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Introduction

Allan Hancock students are eligible to install for free the full version of Microsoft Office 365 Pro Plus as part of the AHC Microsoft Campus agreement. This agreement allows students to install the latest version of Office on up to 5 PCs or Macs, up to 5 tablets including iPad®, and on other mobile devices including Android™ and iPhone®. It includes 1 TB of OneDrive storage, managed by the school, for schoolwork and homework. In addition, students can edit and collaborate using Office Online.

Eligible students must have an active my.hancockcollege.edu email account and be 13 years or older. Students remain eligible as long as they have an active AHC email account.










These instructions require internet access. Once the Office products are installed on your computer, internet access is only required for software updates or use of Office Online.

Office 365 Pro Plus

These instructions are for Hancock students to install the following Microsoft Office products on a personally owned computer.

Install Office 365 Business with the new 2016 apps

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business

								
Word	Excel	PowerPoint	OneNote	Access	Publisher	Outlook	Skype for Business	OneDrive for Business

How to Install Office 365 for Students

These instructions must be done on the computer (PC or MAC) that you wish to install the Office 365 products.

The PC or Windows tablet must be running Window 7 or higher.

The Apple Mac must be running OS X 10.6 or higher.

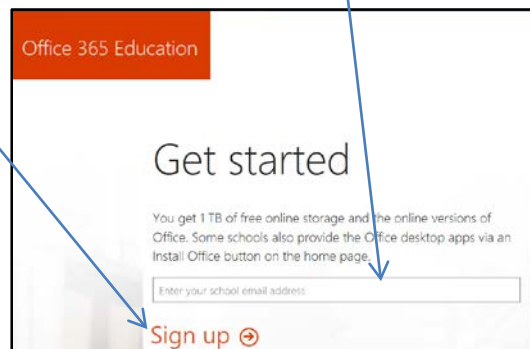
WARNING – WARNING

Do not use these instructions on a Hancock College district computer.

1. Using a browser on your computer, go to Office.com/getoffice365
1. Select the **Student** tab
2. Select the **Get started for free** button.

