



1. On your district computer open the start menu by clicking on the Windows icon located in the bottom right of your screen. You can also access the start menu by using the Windows key on your keyboard. It is located to the left of the space bar next to the alt key.
2. Type “Software Center” and click the Software Center app or hit the enter key.
3. Make sure you are in the Applications section and type Office 365 in the search bar.



4. Select “Microsoft Office 365 ProPlus” from the list of available applications.
5. Click the install button to begin the installation.

[Applications](#) > [Application details](#)



### Microsoft Office 365 ProPlus

Published by Microsoft

[Install](#)

Office 365 client installation.  
It will remove any previous Office installations including Visio and Project.

Status: **Available**  
Version: 16.0.12325.20298  
Date published: Not specified

Restart required: **Might be required**  
Download size: 1939 MB  
Estimated time: Not specified  
Total components: 1  
Date Modified: 1/24/2020

6. If you have any issues installing/upgrading to Office 365 ProPlus please contact the help desk at 789-3456.