Office 365 Pro Plus for iPhone / iPad

Open the App Store, search for Microsoft Office

You can download Microsoft Word, Excel, PowerPoint and OneNote

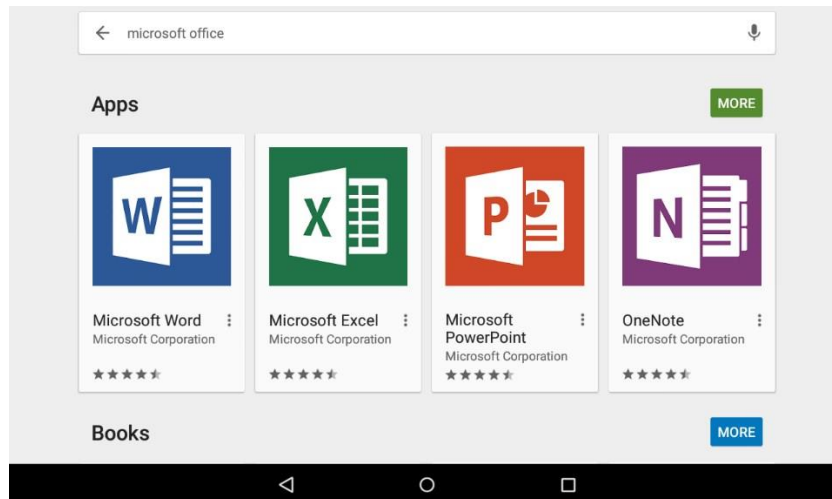


When you first launch one of the Office apps, you will be asked to sign in. Enter your email address first and then sign in with your usual username and password.

When saving documents, it is recommended to save to your OneDrive for Business folder which is linked to your Conservatoire email address, rather than the iPad or iPhone locally. This means your documents will be accessible from any computer or device with internet access when you log into your Conservatoire Office365 email account through OneDrive for Business.

Office 365 Pro Plus for Android

Open the Play Store and search for Microsoft Office. You can download Microsoft Word, Excel, PowerPoint and OneNote



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Please note that Microsoft Office for Android isn't available on some handsets.

Help and Support

Microsoft have some online resources to help you with Office, please see links below.

[Microsoft Office 2016 Online Help for Windows](#)

[Microsoft Word 2016 Online Help](#)

[Microsoft Excel 2016 Online Help](#)

[Microsoft Outlook 2016 Online Help](#)

[Microsoft PowerPoint 2016 Online Help](#)

[Microsoft Office Mobile for iPhone and iPad](#)

[Microsoft Office Mobile for Android Devices](#)