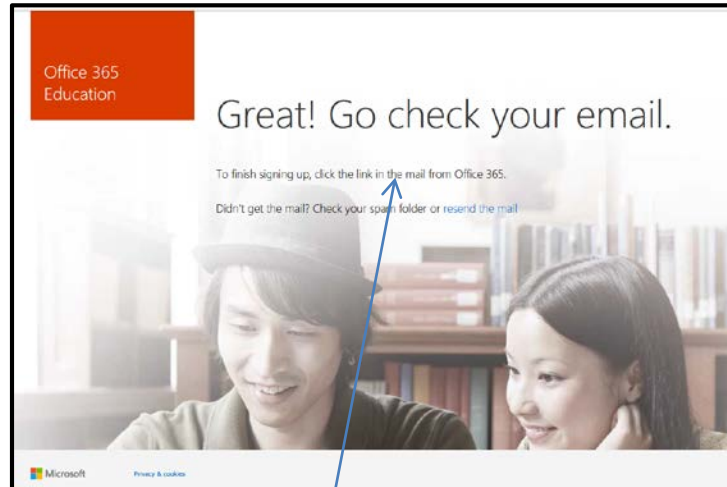


3. Type in your username@my.hancockcollege.edu email address.
4. Select **Sign up** link

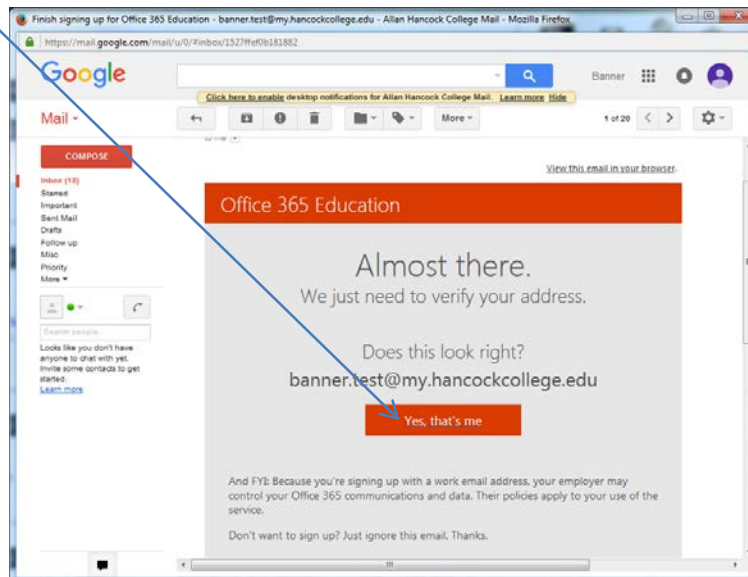


How to Install Office 365 for Students

5. You will see the following screen.

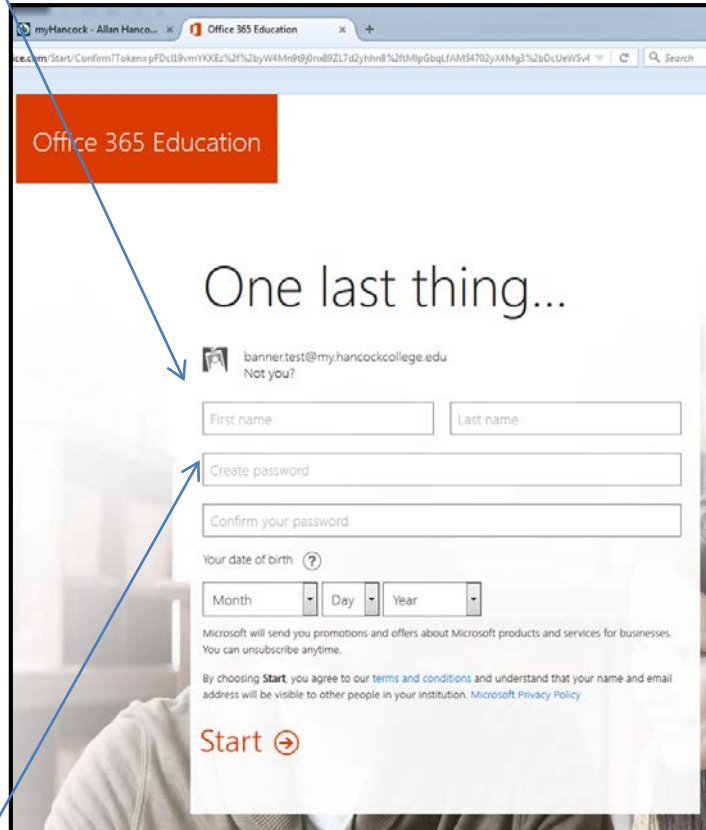


6. Using another tab in your browser, sign into your [myHancock account](#) to check your email to see if you qualify. It may take a few minutes for the email to arrive, so be patient.
7. You will receive an email like this one. You need to select the link [Yes, that's me](#) in the message to complete the signup.



8. A new tab should open in your browser.

9. Fill out the form.



10. Enter a password (8-16 characters). The password must be 8-16 characters with combined upper and lower case letters and numbers. Special symbols can also be used. It is suggested that you use the same password as your myHancock account, but they do not need to be the same.



