



Frequently Asked Questions

Office 365 ProPlus

What is included with the Office 365 ProPlus subscription license?

Office 365 ProPlus for PC (Office 2013 ProPlus base applications)

Office 365 ProPlus for Mac (Office 2011 for Mac base applications)

Office Mobile for iPhone & Android

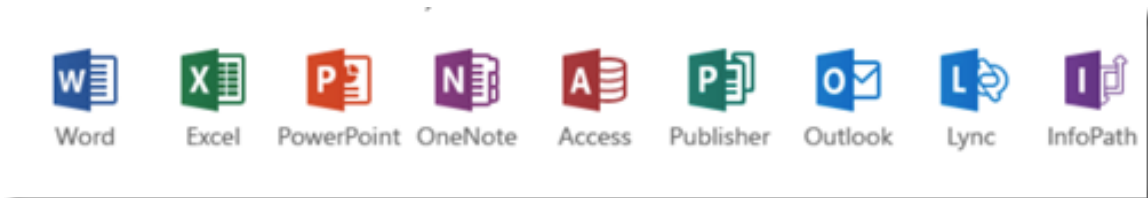
How many machines/devices can I run this subscription on?

Each subscription license allows you to run Office on up to five machines being Mac or PC. You can also run Office Mobile for Android or Office Mobile for iPhone on up to 5 mobile devices.

Is this a full version Office and available for offline use?

Yes, this is full Office on the PC, Mac, iPhone, and Android platform and all are available for offline use.

What applications come with Office 365 ProPlus for PC?



Word 2013

Excel 2013

PowerPoint 2013

OneNote 2013

Access 2013

Publisher 2013

Outlook 2013

Lync 2013

InfoPath 2013

What comes with Office 365 ProPlus for Mac?



Word 2011

Excel 2011

PowerPoint 2011

Outlook 2011

What comes with Office Mobile for iPhone?



Word Mobile

Excel Mobile

PowerPoint Mobile

OneNote Mobile

What comes with Office Mobile for Android?



Word Mobile

Excel Mobile

PowerPoint Mobile

OneNote Mobile

What are the PC requirements for Office 365 ProPlus?

- Windows Server 2008 R2
- Windows 7
- Windows Server 2012
- Windows 8

32-bit Office can be installed on 32-bit or 64-bit operating systems and 64-bit Office can only be installed on 64-bit operating systems.

Computer and processor

1 GHZ or faster x86 or 64-bit processor with SSE2 instruction set.

Memory

1 GB RAM (32-bit)

2 GB RAM (64-bit) recommended for graphics features, Outlook Instant Search, and certain advanced functionality.

Disk space

3 gigabytes (GB)

Monitor resolution

1024 x 768

What are the Mac requirements for Office 365 ProPlus?

- A Mac computer with an Intel processor.
- Mac OS X version 10.5.8 or later.
- 1 GB of RAM recommended.
- 2.5 GB of available hard disk space.
- HFS+ hard disk format (also known as Mac OS Extended or HFS Plus).
- DVD drive or connection to a local area network (if installing over a network).
- 1280 x 768 or higher resolution monitor

What are the iPhone requirements for Office Mobile for iPhone?

iPhone 4

iPhone 5

iPhone 5s

iPod Touch 5th generation

All devices above must be running iOS 6.1 minimum

What are the Android requirements for Office Mobile for Android?

Android OS 4.0 or greater

Android touch enabled smartphones only

Do students have to sign into Office 365 to use any of these applications with Office 365 ProPlus?



Welcome to CCCS Office 365 Login Page

A screenshot of the Office 365 login page. It has a light blue background with the heading "Please Login" in bold. Below the heading are two input fields: "S Number:" followed by a text box, and "Password*:" followed by a password box with a key icon on the right. Below the password box is a "Login" button.

[Forgot S Number?](#)

[Forgot Password?](#)

*This Password is the same one used for your school Portal account. The portal has different names at each school, so you may also know it as: myACC, My CCA, CCDConnect, CCCSConnect, MyCCOnline, Crossroads, eWolf, AccessNJ, MyMCC, MyOJC, myPCC, myPPCC, Go2TSJC, or The Rock.

Yes, a valid Office 365 ProPlus license tied to a valid Office 365 login for students is required to enable any of the four Office 365 ProPlus features. When prompted to enter your S# and home college's portal password.

Where can I get training on Office 365 ProPlus?

There is some excellent end user training on Office 2013 at <http://tinyurl.com/p4mwslt>.

There is some excellent end user training on Office for Mac 2011 here:

- [Excel 2011](http://tinyurl.com/nslrnlz) - <http://tinyurl.com/nslrnlz>
- [Outlook 2011](http://tinyurl.com/olaeqw2) - <http://tinyurl.com/olaeqw2>
- [PowerPoint 2011](http://tinyurl.com/ph5nndn) - <http://tinyurl.com/ph5nndn>
- [Word 2011](http://tinyurl.com/p825sja) - <http://tinyurl.com/p825sja>

OneDrive for Business

What is OneDrive for Business?

OneDrive for Business provides you with 1TB storage for you to manage student files. You can then access and share them from your phone, tablet, and computer. There is a maximum file size limit of 2GB and a file/folder count limit of 20,000 files.

Note: There are two OneDrive offerings available from Microsoft. One is a consumer OneDrive which comes with 15GB of free storage and is catered towards personal storage use. The other offering comes with Office 365 and is called OneDrive for Business, this is the version available to CCCS students.

Can I edit my files online?

Yes, you can edit Word, Excel and PowerPoint documents using Office 365 (<https://portal.office.com>).

How do I share my Office 365 documents?

1. Navigate to <https://portal.office.com>
2. Enter your S# and home college's portal password.
3. Click Sign in.
4. Click OneDrive.
5. Locate the file you wish to share and click the ... (three-dot menu icon) to the right of the file.
6. Click Share.
7. Enter the email address(s) for the individual(s) you wish to share the file with and click Share.

The individual(s) you have shared the file with will receive an email notification.

Note: Once you have shared a file or folder, the only way to un-share it is to go back to the file or folder you shared and remove the sharing.

What devices are supported?

- iOS devices i.e. iPad, iPhone, iPod Touch with iOS 6.0. Search for OneDrive for Business in the Apple App Store.
- Android 2.3 or later (Android 4.0 or later for Camera Backup and other features). Search for OneDrive for Business in the Google Play store.
- Windows 7, 8, 8.1.
- Mac OS (coming soon).

Note: OneDrive is not available for Windows XP.

Where can I get training for OneDrive for Business?

There is some excellent end user training on OneDrive for Business at <http://tinyurl.com/ps2lvnv>.