

Office 365 ProPlus

Install / Uninstall Manual (For Windows)

Ver. 1.0

Information System Administrative Office

1st August, 2018

Office 365 ProPlus Installation Manual (Windows)

What is Office 365 ProPlus?

Office 365 ProPlus is the full version of Office that distributes Office applications and authenticates licenses through the Office 365 website. Office applications can be distributed to PCs owned by the students as well as faculty and staff.

- You can install Office 365 ProPlus on up to five PCs (Macs), up to five tablets, as well as up to five Smartphones per account.
- You cannot install it on a PC, tablet, or Smartphone owned by another person since it is a violation against the license agreement.
- Since your license is authenticated every 30 days, you will need Internet connection regularly.

Audience

- Students, faculty, and staff of APU.

Term of Validity

- While qualified for using the service.
- You will lose your qualification for using the service when you are no longer a student, faculty, or staff due to graduation, retirement, or resignation.

Notes

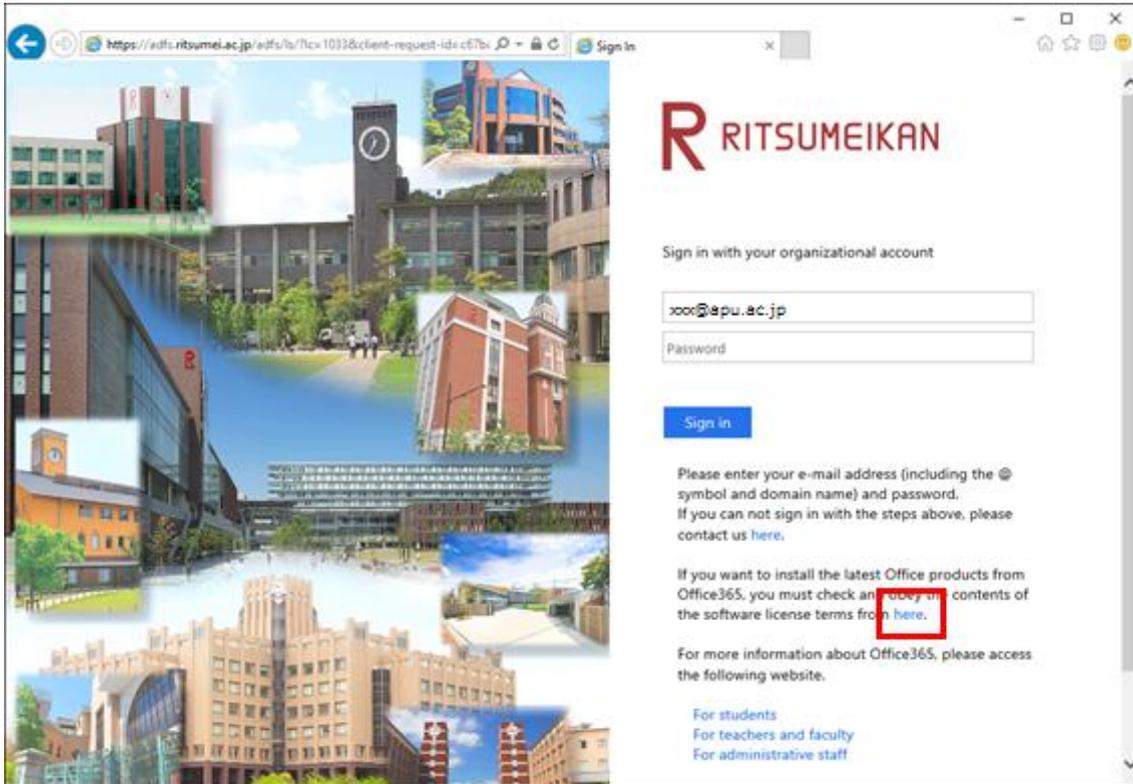
- APU shall not be responsible for any troubles caused by distribution of Office products to your PC.
- Use them at your own risk.

Other

- You need to log on as a user with the administrator privilege in order to install Office 365.
- Since Office 365 is a cloud service, the screens may be changed by Microsoft.
- This manual was created in June 2018.

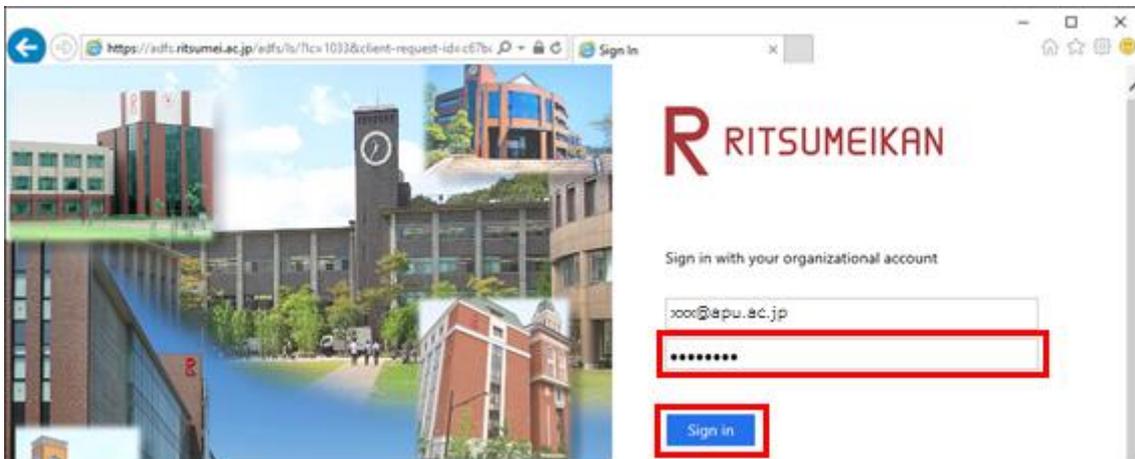
1. Check the contents of the software license terms.