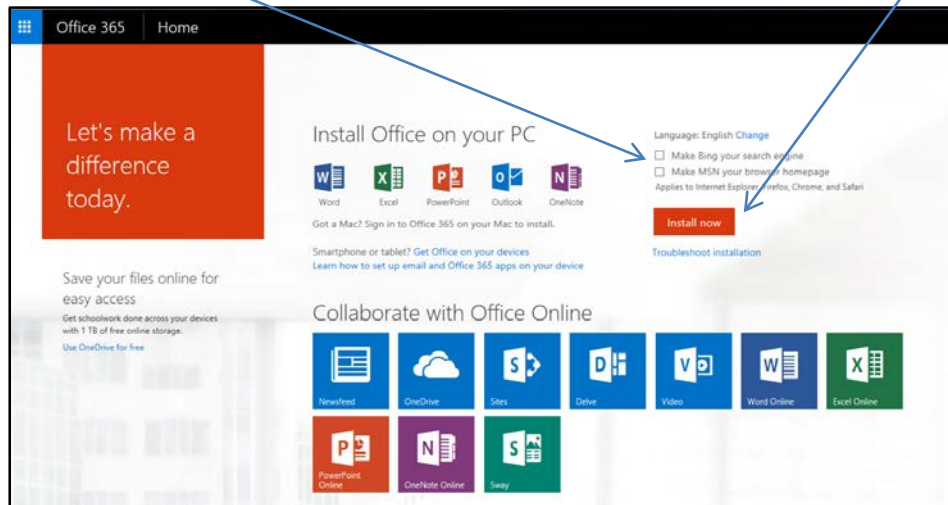
11. Then select the **Start** link.

12. You will now see the screen to download the software. This screen takes a couple minutes to populate all the Office tiles. If you do not see this screen, go to MicrosoftOnline.com and sign in with your Hancock email address and the password you created when you established your Office 365 account.

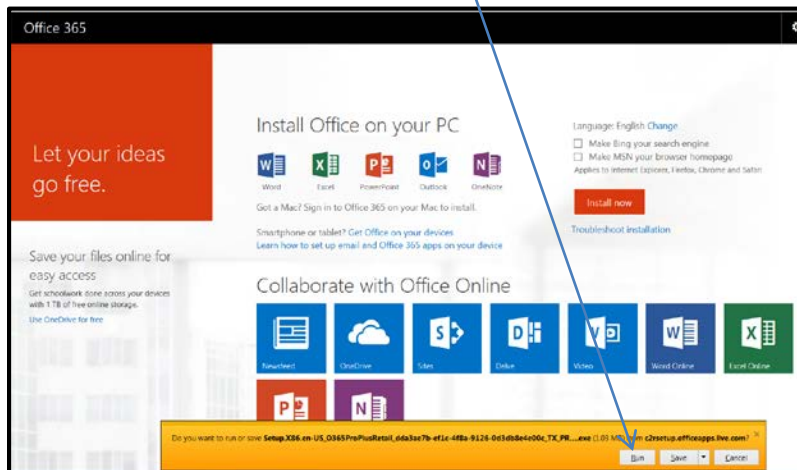
WARNING - WARNING

When you select **Install now**, if you have a licensed copy of Office on the computer you are using, you will be asked to uninstall it.

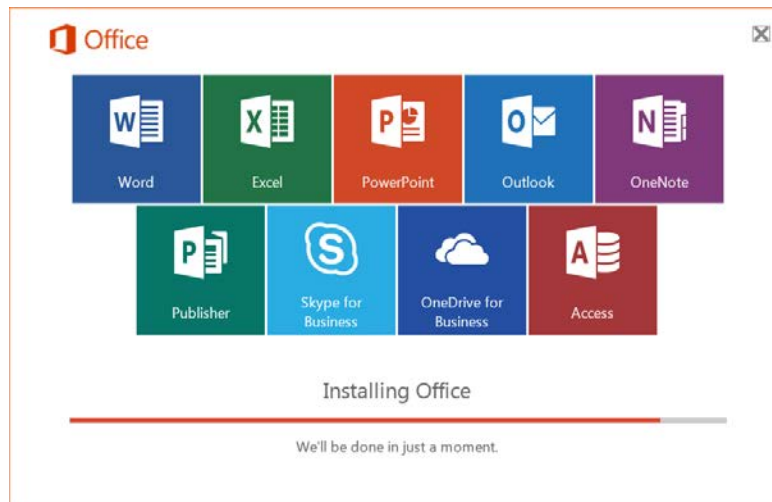
13. Uncheck Bing and MSN if you do not want these options and then select the **Install now** button.



