

How to Download Office 365 Pro Plus via Surgemail

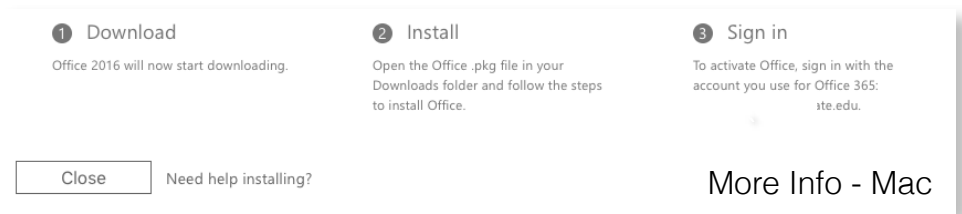
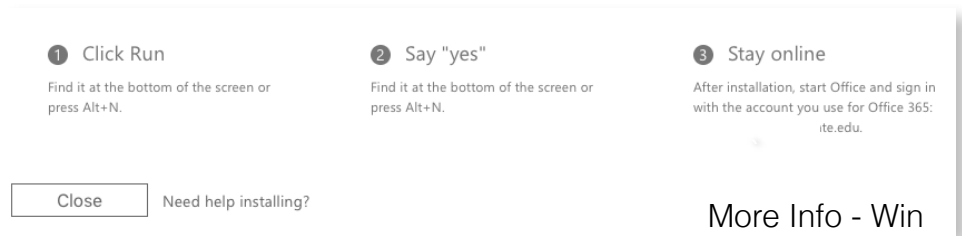
1. Log into SurgeMail. <https://outlook.com/cincinnatiastate.edu>. There are many ways to get to the install link for Office, but the quickest way is to click on the Office 365 logo in the upper left corner of the page. The page you'll be taken to will look similar to this. Click on the Install Office 2016 button toward the right of the page. The installer for the latest version compatible with your OS will download. Usually, it will go to your Downloads folder.



2. Click on the Install Office 2016 button toward the right of the page. The installer for the latest version compatible with your OS will download. Usually, it will go to



3. Once the download starts, more instructions will pop up on the screen. These instructions tell you what to do to start installing Office on your PC or Mac.



Office 2016 - System Requirements

- ▶ Windows 10, 7, or 8.1,
- ▶ 2GB RAM
- ▶ 3GB Disk Space

Office for Mac 2016 - System Requirements

- ▶ MacOS 10.10 or later
- ▶ 4GB RAM
- ▶ 6GB of available disk space

Full Requirements for Office : <https://products.office.com/en-us/office-system-requirements>

Free and Discounted Software and Tutorials for Students

Many software vendors offer free or discounted versions of their software for educational use. These are just a few of the offers available.

This is by no means an exhaustive list of all the deals available to students! There are several websites that list many of the offers available. One such website is <http://www.studica.com>. Cincinnati State has no affiliation with this site. It is given only as a courtesy to students.

Microsoft | Office 365

As long as you are a currently enrolled student, you'll have access to Office Desktop Software across 5 PCs and/or Macs.

You can edit and create documents in Office for iOS or Android as well as Office Online.

You have 1TB (yes 1TB!) of storage space in your OneDrive, Microsoft's cloud storage offering.

Turn this flyer over for more information about how to install Office on your Mac or PC.

Microsoft | Windows 10 Education

Through our campus agreement with Microsoft, we are able to offer Windows 10 Education for free to all students currently taking courses. We are not able to assist students with installing or upgrading their personal computers to Windows 10.

Students taking courses will receive account information at the beginning of the semester. There are also discounts available to students and staff on a variety of software, including anti-virus software, through the same webstore, which is located at <https://cincinnati.state.onthehub.com>.

Microsoft | Imagine Premium

Imagine Premium makes most MS products available to students in STEM (Science, Technology, Engineering, and Math) courses. All students taking courses through BTD and CIT are enrolled in this program. If you are eligible for Imagine Premium, you will receive an email notification of your enrollment at the beginning of the semester. Go to our [Imagine webstore](#) for more information.

Adobe | Creative Cloud

Adobe Offers [Creative Cloud](#) at a Student Rate of \$19.99/mo.

Autodesk | Autocad, Inventor, Sketchbook, Maya etc.

Autodesk makes almost all of their products available at no cost to students and instructors for educational use. Find out more at <http://www.autodesk.com/education/free-software/>

Free Tutorials | Atomic Learning, Lynda.com, and Instructables

Atomic Learning is available through Blackboard. You find'll a link to the right of your BlackBoard Courses in the ITS Module.

[Lynda.com](#) is available to cardholders of the Public Library of Cincinnati and Hamilton County. Every Cincinnati State student is eligible for a card at PLCH.

Sign in here: <https://www.lynda.com/portal/patron?org=cincinnati.library.org>

Get a PLCH Library Card here: <http://cincinnati.library.org/account/application.aspx>

[Instructables](#) is a community powered DIY site that was recently acquired by Autodesk. They now have started producing getting started courses on a variety of subjects that vary from electronics to sewing. Instructors and students are eligible for free premium accounts, which removes ads and enables PDF downloads of tutorials.