- (1) Launch Internet Explorer and access the Office 365 website (<https://portal.office.com/>). Then click "here" within the red frame in the window below, and check the contents of the software license terms.



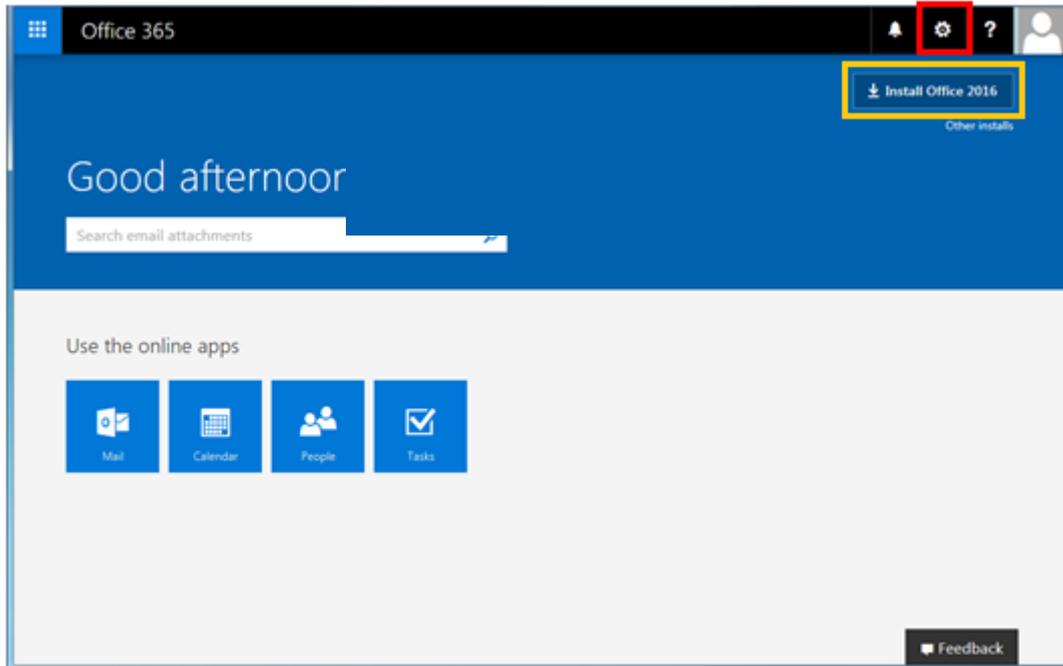
2. Sign in to Office 365.

- (1) Enter your own password, and then click [Sign-in].



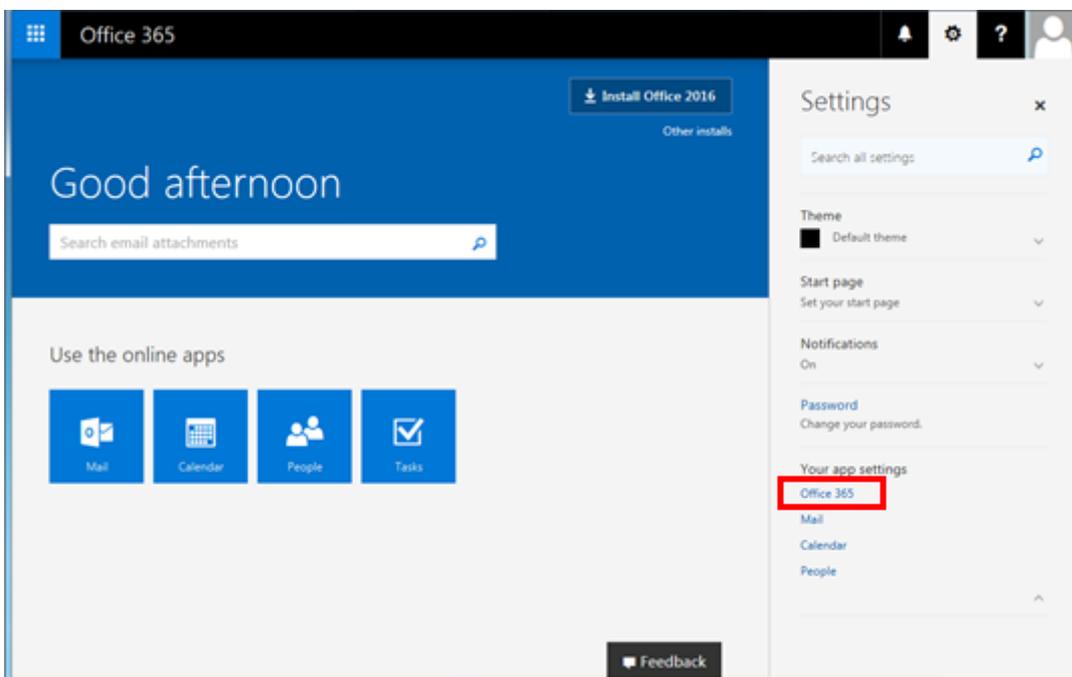
3. Download and install Office 365 ProPlus.

