All students attending 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:
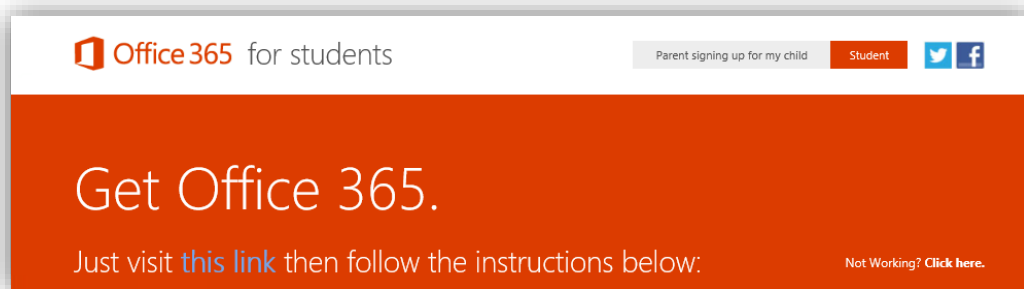
- Office 365 ProPlus for PC/Windows
- Office 365 ProPlus for Mac

Office 365 ProPlus contains the complete Microsoft Office product suite including Word, Excel, Powerpoint, OneNote, Access and Publisher.
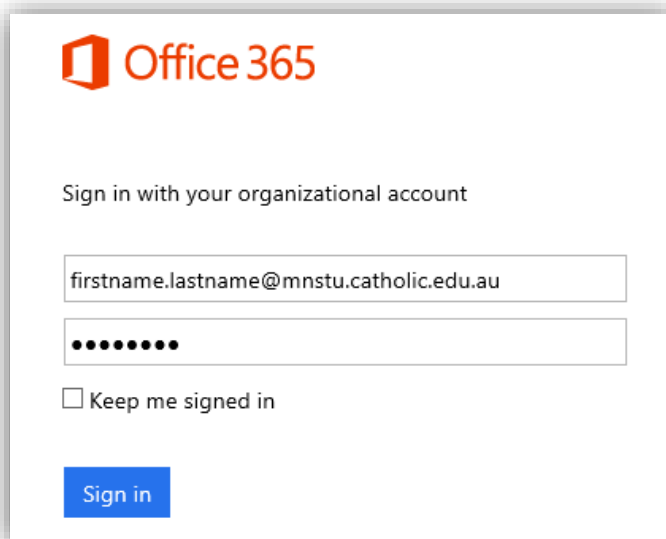
Initial installation and activation requires an active internet connection. Students currently enrolled in a Maitland-Newcastle Diocese school are eligible for the free Office 365 ProPlus licence. To keep the software activated, you must connect to the internet at least once every 30 days. Your Office 365 ProPlus licence(s) will expire if you are no longer a student (e.g. graduate or leave the diocese school system).
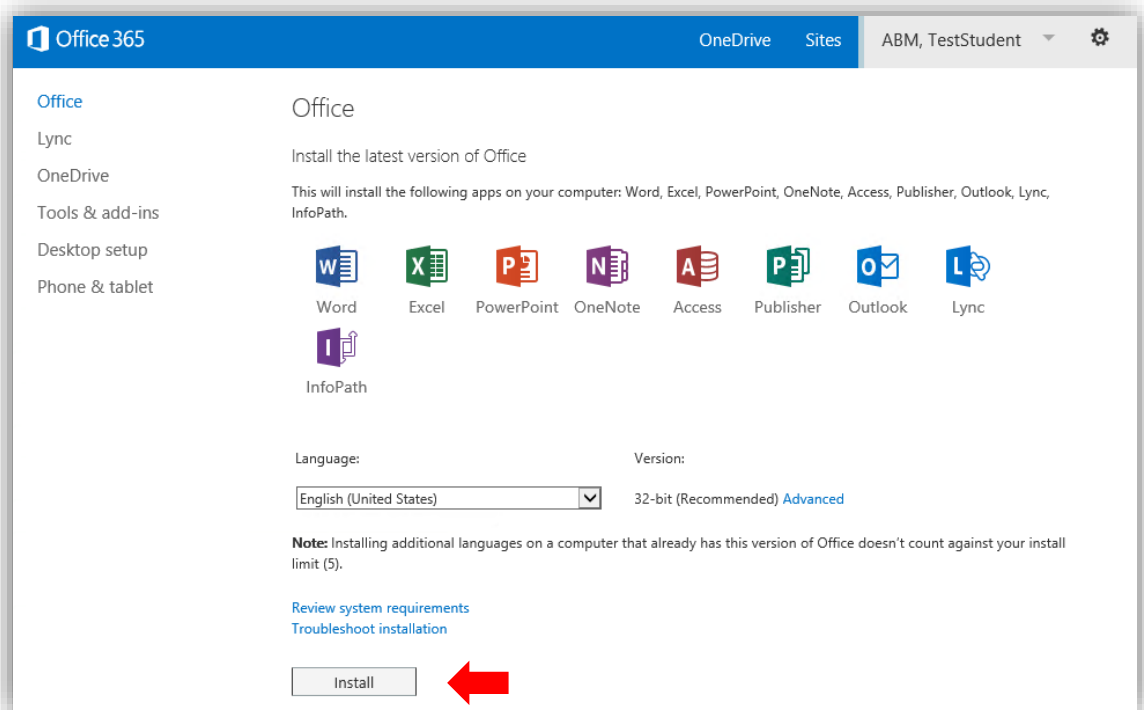
How to Install Office 365 ProPlus: PC/Windows