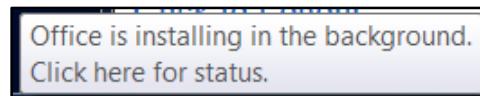
14. When prompted to Run or Save the file, select **Run**.



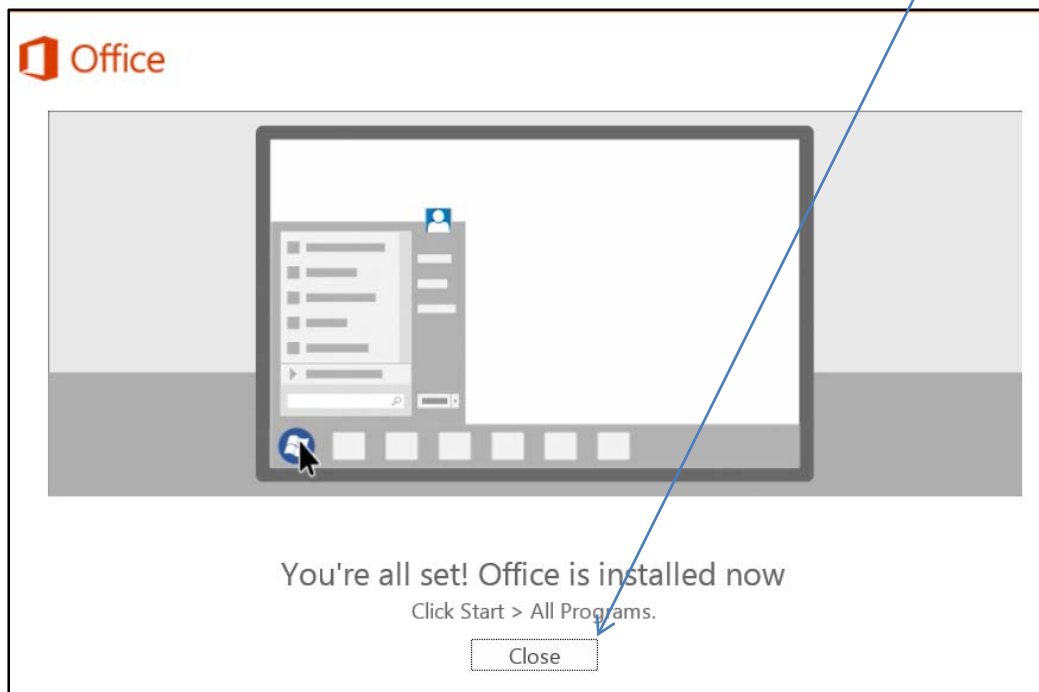
How to Install Office 365 for Students



15. Microsoft Office will install in the background. Stay online and do not restart your computer.



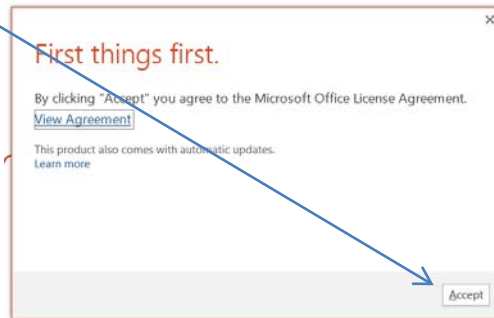
16. When you see the following screen, the install has completed. Select the **Close** button.



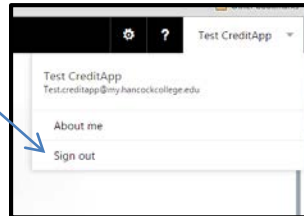
17. The first time you open the Office Excel application, you may see the following pop-up window.

How to Install Office 365 for Students

18. Select the **Accept** button for the license agreement.



19. Do not forget to sign out of the Microsoft browser screen.



Other Options

You can sign back in from up to a total of 5 computers to install the full version of Microsoft Office. You can also activate up to 5 copies of Office for tablets.

