Clarion University
EagleMail & Student Access to Microsoft Office Installation
for Personal Computers

1. Introduction

Through your Eagle Mail account, current Clarion University students have access to install a copy of Office ProPlus software on your personal computer. The current version of the software is Office 2016, aka Office 365.

Before you install Office Pro Plus, please note of the following items:

*Prior to installing Office ProPlus, you **must uninstall/remove any previous versions of Microsoft Office from your personal PC or Mac.**

*__Office ProPlus is specifically f__*or personal use* (personal or home computers or devices) by current Clarion University students. The software is only available while you are a current student. See the Important Notes section at the end of this document for additional information.

* System Requirements: The PC on which you intend to install Office ProPlus must have Windows 10; Mac systems must be Mac OS X 10.10 (Yosemite) or higher. For more details, follow the system requirements link available in Step 2.d noted below.

2. Installation Instructions

a. Login to your Eagle Mail Account

- Go to www.clarion.edu/computing or select MyClarion Tools from any www.clarion.edu page
- Select "Eagle Mail" from the Web Services list on the right side of the page
- Select "Eagle Mail Login"
- At the Office365 ID prompt, enter your Eagle Mail address (f.m.lastname@eagle.clarion.edu)

b. Select the "**waffle menu"** in the top left corner, then select Office 365
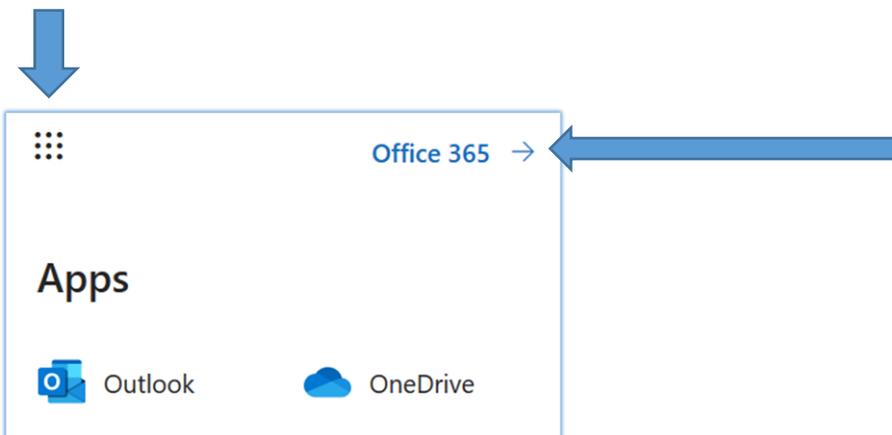
c. From the Office 365 select, select "**Install Office**, **Office 365 Apps**"
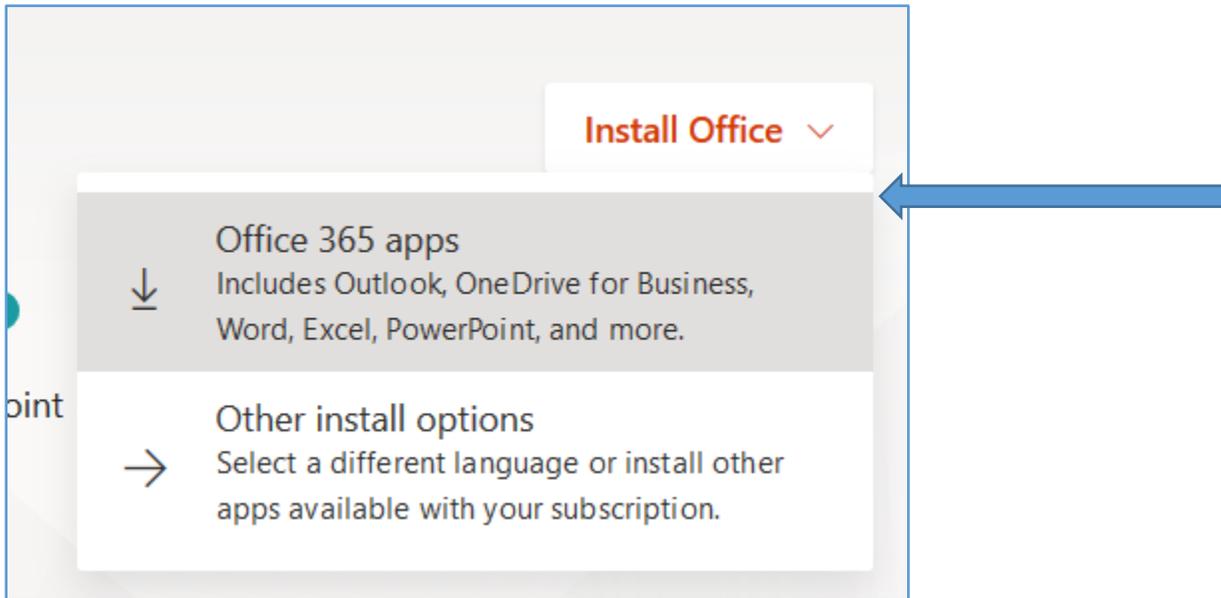
d. From the software menu, select "**install**". Note: To Check the system requirements for your machine, select the "Review system requirements" link

Follow the prompts to complete the install. Note that a popup box may appear at the bottom of the screen asking if you want to run or save the setup program for office. Select "Run (or save the file to your local drive then run the file). The file name of the install program will be something similar to
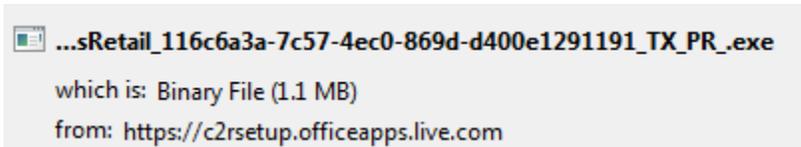
(or .DMG for a Mac)

e. The installation will begin. Do not turn off or restart your computer until the installation is completed. Follow the prompts and note the following items:

- You may be prompted for your office 365 account information. Enter you Eagle Mail address (f.m.last@eagle.clarion.edu)
- You may be prompted select between a "Microsoft Account" and a "Work or School Account." Select "Work or School Account."

The installer will notify you when the installation is completed. The message will read something along the lines of "You're Good to Go", Once you see this message, the office install is finished. Select "All done" to exit the install. At that point, you are ready to use Microsoft Office in your PC!

3. Important Notes

The Office license will remain valid while you are a current student at Clarion University. Once you graduate or stop enrollment at the university, you will lose access to the software. When the software license expires, you will retain all local files on your PC and read access to any files stored within the Office 365 system. However, you will have to purchase your own Office license if you wish to continue to use the programs.

*If you do not connect within 30 days, Office ProPlus goes into reduced functionality mode until you connect to the internet again and your status is verified (at which time all features become available again).

4. Frequently Asked Questions

Q: I was prompted to choose between the 64 bit and 32 bit version of the software. What should I so?

 A: Please review the Microsoft Which Version is Best for Me page.

Q: Can I install Office ProPlus on multiple systems?

 A: You may install OfficePro Plus on up to 5 personal devices

Q: How long can I keep the software?

 A: You have access to the software as long as you are a current student. See item 3 (Important Notes) above for additional information.

Q: Where can I obtain more information on Eagle Mail?

 A: Please visit the Computing Services web page, www/clarion.edu/computing