Login with your RP email account. Example: 15000000@myrp.edu.sg.

Step 2. Once logged in, click on the gear which is located at top right corner. Click on Office 365 Setting.
**Step 3.** On the right-hand side, click on **Software**.

![Office 365 settings](image)

**Step 4.** Please select **English** and **32-bit** version of Office 365 ProPlus and then install.

![Office 365 Software](image)

After **Install** is being selected, Office 365 ProPlus will be streamed down from the Internet and installed on the laptop. This laptop has to remain connected to the Internet during the installation.
Step 5. A window will prompt up and ask for activation of Office 365 ProPlus when first Office program is being opened up. Please ensure that laptop is connected to the Internet, RP email address is required here.