



Microsoft®  
Office 365



Download and Install Office 365 Pro Plus

## 1. Download and install Office 365 ProPlus

- 1) Sign in to the Office 365 portal, at <http://portal.office.com/OLS/MySoftware.aspx>
- 2) Put your full email address in the email box and hit the **tab** button or click in the password field. This will automatically redirect you to the CU Denver login page.



Sign in with your work or school account

firstname.lastname@ucdenver.edu

Password

Keep me signed in

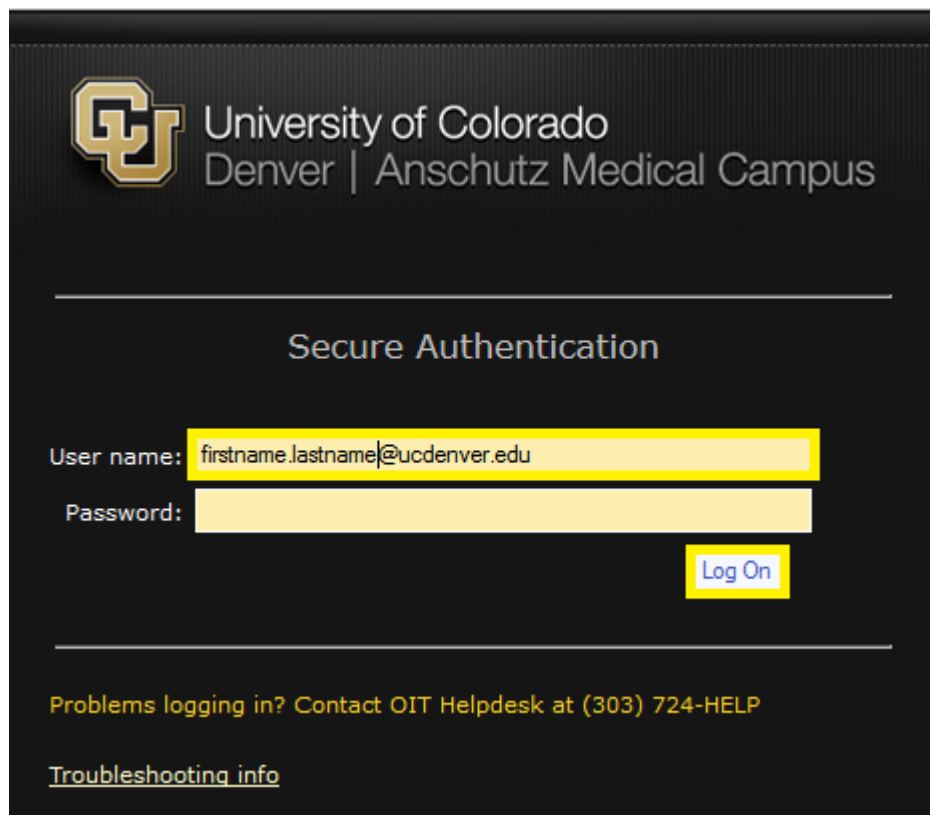
Sign in

[Can't access your account?](#)

If you have any questions, please contact the University of Colorado Denver | Anschutz Medical Campus OIT Help Desk at 303-724-4357 (4-HELP) between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday. You can also open a ticket at the self-service portal: <http://4help.oit.ucdenver.edu>

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- 3) Login using your full email address and University password.