Office for the iPad and iPhone are downloaded from iTunes. Office for Android is downloaded from Google Play.

You can access Office Online, the browser-based version of Office, for coauthoring and collaboration.

You have access to 1 TB of cloud storage by using OneDrive for Business for storing, syncing, and sharing your files. The OneDrive account is associated with Hancock and should only be used for school-appropriate content such as homework and schoolwork. OneNote and Office Online use OneDrive.

Signing In

20. Go to MicrosoftOnline.com.
21. Enter your Hancock email address and the password you created when you established your Office 365 account.
22. Select the **Sign in** button.

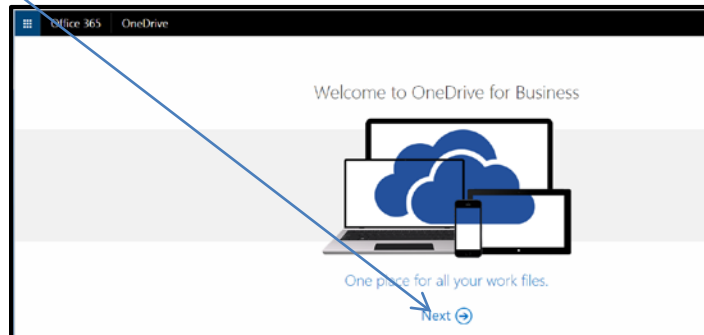


OneDrive

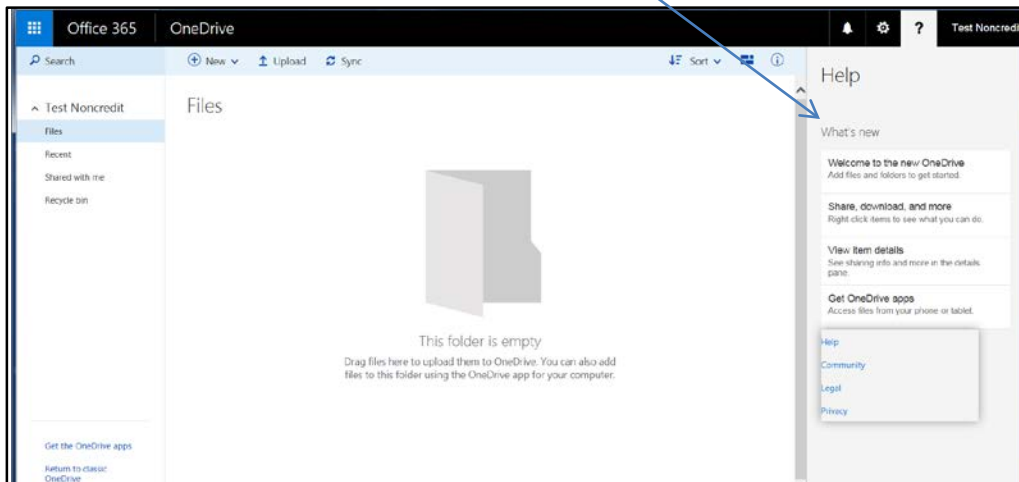
1. If you would like to use the free 1TB OneDrive cloud storage, select the [Use OneDrive for free](#) link.



2. Select the [Next](#) link



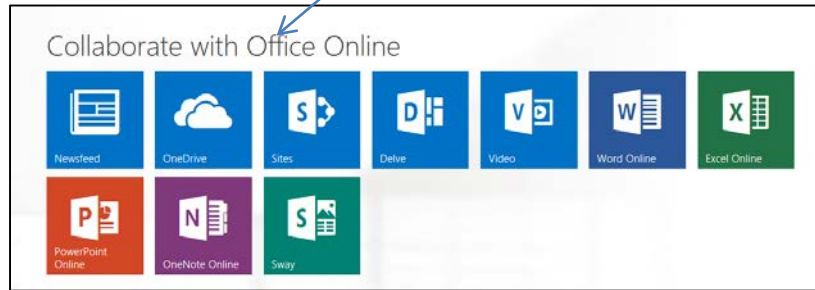
3. To learn more about OneDrive, select the links on the right.