(1) Click the gear icon (Settings) at the upper right corner of the screen.

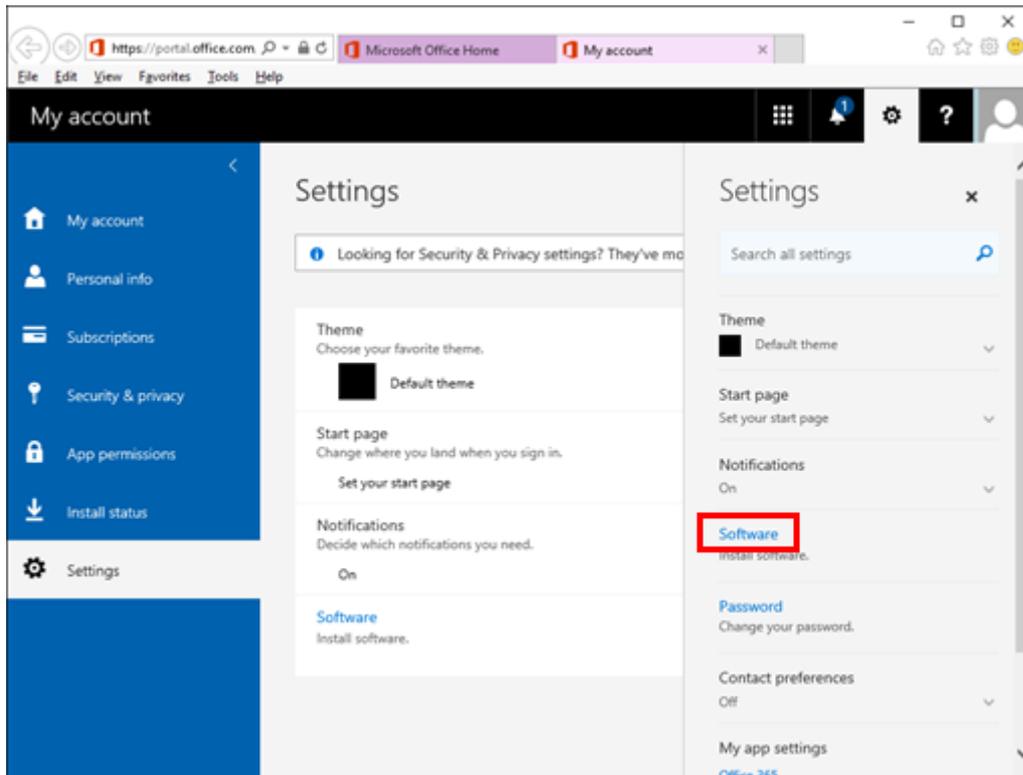


*If you click "Install Office 2016" within the yellow frame, you can skip to step5.

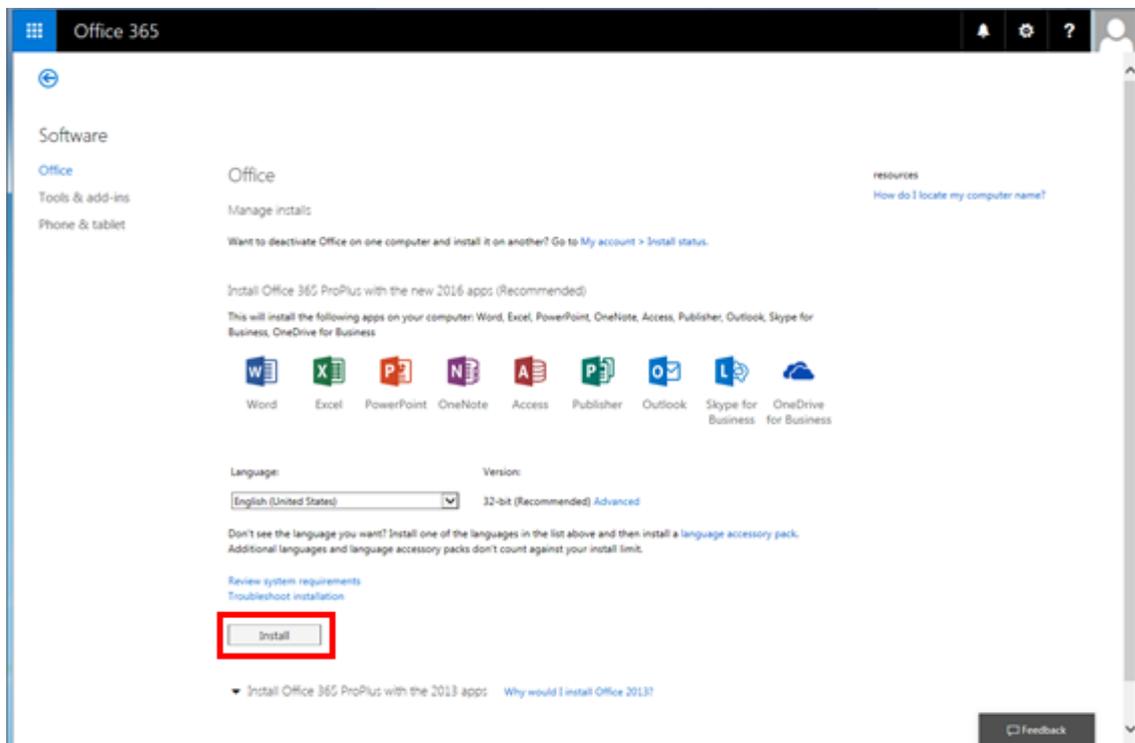
(2) Select "Office 365."