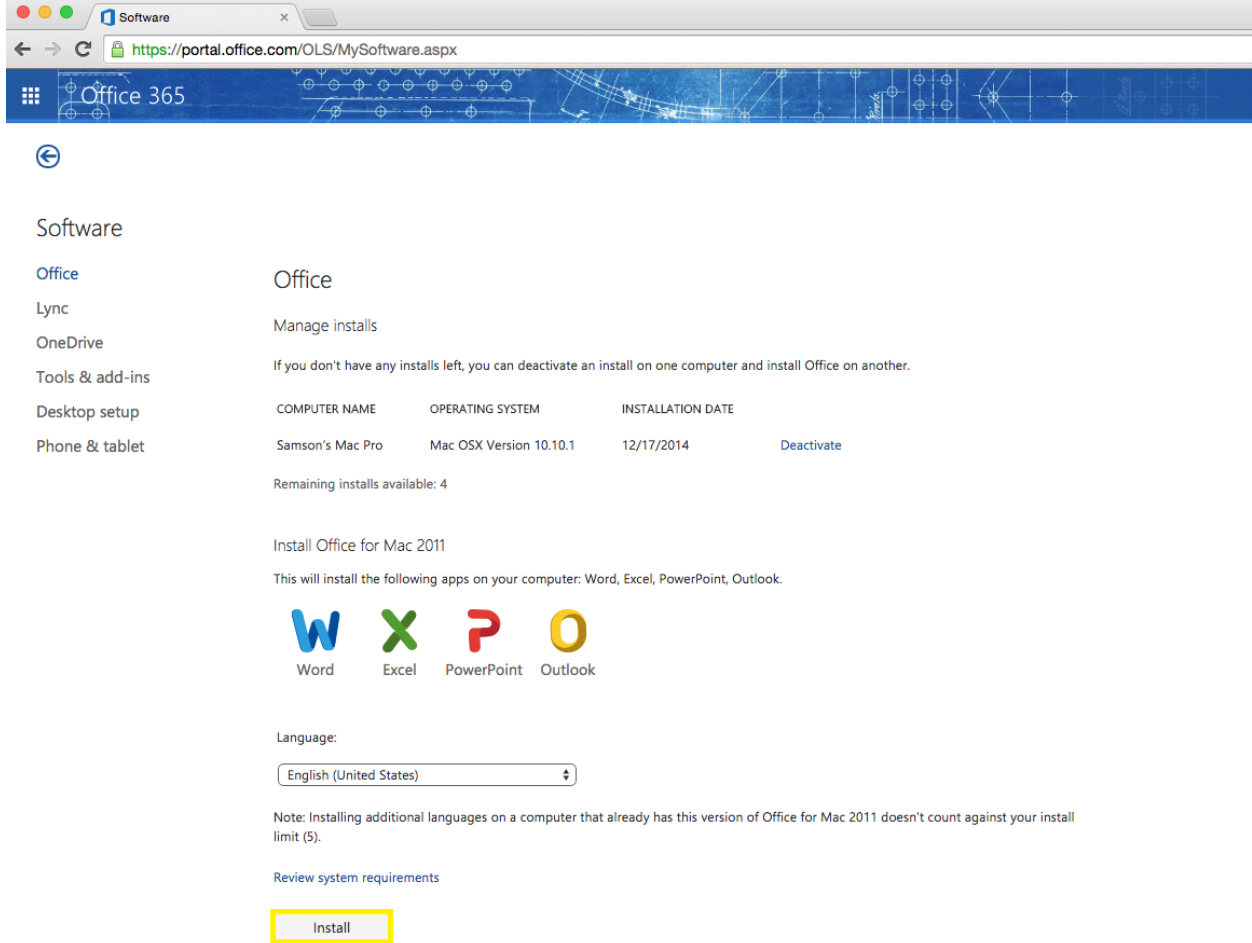


The image shows a login page for the University of Colorado Denver | Anschutz Medical Campus. The page has a dark background with the university logo and name at the top. Below the logo, the text "Secure Authentication" is centered. There are two input fields: "User name:" with the placeholder text "firstname.lastname@ucdenver.edu" and "Password:". A "Log On" button is located to the right of the password field. At the bottom, there is a link for "Problems logging in? Contact OIT Helpdesk at (303) 724-HELP" and a link for "Troubleshooting info".

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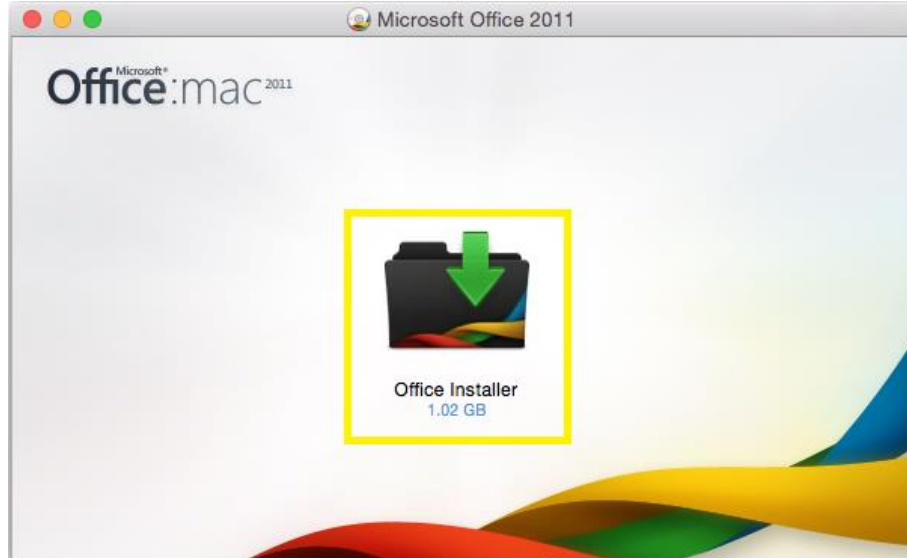
4) This will take you to a page where you can manage and install Office. Click on the **Install** button to begin the download.



