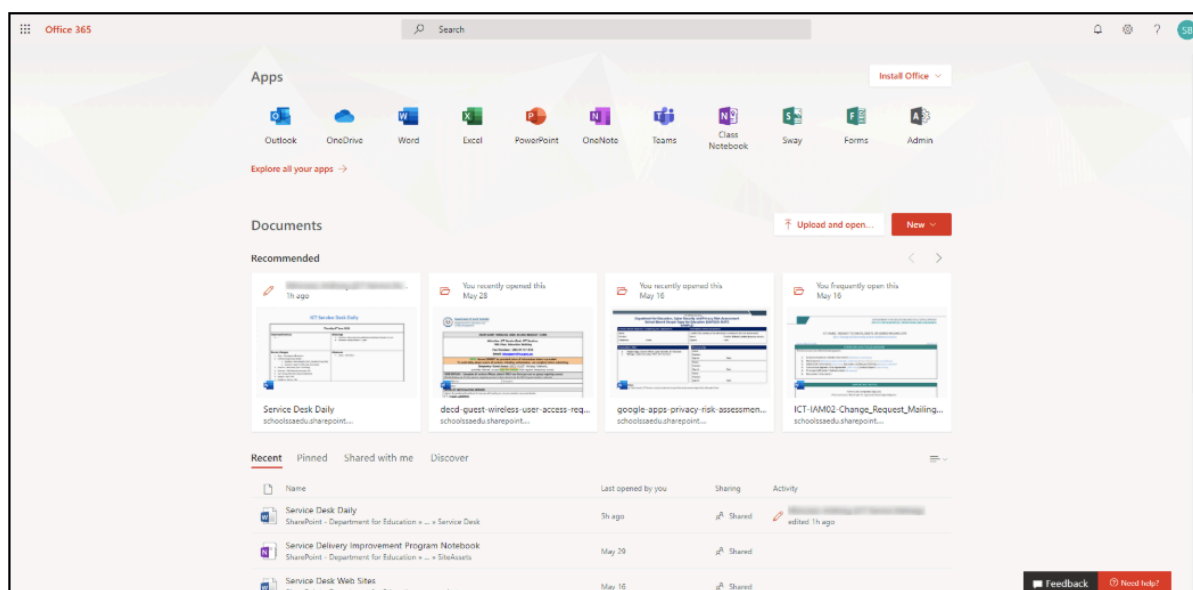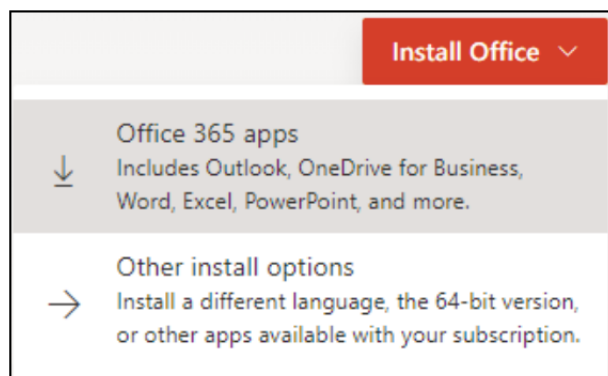# Install Office 365 ProPlus to your computer

1. Open your web browser and navigate to http://www.office.com (Opens in new window)
2. Click **Sign In** and enter your full email address (e.g. john.smith123@schools.sa.edu.au) to login to the Office 365 portal.
3. If you have not already been authenticated you will be redirected to the LearnLink login page.
4. Enter your LearnLink user account credentials and click Log On.
5. Once authenticated, you will be logged into the Office 365 Portal.

   Note: Available online apps icons will vary depending on the license that has been assigned to your account

6. Click **Install Office** in the top-right corner and then click **Office 365 apps**.
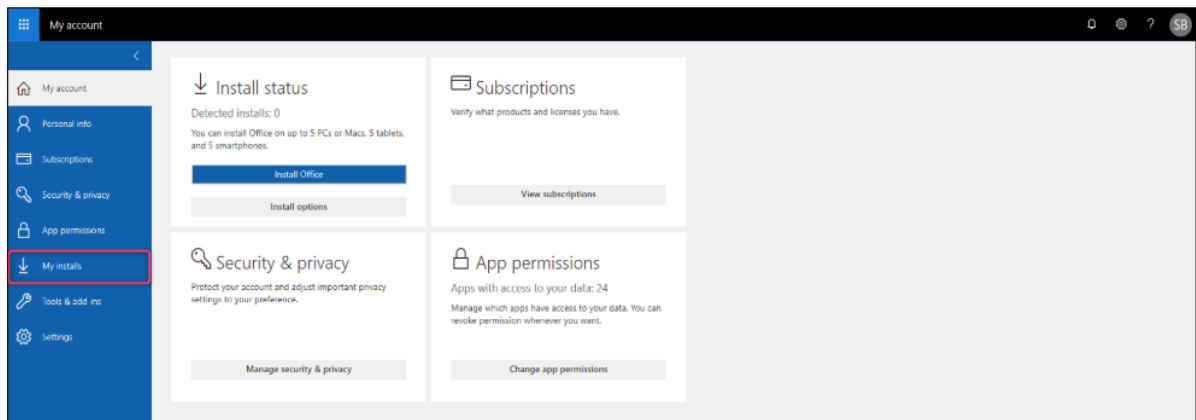