(3) Select "Software."



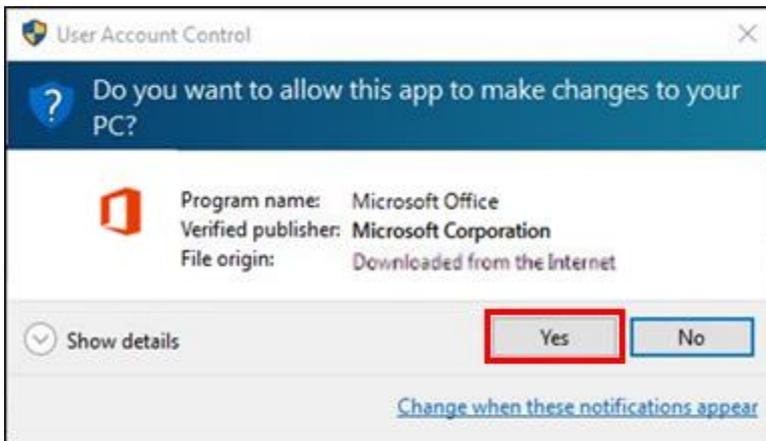
(4) Click [Install].



(5) When you are asked to choose from [Run] and [Save], click [Run].



(6) When the User Account Control dialog box appears, click [Yes].
* This dialog box may not appear depending on the settings and/or environment of your PC.

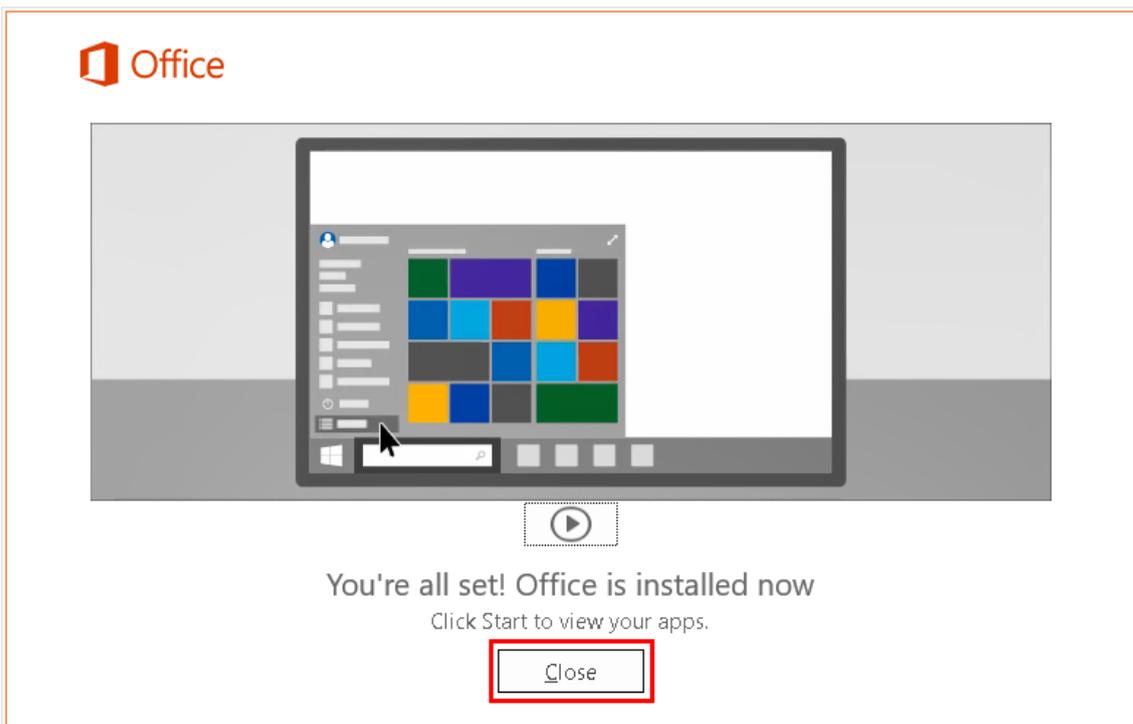


(7) Installation of Office starts.

Follow the instructions shown and wait until installation completes.