1. Enter the following address in your internet browser: **office.com/getoffice365**
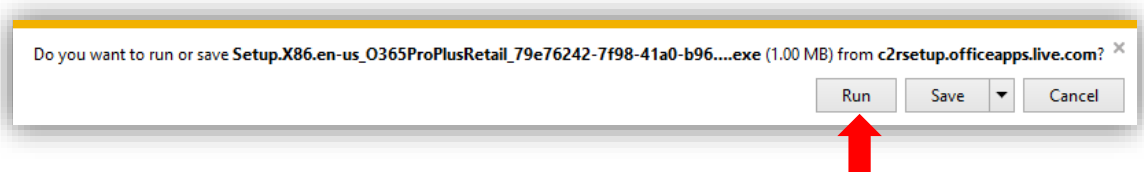2. Click on 'this link' to login:

3. Enter your school email address and network password and click 'Sign in'. Please note: your school email address is your network login username followed by '@mnstu.catholic.edu.au':
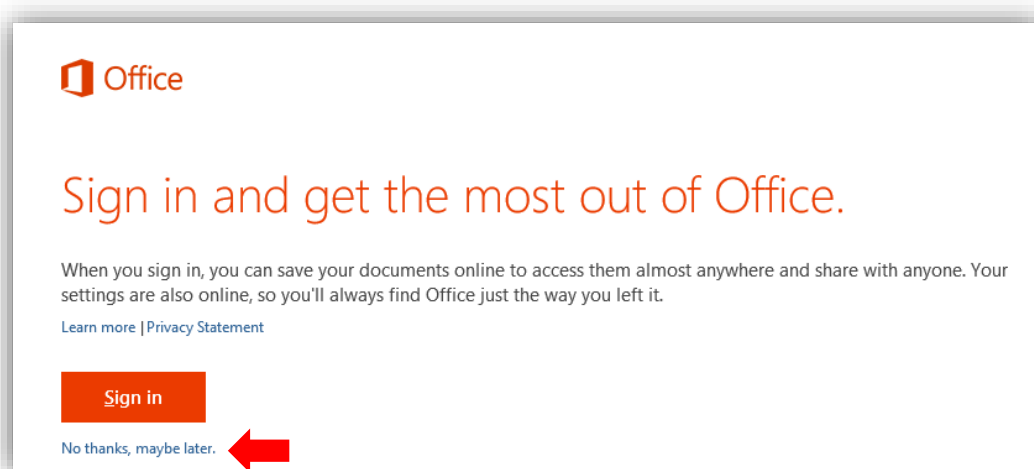
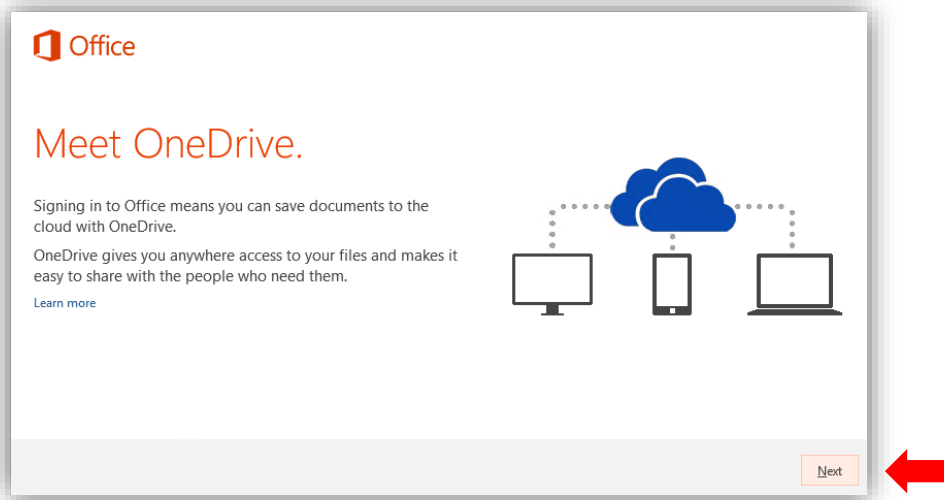4. The Office installation page will be displayed. Scroll to the bottom of the page and click 'Install':
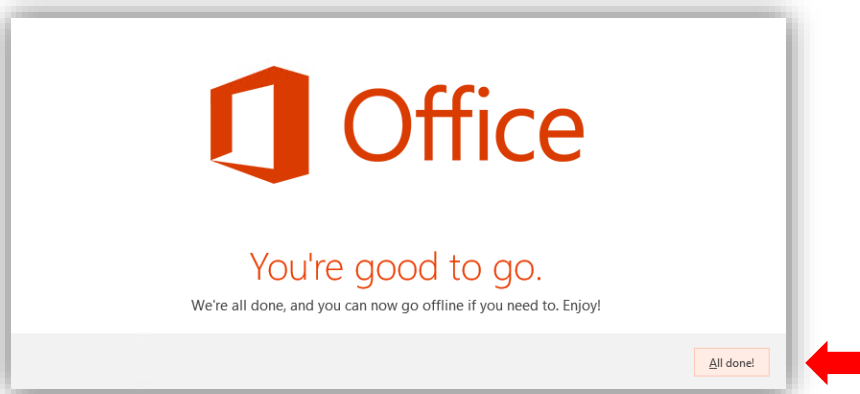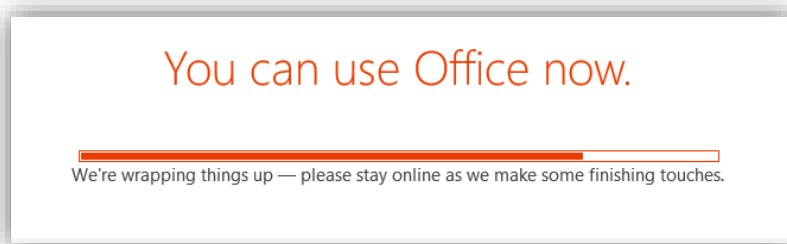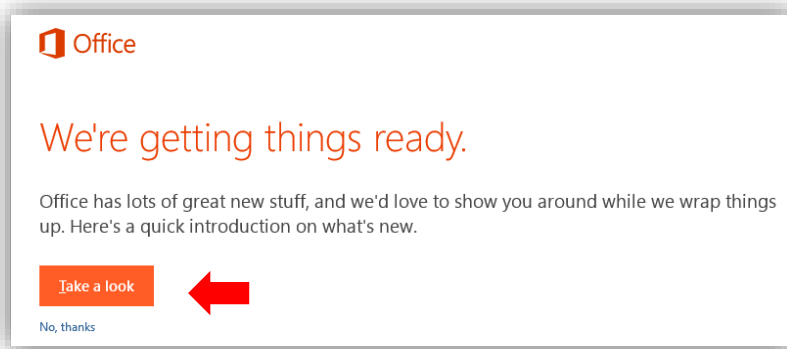