7. Follow the onscreen instructions you are presented with to install Office 365 Pro Plus.
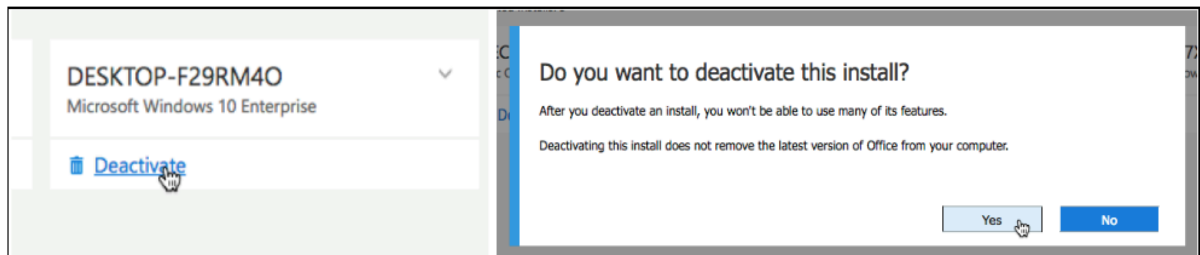
TO INSTALL MICROSOFT TEAMS

Go to the following link and click 'Download Team'. It will automatically detect the correct version for your computer. https://teams.microsoft.com/downloads

Deactivate Office 365 ProPlus

1. To view how many devices you have installed Office 365 Pro Plus, navigate to https://portal.office.com/account/ (opens in new window) (if you're not already signed in to Office you will be prompted to sign in), then click **Install Status** in the menu on the left-hand side of the screen

2. If you no longer require the software on a device click **Deactivate** underneath the device name
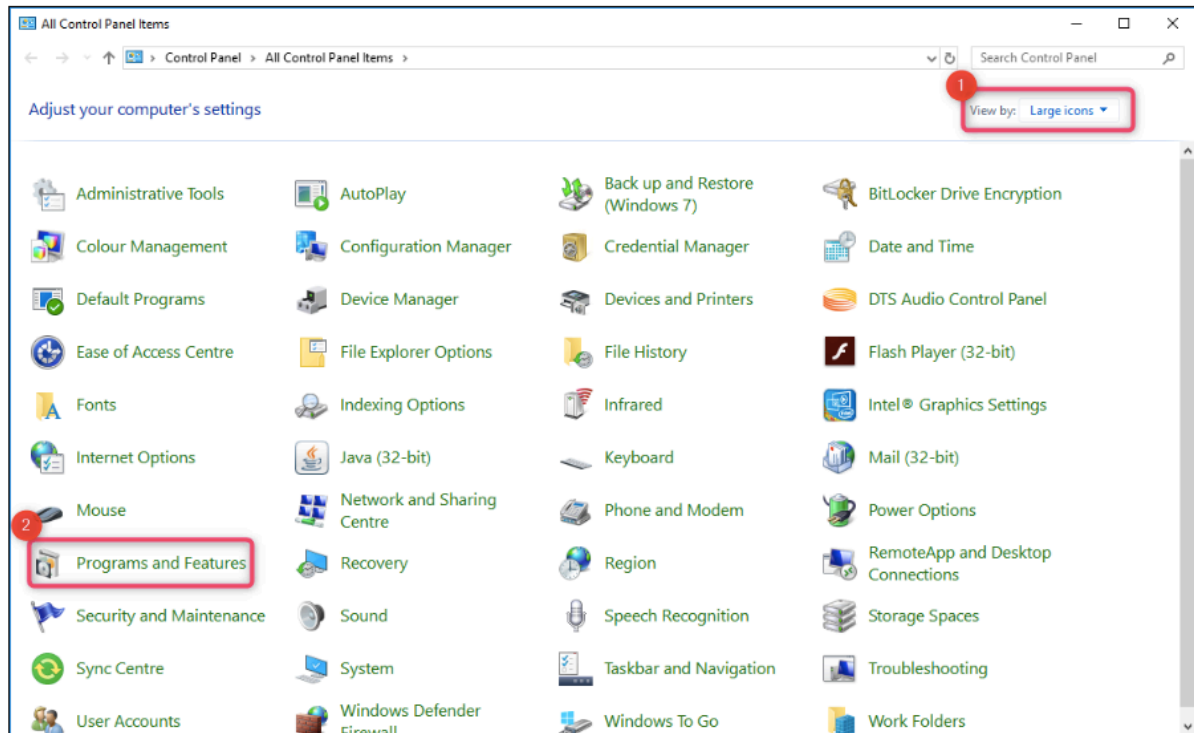

Note: After you deactivate the install, you won't be able to use many of it's features. Deactivating the install does not remove the latest version of Office from your computer.