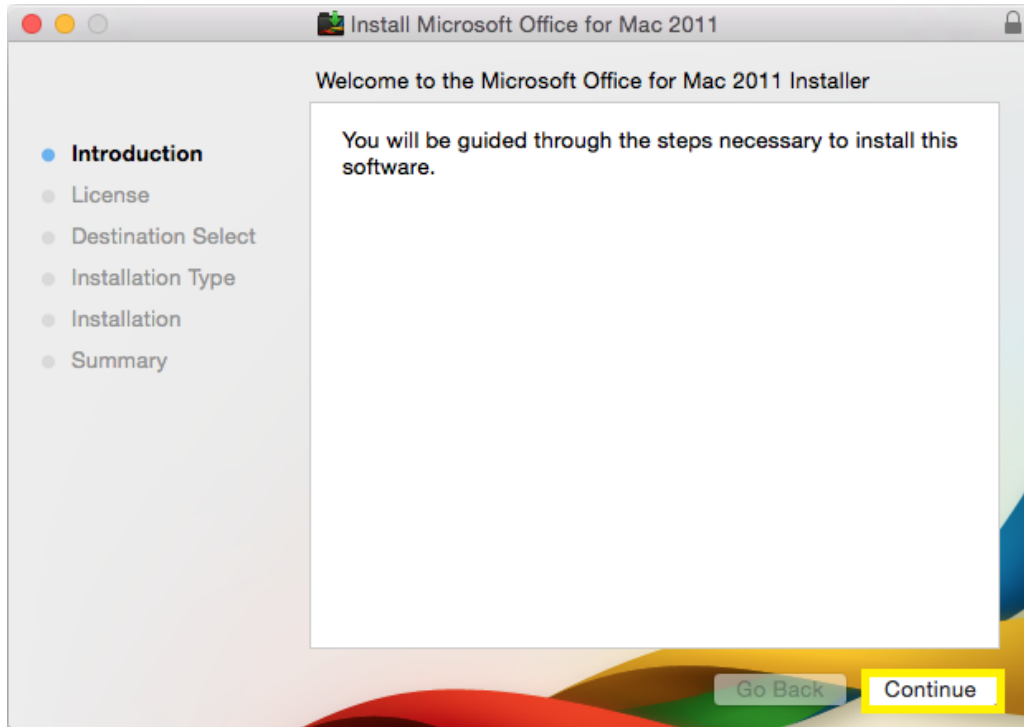
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- 5) Once the Office for Mac 2011 download is complete a Window will pop-up with the Office Installer, double-click the folder icon to begin the install.



