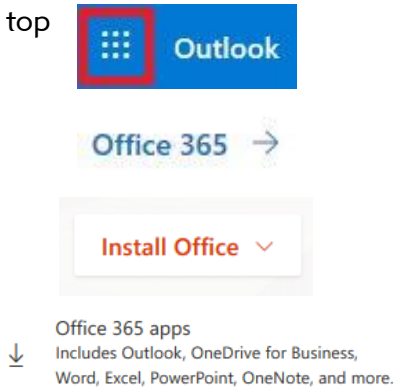
Accessing and Installing Office 365 ProPlus

Central Oregon Community College offers students free access to Office Products (Word, Excel, PowerPoint, OneNote, Outlook, etc.). To install Office 365, complete the following:



1. Log into your COCC email account and click the "Waffle" icon in the top left hand corner.
2. Then, click on the "Office 365" button that will open a new tab.
3. Click on the "Install Office" button (upper right corner).
4. Select "Office 365 apps" from the drop down menu.
5. Save file, then open from your download folder.
6. Follow the prompts. The download may take a few minutes.
7. A confirmation message will appear stating that the software has been installed.
8. Locate the Microsoft programs (Word, Excel, PowerPoint) from the start menu of your computer.

Important Notes

- Download this from home, noting that you will need Windows 7 or higher to install the latest version of Office. A version is available for Apple products but please refer to the MAC installation guide on COCC's website.
- Use Firefox internet browser, noting that other options are available but the instructions are slightly different than what is listed below. The system will automatically detect what your operating system is and offer the best version for you.
- You are required to login to your COCC Office 365 e-mail account once every 30 days to keep your Office Proplus software active.
- You have five licenses to install on five devices you own. You are allowed to de-activate a single license in order to activate it on a new device.
- The new installation will be de-activated within one year after you are no longer a student.
- The COCC Computer Lab Attendants may be able to provide in-person limited support for the installation. Drop-in computer lab assistance is available on all four campuses.
- When saving documents online, select "OneDrive - Central Oregon Community College" and NOT the plain "OneDrive" link unless you have a personal account.