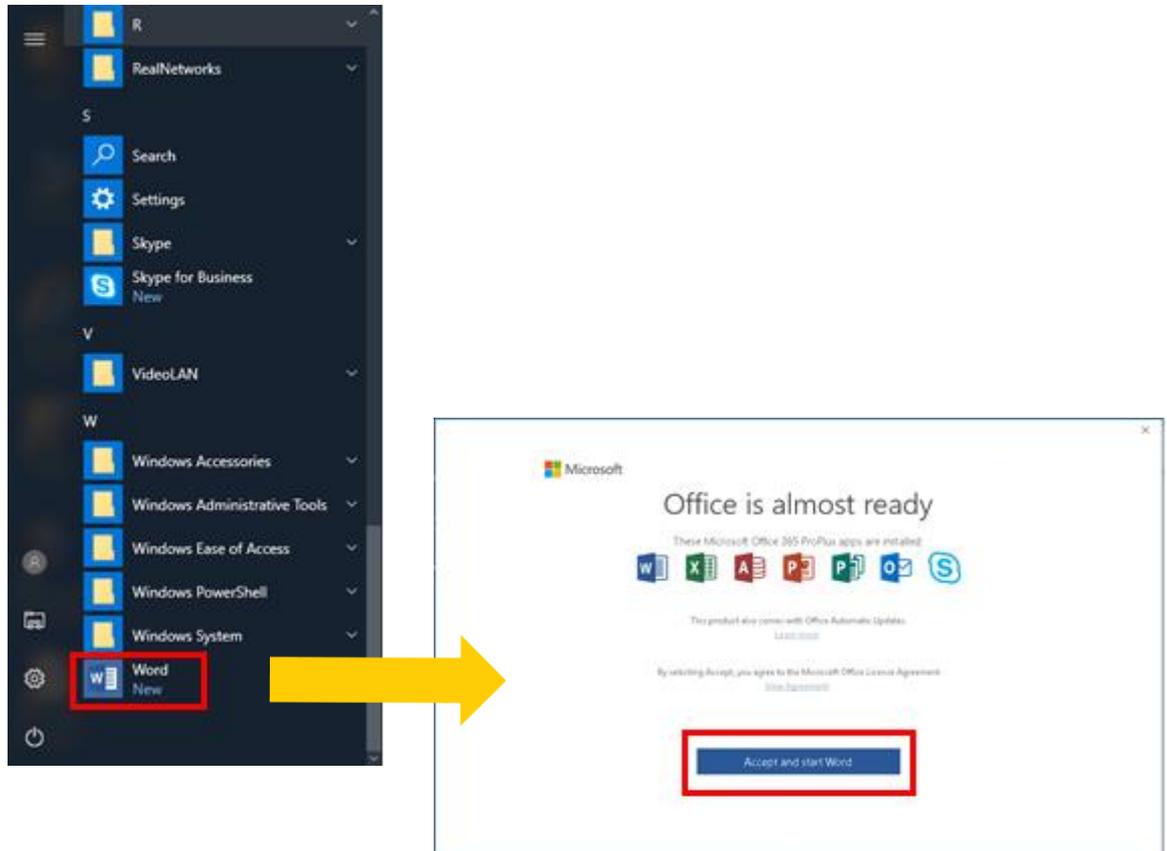
(8) When the installation completion screen is displayed, click [Close].



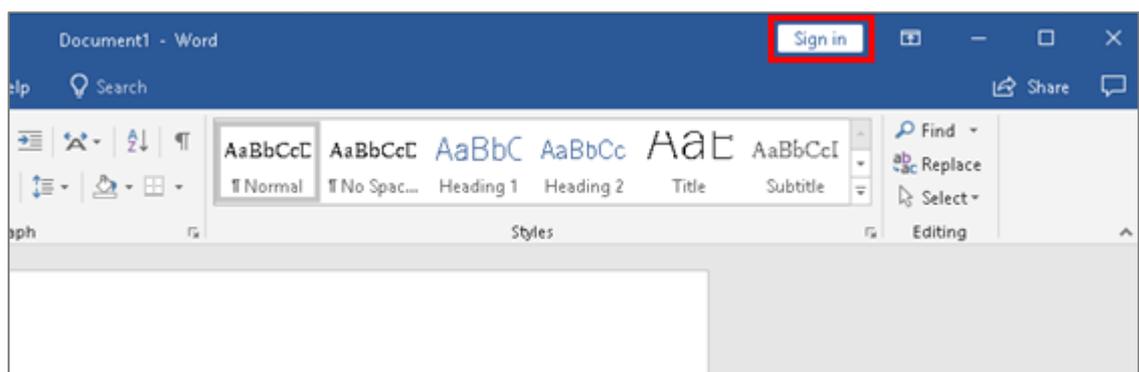
4. License Activation for Office 365 ProPlus

- (1) Launch an Office product, and click “Accept” when the user license agreement comes up.

