

# Office 365

Version 4

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Seneca Polytechnic's licensing agreement with Microsoft offers Office 365 Pro Plus at no cost.

## NOTE

- Eligible: All active Seneca students
- Software can be installed on up to 5 personal or work devices
- Compatible with Windows or Mac operating system

## Installing Office 365 Pro Plus:

1. Launch a web browser and go to <https://portal.office.com/account/>
2. Click **Sign in** with your **Seneca email** address and click **Next**
3. You will now be redirected to the Seneca page
4. Enter your **Seneca username** and **password** then click **Sign In**
5. Under **Office apps & devices**, click **Install Office**
6. Follow the instructions to complete the install.

tags : home-use-programs, its-software