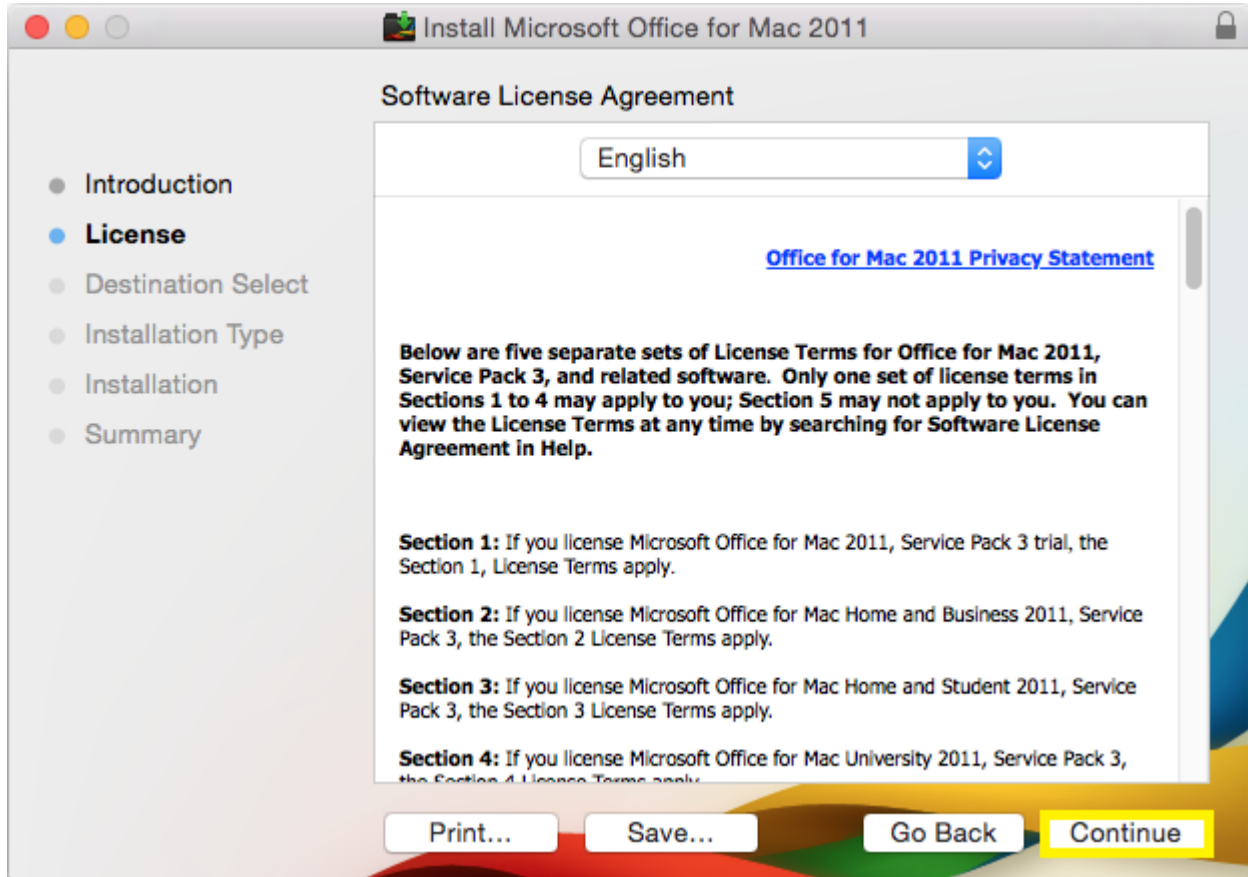
- 6) Click **Continue** on the Introduction screen.



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7) Click **Continue** on the License window.



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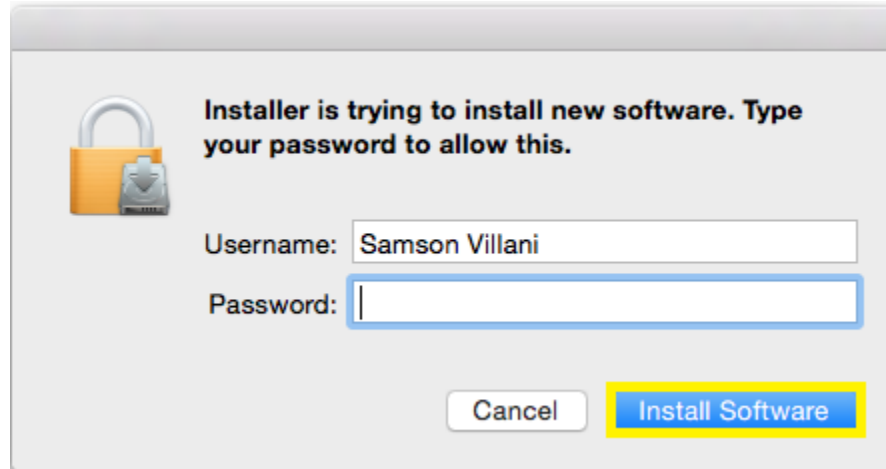
- 8) On the **Installation Type** window you can select where you would like to install Office and if you click on **Customize** you can choose which applications and tools bundled in with the package are installed. Once everything is configured click on **Install**.



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- 9) You will be prompted for your computer password after clicking **Install**, insert your password and click on **Install Software**.



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10) A summary page will show once the installation is complete, click on the **Close** button to begin using Office 2011 for Mac.



Microsoft Office 365 related websites

[Install Office using Office 365 for business](#)

[Office in education](#)

[Microsoft Office for Mac how-to](#)

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