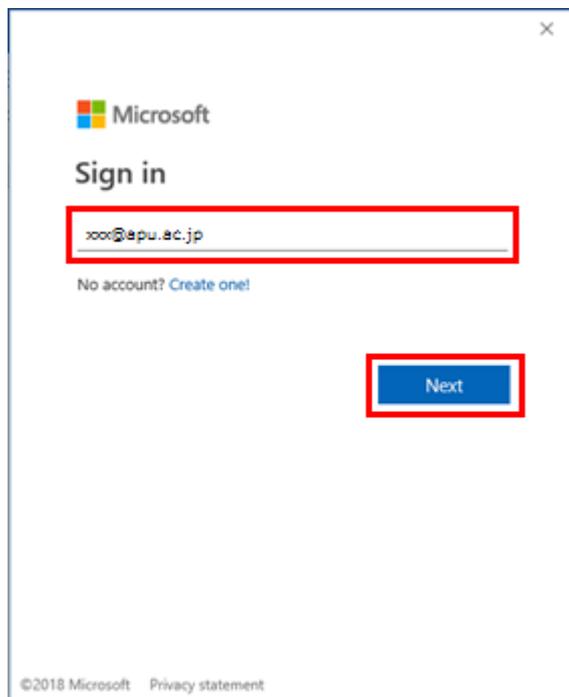
NOTE: In the example WORD is being launched.



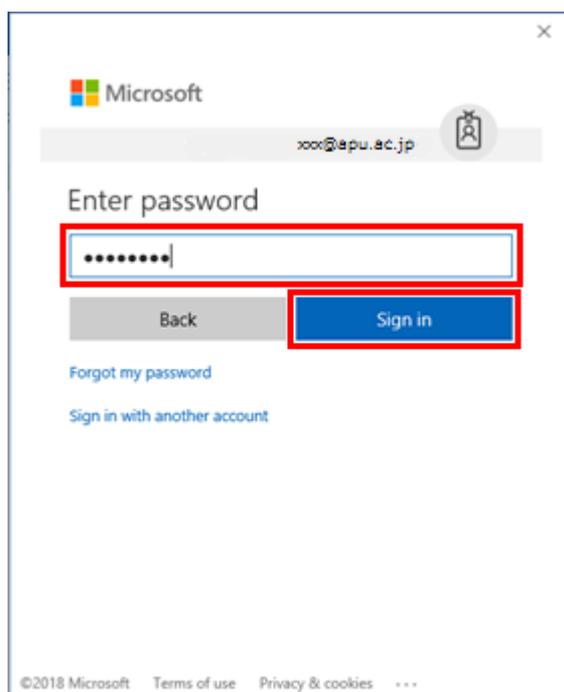
- (2) With WORD launched, click [Sign in] on the upper right.



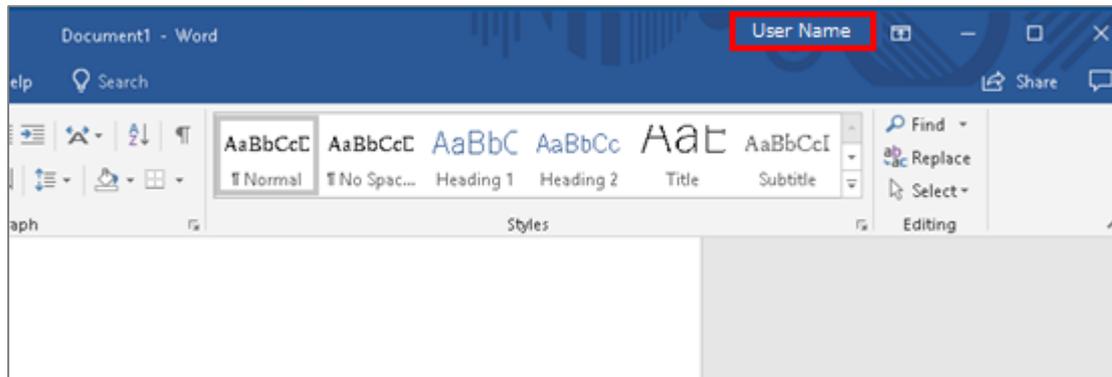
- (3) The “Sign in” dialog box will come up. Enter “your email address”, and then click [Next].



- (4) The “Enter password” dialog box will come up. Enter your “password”, and then click [Sign in].