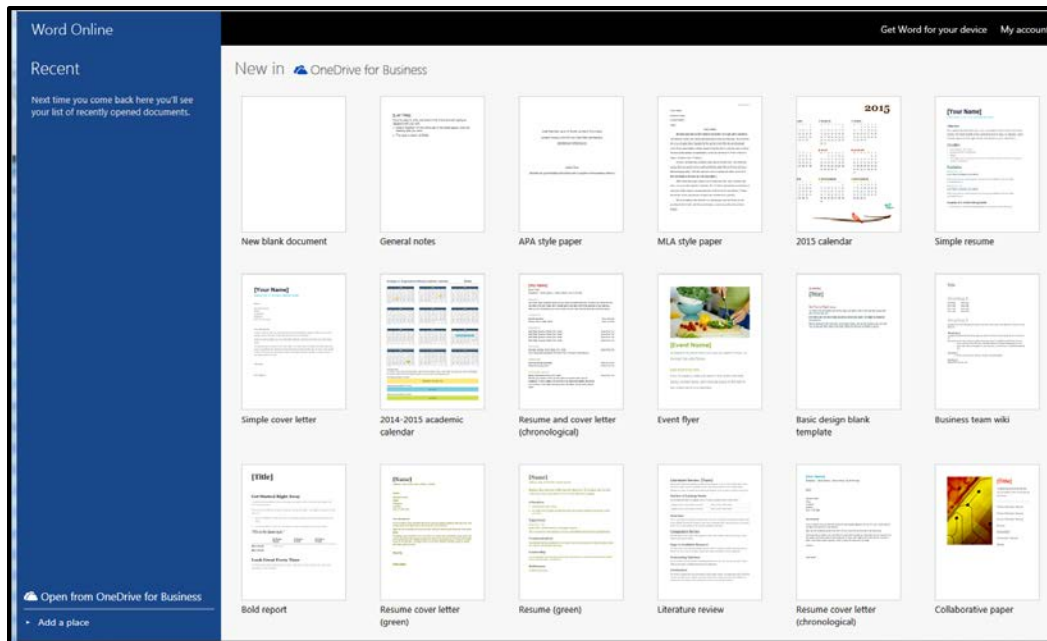
Office Online

With the online version of an Office application, you can share and simultaneously work on your documents with classmates and friends. No need to merge different versions later. You need internet access to use Office Online. Files are stored in OneDrive or optionally in your Dropbox account.

1. If you would like to use other collaborate services or the cloud version of the Office applications, select one of the boxes under Collaborate with Office Online.



2. The selected application opens in a new browser tab.



Smartphone or Tablet

You can activate up to 5 copies of Office for tablets.

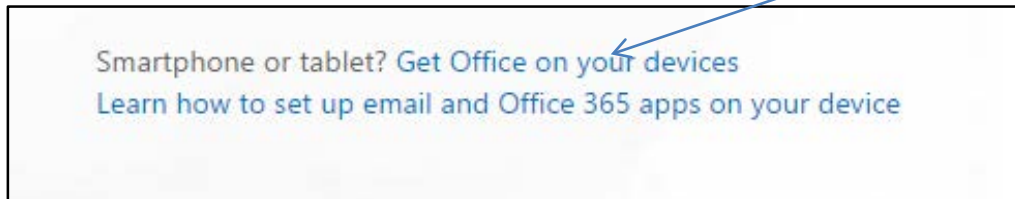
Office for iPad can be installed on iPads running version 7.0 or higher.

Office Mobile for iPhone® can be installed on phones running iOS 6.0 or higher.

