Office 2013 Professional Plus for Students

1. Log in to your TC Email account either through myTC or by using the TC Email link found under Quick Links on the TC website:



2. If prompted to login use your TC email address as the login name and your TC password:

0	-				
9	Enter username and password for https://auth.texarkanacollege.edu				
	t.student1234@texarkanacollege.edu				
User Name:	t.student1234@texarkanacollege.edu				

3. Once logged in to your TC Email account, click on the setttings icon in the top, left corner of the TC Email window and then select "Office 365 settings":

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	refresh
	Set automatic replies
	Display settings
	Manage apps
	Offline settings
	Change theme
	Options
	Office 365 settings
	Once 505 setungs

4. Click on "software" under Office 365 settings:





5. The system will automatically select either a PC or Mac version depending on what type of computer you have. Click "install".



6. Some browsers will ask you to (a) "Save File" or "Cancel". Others will have a (b) "Run" option. Use the "Run" option if it is available and go to step 8, otherwise choose "Save".

a.	Opening Setup.X86.en-us_O365ProPlusRetail_e3c612c2-c23e-41be-a4e1	
	You have chosen to open:	du la construcción de la
	sRetail_e3c612c2-c23e-41be-a4e1-71e1112b52ef_TX_PRexe	
	which is: Binary File (923 KB)	
	from: https://c2rsetup.officeapps.live.com	
	Would you like to save this file? Save File Cincel	
b.		
υ.	Do you want to run or save Setup.X86.en-us_O365ProPlusRetail_6ba8dc61-e3	cd-4ee1-bdce-545781377731_TX_PRexe (922 KB) from c2rsetup.officeapps.live.com?
t		Run Jave V Cancel

7. If you chose option "a" in step 6, locate the downloaded file and run it. Most browsers have an icon that will display the downloaded file. If it does not, you will locate the Download folder using the Computer icon on the Start Menu (Windows 7 or earlier) or Search (Windows 8). Some examples are shown below:

- Google		, click to run	
Computer 1		Favorites	Name
Organize System prop	erties Uninstall or change a program N Hard Disk Drives (4)	Desktop	Jo dan Luncher, msi
Downloads	Local Disk (C:) 9.40 GB free of 148	Locate Downloa	ads and double-click to run

8. On the dialog, choose to "Run" the file if asked. The installation will start and load Microsoft Office on your computer. All that is left is for you to answer any prompts the software presents during installation. This is a "streaming" subscription which means the software will be downloaded from the Internet and may take a while to complete.