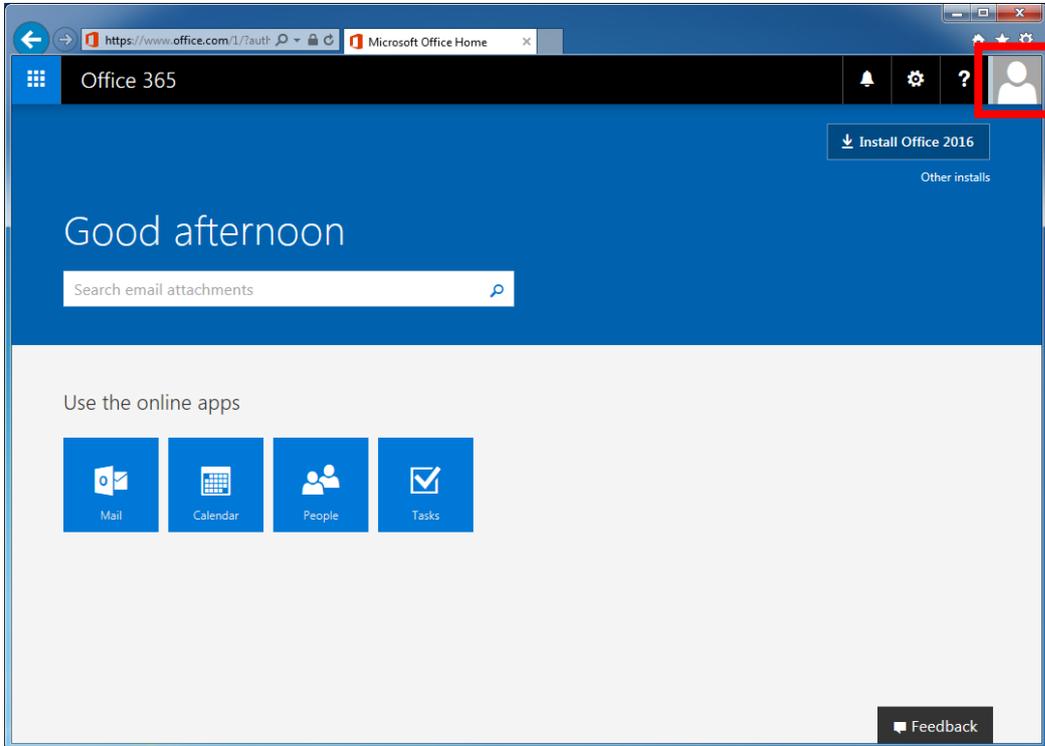
(5) Once successfully signed in, “Sign in” on the display will be changed to “your user name”.



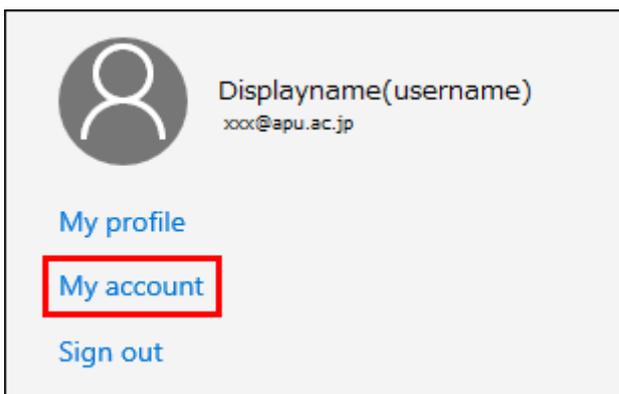
This completes installation of Office 365 ProPlus. You can now use Office software.

5. Check for the number of PCs with Office installed.

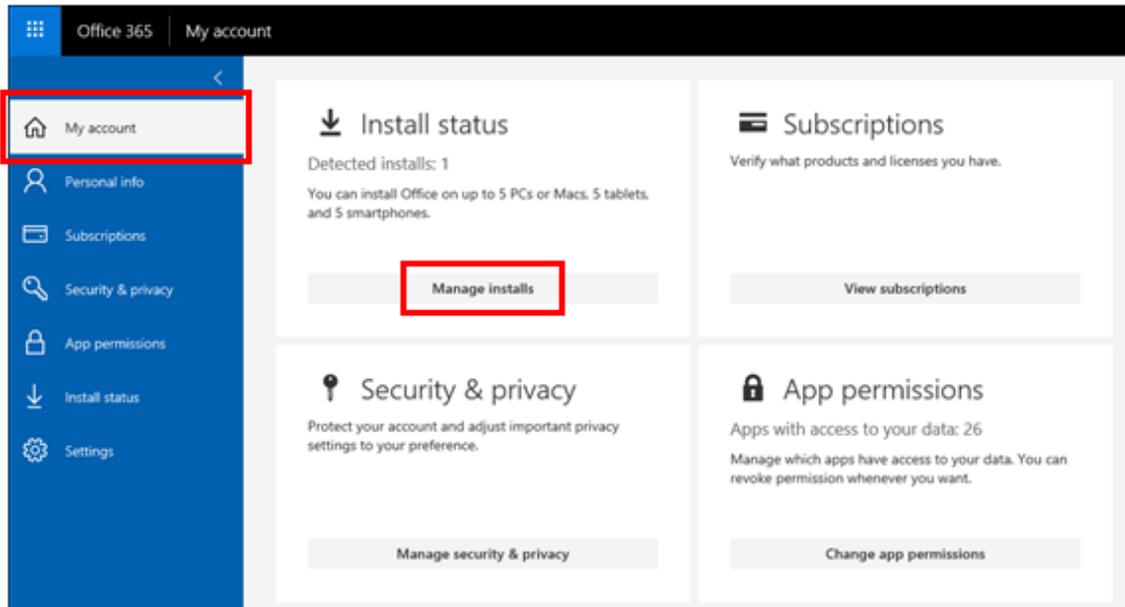
- (1) Access the Office 365 web site and click the profile icon at the upper right of the screen.