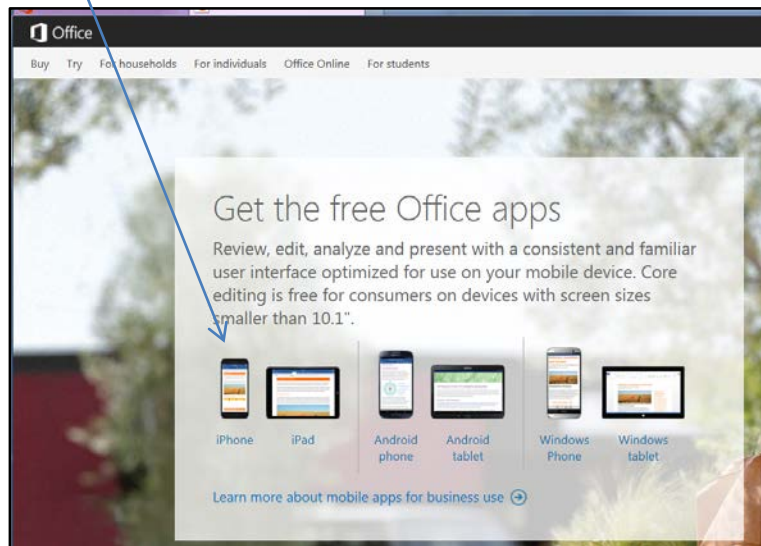
Office for Android™ tablet can be installed on tablets that meet the following criteria: running Android KitKat 4.4 or Android Lollipop 5.x, have a minimum screen size of 7 inches, and have an ARM-based or Intel x86 processor.

Office Mobile for Android phones can be installed on phones running OS 4.0 or higher.

1. If you would like to install Office on your smartphone or tablet, select the link [Get Office on your devices](#).

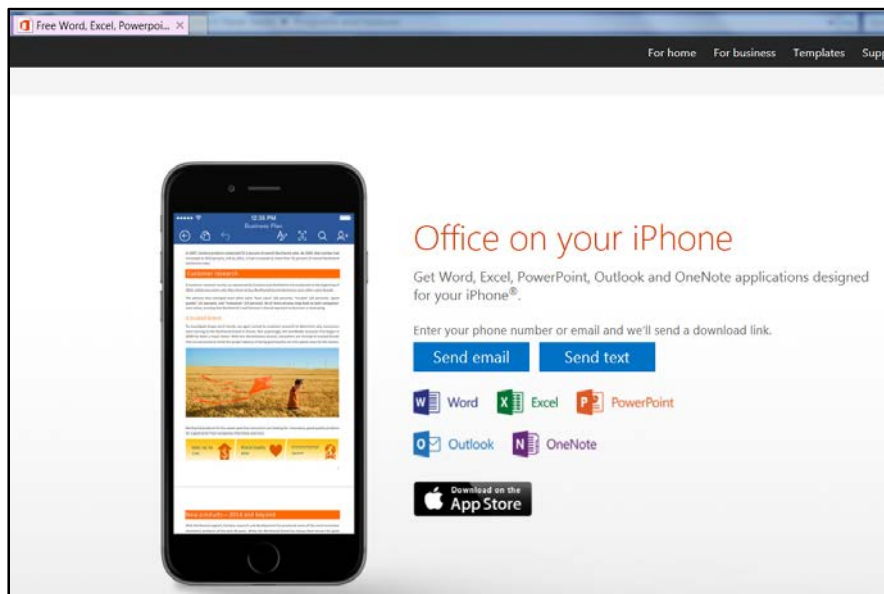
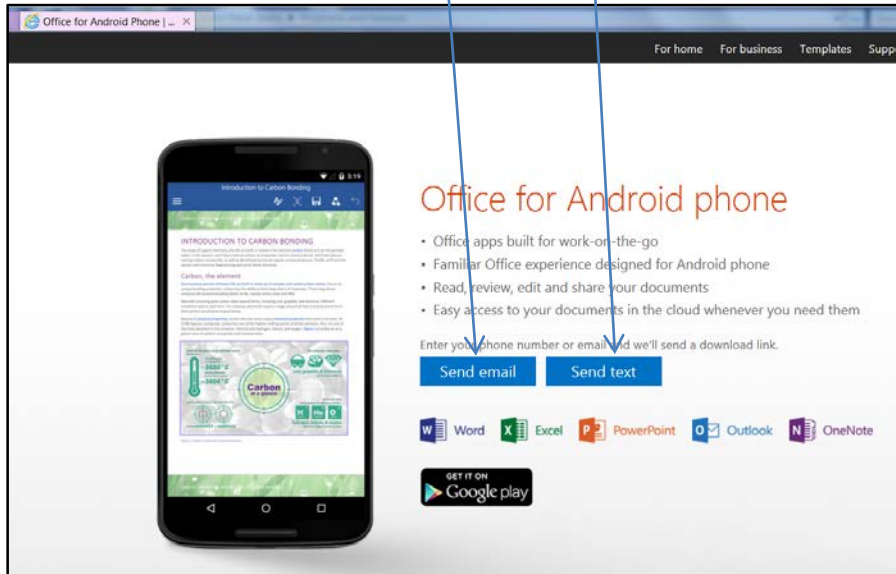


