

# Office 365 ProPlus Subscription Information

Mercy College of Health Sciences students may download and install Microsoft Office 365 ProPlus, a full version of Office software, including: Word, PowerPoint, Excel, Outlook, and more!

Students can install the software on several devices, including PCs, Macs and tablets. Users may also access Office mobile applications on iPhones and Android phones. The software has the same features and functions as other versions of Office and can be used offline; however, users must connect to the Internet once every 30 days to verify they are still eligible for the program. Office 365 ProPlus is being offered through Mercy College in partnership with Microsoft.

## Important Notes

Office 365 ProPlus license is for personal use and should only be installed on devices you own and control.

**The installation and use of Microsoft Office 365 ProPlus is not supported by College staff or the CHI service desk.** If you have trouble with the installation process or have usage issues using Office 365 on your personally owned device, please contact your device manufacturer for support.

## How to Download and Install Office 365 ProPlus

### *Mac or Windows Computers*

1. On your personally owned computer, open a new tab or window in a Web browser, and then go to [login.microsoftonline.com](https://login.microsoftonline.com)
2. Log in using your Mercy College assigned student login as described below:  
Login Account:    FirstName.LastName@students.mchs.edu  
Password:           Your Mercy College password.
3. Click on the Install Now button on the right side.
4. Follow on-screen instructions.

### *Tablets and Phones*

Mobile Office apps for tablets and phones can be downloaded and installed from your device's app store. Users with iOS devices who want to access OneDrive for Business on their device should also download and install the **OneDrive for Business** app (not the OneDrive app).

*(Turn this page over to see an FAQ.)*

# Frequently Asked Questions

## *How do I change my Office 365 login password?*

You may use the “Change Password” link near the top of the ELEOS login page at <http://mchs.desire2learn.com>. This link is available to change your mchs.edu password even if you do not have a login setup in ELEOS-D2L.

## *How long can I keep my license for Office 365 ProPlus?*

Users must connect to the Internet once every 30 days to verify they are still eligible for the program. *Students* must be actively enrolled at Mercy College to remain eligible for the Office 365 ProPlus license. Graduating students will retain full access to Office 365 until the beginning of the next term.

## *What devices are compatible with Office 365 ProPlus?*

- PCs (Windows 7 or higher)
- Macs (Mac OS X 10.6 or higher)
- Windows tablet (Windows 7 or higher)
- iPads (version 7 or higher)
- Office Mobile for iPhone
- Office Mobile for Android

## *How many devices can I install the software on?*

Each subscription license allows you to install Microsoft Office on up to five Mac or Windows computers, five tablets, and five phones.

## *Is this a full version of Office, available for offline use?*

Yes. The software has the same features and functions as other versions of Office and can be used offline.

## *How much OneDrive cloud storage space does my account have?*

1TB.

## *What applications are included with Office 365 ProPlus for Windows?*

- Word 2016
- Excel 2016
- PowerPoint 2016
- OneNote 2016
- Access 2016
- Publisher 2016
- Outlook 2016
- Lync 2016
- InfoPath 2016

## *What applications are included with Office 365 ProPlus for Mac?*

- Word 2016
- Excel 2016
- PowerPoint 2016
- Outlook 2016