How to Install:
Microsoft Office 2013 Pro Plus at Home

1. Close all open programs before you begin.
2. Log into SCFConnect.
3. From the Home tab, click on the “Cloud Email: Outlook Web App” located in the “My Email Inbox” channel.

4. Sign into Office 365 with your SCF email address and SCFconnect password.

5. Click the gear in the top right hand corner and select “Office 365 settings”.

6. Click on Software.

7. Scroll down to the area that says “Install the latest version of Office”.
8. Verify the language is English.
9. Use the 32-bit version install for Microsoft Office unless Microsoft Office 2013 Pro Plus 64-bit is a requirement for you.
10. Click “Install”.

Check your system specifications to the requirements as stated by Microsoft before installation.
11. Click on “Run” when prompted.
12. If you get the following UAC (User Account Control) prompt, click “Yes”.

![User Account Control]

**Do you want to allow the following program to make changes to this computer?**

- **Program name:** Microsoft Office ClicktoRun
- **Verified publisher:** Microsoft Corporation
- **File origin:** Downloaded from the Internet

13. Office will continue to download and install.
14. Once Office is downloaded a window will popup. If you are prompted to activate office, please follow steps 14a, 14b, and 14c, otherwise, skip to step 15.

![Office window]

*Welcome to your new Office.*

We think you'll love it. Let's get started.

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Check your system specifications to the requirements as stated by Microsoft before installation.

14a. Fill in the activate office prompt with your SCF email address and click “Next”.

Activate Office

To activate Office, enter the email address that’s associated with your Office subscription.

Type your email address

Next

14b. If asked for more help, please select “Organizational account”.

We Need a Little More Help

It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in.

- **Microsoft account**
  Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

- **Organizational account**
  Sign in with the account provided by your work, school, or university.
14c. Sign in with your SCF email address and SCFconnect password.

Sign In

User ID:
helpdesk@scf.edu

Password:

Keep me signed in

15. When the Orange windows, you will see Office “Getting things ready...” appears for Office 2013, click on “Next”.

16. A short video introducing office will play. Watch or skip the video.

17. When “First things first” pops up, select either “Use recommended settings” or “No thanks” and click “Accept.

18. This will have you “Meet OneDrive”. Click on “Next” to continue.

19. Select your background on the greetings page. This selection can be changed at any time, so just pick one you like for now and click on “Next”.

20. When asked to “Take a look at what's new.” Click “No, thanks”.

21. Congratulations! Microsoft Office 2013 Pro Plus should now be installed. It may take a moment for the install to finalize but you may use your office apps during this time.