

All staff and students of Catholic schools in the Diocese of Maitland-Newcastle can download and install Microsoft Office 365 ProPlus for free on up to 5 personal computers/devices. This includes:

- Office 365 ProPlus for PC/Windows
- Office 365 ProPlus for Mac

Office 365 ProPlus contains the complete Microsoft Office product suite including Word, Excel, Powerpoint, OneNote, Access, Publisher and Skype for Business.

Initial installation and activation requires an active internet connection. Current employed staff and currently enrolled students in a Maitland-Newcastle Diocese Catholic school are eligible for the free Office 365 ProPlus licence. To keep the software activated, you must connect to the internet at least once every 30 days. Your Office 365 ProPlus licence(s) will expire if you are no longer a staff member or student (e.g. graduate or leave the diocese school system).

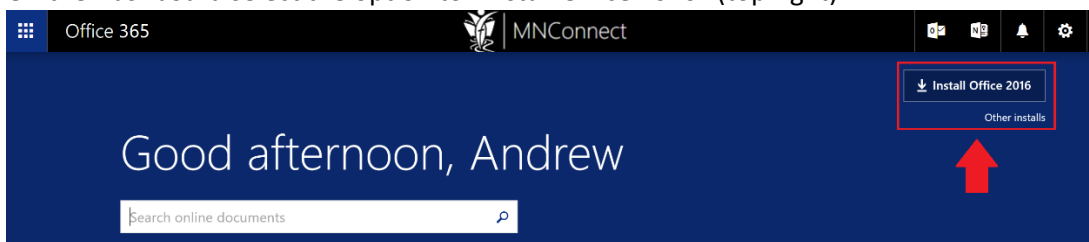
How to Install Office 365 ProPlus: PC/Windows

1. Access the MNConnect portal. When at school, this will be the landing page when you open your browser (after authenticating with wireless or zScaler). For BYOD you should go to <http://mnconnect.cloud>.

2. From the MNConnect portal, select the Office 365 dashboard (top left).



3. On the Dashboard select the option to “Install Office 2016” (top right).



4. Follow the on-screen prompts to complete the installation of Office.

Activate Office

Office 365 will attempt to activate when first run (e.g. when running Word of the first time). To activate Office, enter your staff or student email address and password when prompted.

How to Install Office 365 ProPlus: Apple Mac

The Office 365 ProPlus installation process for Apple Mac follows the same basic steps as those above. The DMG installation package will be downloaded to the local device. Double-click on the downloaded Office 365 DMG package to complete the installation.

Office for Mobile Devices (e.g. iPad/iPhone/Android)

Staff and student Office licenses may also be used to activate the premium features of Office for iPad/iPhone/Android. Office applications are installed using the relevant app store (iTunes/Play Store) and activated using the staff/student email address and password.

Managing Your Office 365 ProPlus Licenses

All current staff and students are provided with 5 free licenses of Office 365. Each separate device (e.g. laptop, desktop, tablet and iPad) consumes a license. You may deactivate licenses for a device that you no longer require Office for by following these steps:

1. Return to the MNConnect portal, and then click through to the Office 365 dashboard (see installation instructions for further details).
2. On this dashboard, select "Other Installs"



3. From here select "My account -> Install status"

Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account > Install status.](#)

4. Locate the copy of Office 365 you wish to remove from your license count and click 'deactivate':