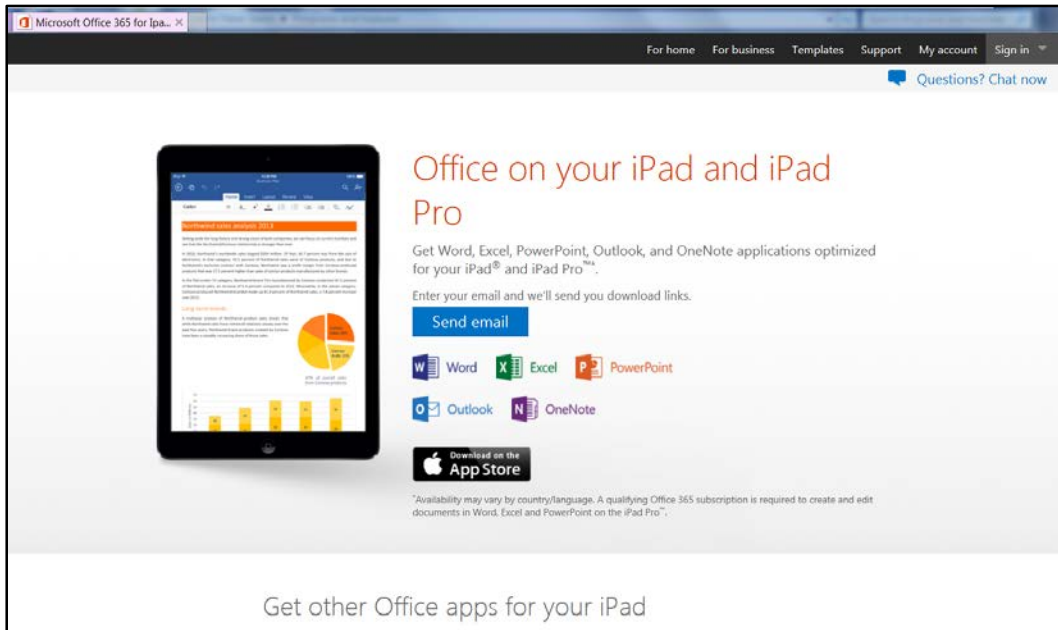
2. Select your device type.



How to Install Office 365 for Students

3. You will be prompted to enter an email address or phone number for a text message to send the link for the download to the device.





4. When you select the link in the message sent to your device, **Open with** Play Store or iTunes depending on your device.
5. After installation, sign in with your `username@my.hancockcollege.edu` credentials and the password you created for your Office 365 account when prompted.

Need Help

If you need assistance with these instructions, please send an email to admissions_help@hancockcollege.edu or call 805-922-6569.

If you cannot remember your password, select the [Can't access your account?](#) on the sign in page and follow the on screen instructions.