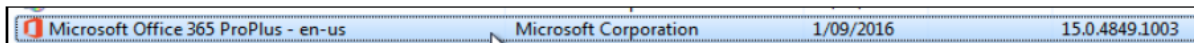## Uninstall from Windows 10 computers

1. Click the **Start button** in the bottom left-hand corner and start typing **Control Panel** to search for it, and click the result that displays.

With the start menu, type control panel and click the result that displays
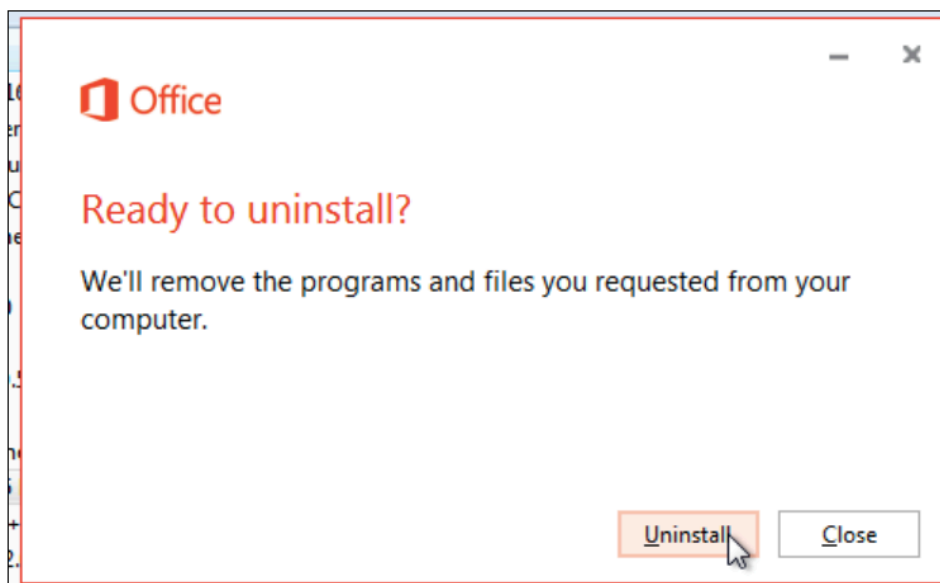
2. In **View by** select 'small icons' or 'large icons' (if not already selected), then locate **Programs and Features** and click it

3. In the list of currently installed software locate the entry for Microsoft Office 365 ProPlus and double-click it.
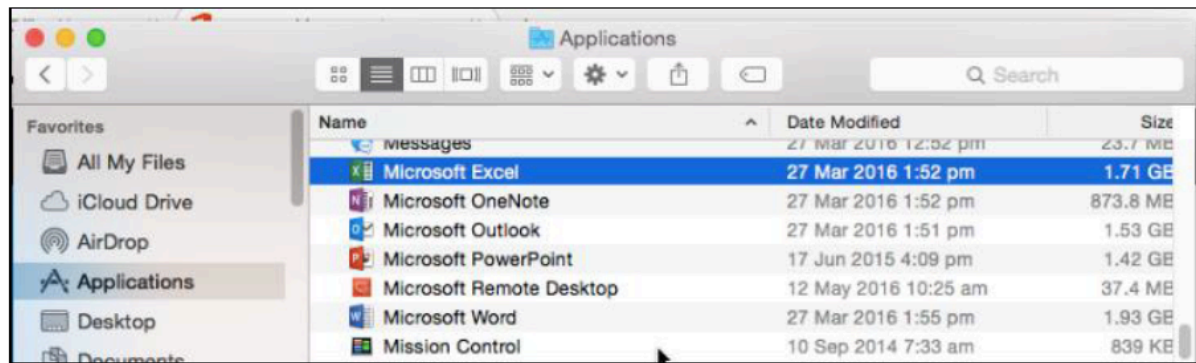

4. Click **Uninstall** and follow the prompts

Uninstall from Mac OSX computers

1. Open **Finder** and navigate to the **Applications** folder

2. Drag the application(s) to the **Trash** folder

3. Enter account credentials to confirm