5. Select 'Run' when prompted:

6. Click 'Next', 'Next' to progress through the welcome. Click 'No thanks, maybe later' on the sign in screen:

7. Click 'Next' on the OneDrive information screen:

8. Optionally click 'Take a look' to explore the features of Office 365 ProPlus, or click 'No thanks' to continue. Click 'All done' when the installation is complete:
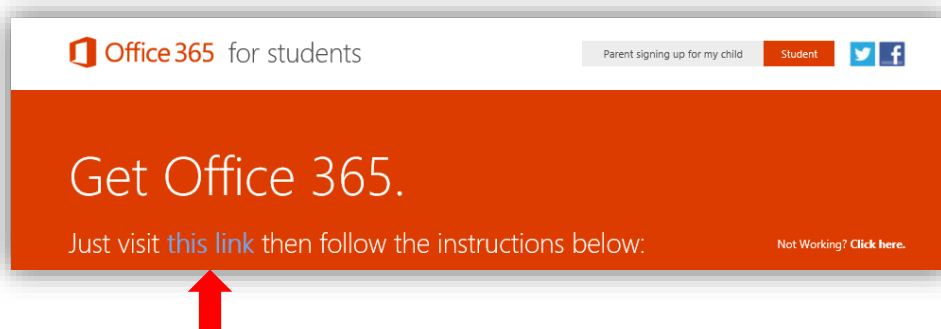
How to Install Office 365 ProPlus: Apple Mac

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.

Managing Your Office 365 ProPlus Licenses

Each student is provided with 5 free licenses ofr 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. Enter the following address in your internet browser: **office.com/getoffice365**
2. Click on 'this link' to login:

3. Enter your school email address and network password and click 'Sign in'.

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