

# PAID OFFICE 365 SUBSCRIPTION

## How to Download the Desktop Version of Office 365 if you are Paying for the Subscription:

If you are already using a version of Office 365, you need to remove that from your computer. There may also be a trial version on your computer that you have not activated. You would also need to remove that. If you have a stand-alone version of Microsoft you would need to uninstall that from your computer.

**How to Uninstall Office:** Information (for both PC & Mac) from the Microsoft website on how to uninstall Office.

**Once you have uninstalled whatever version of Office was on your computer, take the following steps to download your new desktop version of Office 365:**

1. Log in to <https://login.microsoftonline.com>
2. At the top right there is a link to "Install Office" Click the down arrow and click on Office 365 apps.
3. The download will show up differently on different browsers. You can "run" or "save" the file.
4. Make sure you know where it is downloading to and then install the Office Suite. You cannot choose which items to download.
5. You will then have to activate the programs by opening one of them. I suggest using Word. Once you open Word, it will ask you to activate or sign in with your user name and password.
6. Sign in with your infaith.org email address and password. This will then activate all of your programs.

**If you are changing from your own Office 365 subscription to our subscription:** Make sure anything you have online in your current subscription is synced to your hard drive and off the cloud. You can put it back on the cloud once you sign in to your InFaith account. Be aware of your renewal date of your personal account so that you do not have to renew that, and contact Michael DeHaven ([michael@infaith.org](mailto:michael@infaith.org), or 610.527.4439 x110) to set up an InFaith Office 365 license. It is \$25.00 per year.

## What Comes with the Office 365 Subscription:

### Office Applications:

Word, Excel, PowerPoint, OneNote, Outlook, Publisher (PC only), Access (PC Only) on up to 5 PCs or Macs per user.

### Services Included:

Exchange, OneDrive, SharePoint, Skype for Business, and Microsoft Teams.

### How Much Does It Cost:

\$25.00/year. We will charge your support account annually.

### Other:

- Desktop versions of Office applications on up to 5 PCs or Macs per user
- Optimized Office experience on 5 tablets and 5 phones
- Web versions of Word, Excel, and more
- File storage and sharing with 1 TB of OneDrive storage
- Business class email, calendar, and contacts with a 50 GB inbox
- Unlimited online meetings, IM, and audio, HD video, and web conferencing
- Get a hub for teamwork with Microsoft Teams
- Intranet site for your teams with customizable security settings
- Corporate social network to help employees collaborate across departments and locations
- Work management tools to help teams create plans, organize, assign and collaborate around tasks
- Professional digital storytelling tools to create interactive reports, presentations, and more
- Personalized search and discovery across Office 365 using the Office Graph