

## MS Office 365 ProPlus -- NOW AVAILABLE!!!!

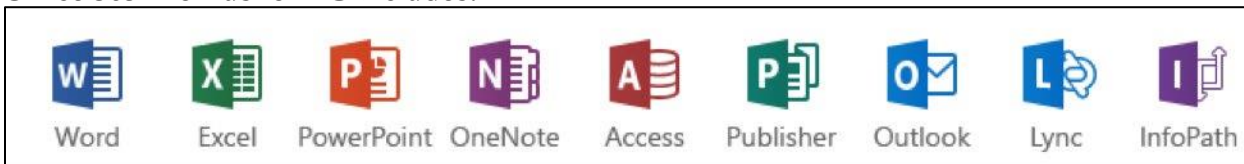
New Mexico Highlands University is providing Microsoft Office 365 ProPlus to students and employees at no cost via the Microsoft Student Advantage Program. The Microsoft Student Advantage Program allows us to provide each student/employee with the latest version of Microsoft Office to use on their personal computers or mobile devices. Each student/employee may install Office on up to five devices including computers and mobile devices. Downloading Microsoft Office 365 ProPlus is free! Access is tied to your NMHU e-mail address.

### WHO IS ELIGIBLE?

All current students and employees are eligible. Office 365 ProPlus must connect to the Internet once every 30 days to verify that you are still eligible for the free software. When you stop taking class for a semester at New Mexico Highlands University, your Microsoft Office 365 ProPlus subscription will end. It will continue to work between fall and spring semesters, and it will work during the summer if you took a spring class.

### WHAT SOFTWARE CAN I DOWNLOAD?

#### Office 365 ProPlus for PC includes:



#### Office 365 ProPlus for Mac includes:



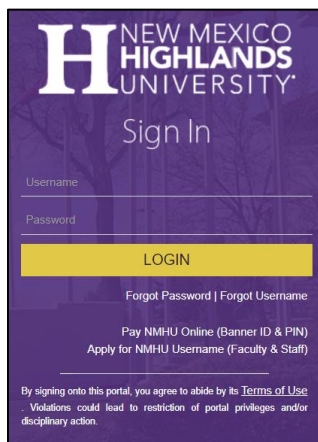
#### Office 365 ProPlus for iPhone & Android includes:

**NOTE: To download on iOS or Android devices use the Apple Store/ Play Store.**

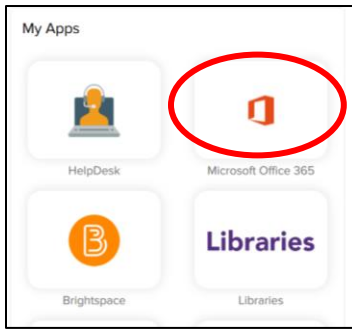


## How to Install Office

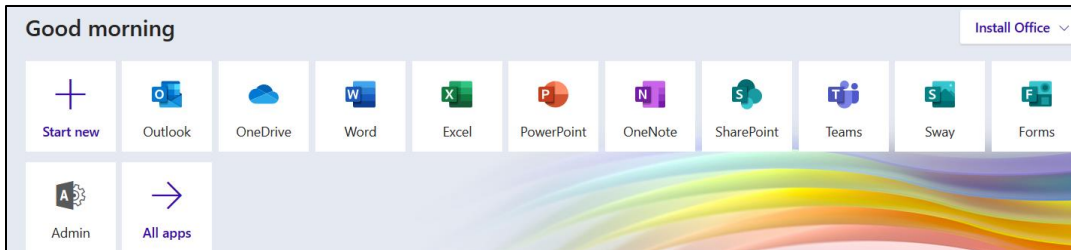
1. Log in to the MyNMHU Portal.



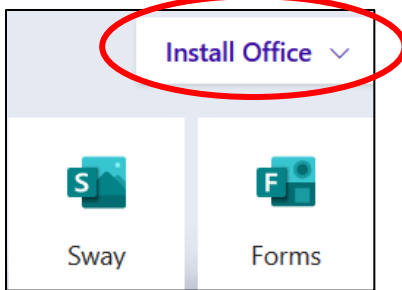
2. Select the Microsoft 365 App, located up My Apps.



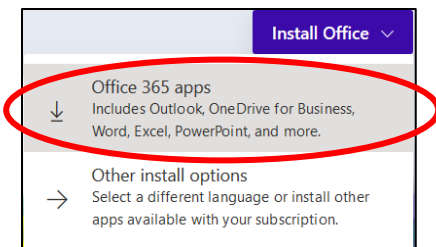
3. You will be re-directed to the O365 Homepage



4. Select the “Install Office”.



5. Select Office 365 Apps, this will automatically start the download.



6. There will be a message if you want to save the file, select yes.

\*Please note that installation on iPads and Tablets may vary.

If you should need assistance, please call the ITS Helpdesk at (505) 426-2215.