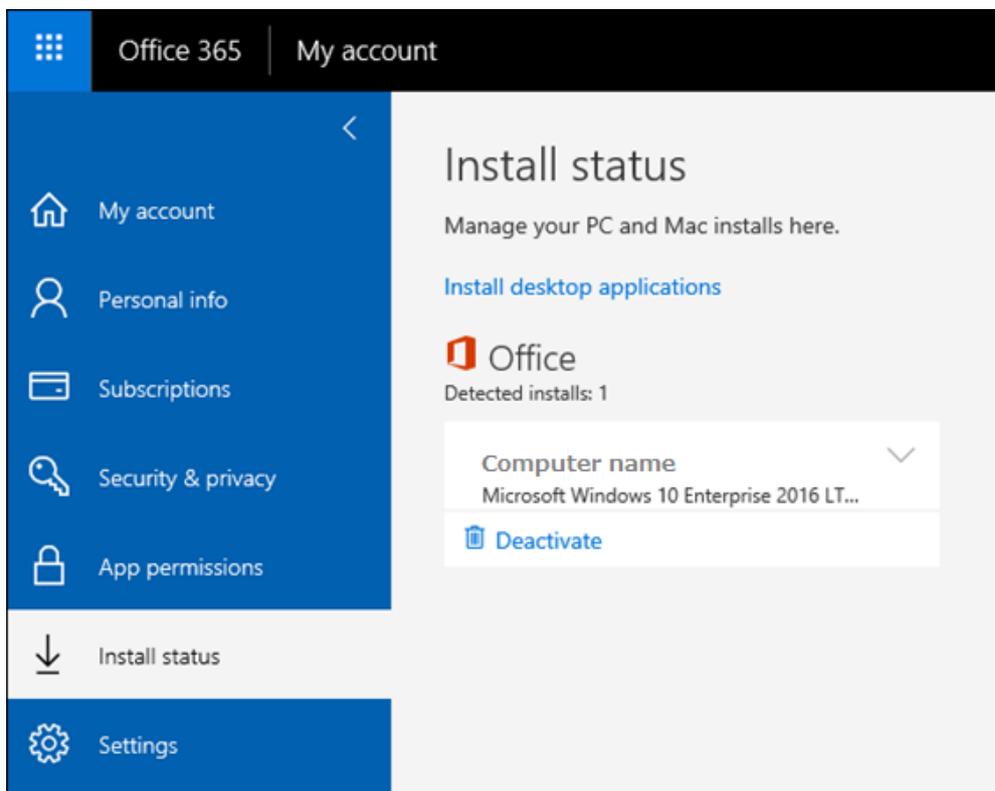
- (2) In the dialog box displayed, click [View account].



(3) On the [My account] screen, click [Manage installs].



(4) You can check how many PCs Office is currently installed on and their names.



**The following shows how to uninstall Office 365 ProPlus.
Do not perform unless uninstalling Office 365 ProPlus.**

6. Deactivating and Uninstalling Office 365 ProPlus

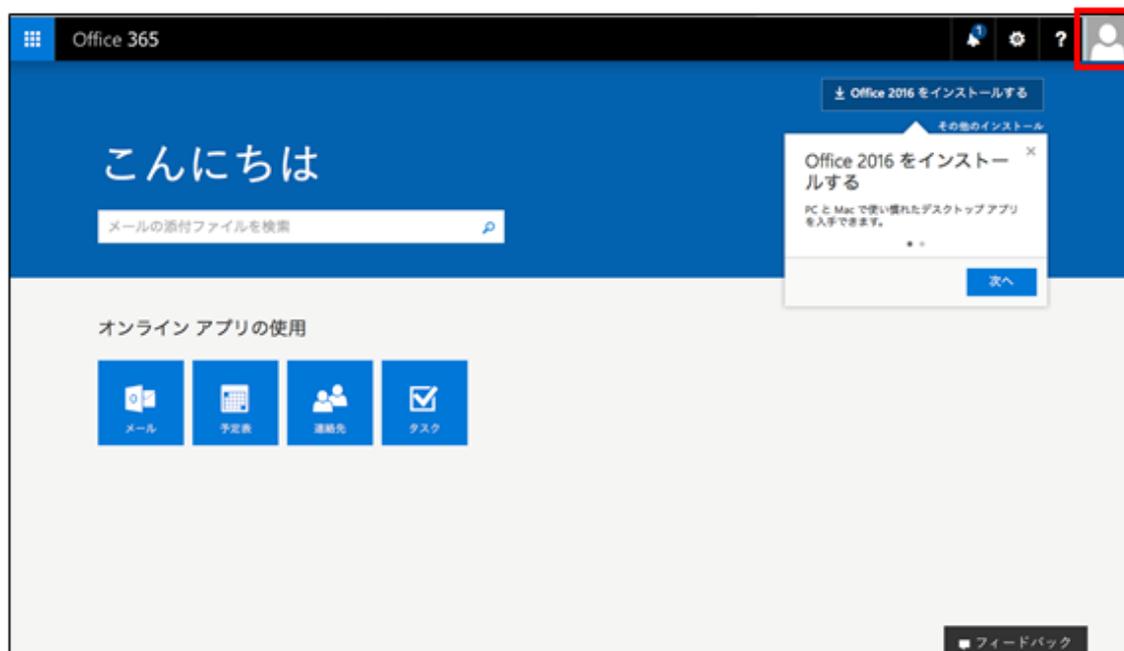
For the purposes of Office 365 device management, even when an uninstall is performed on a PC, it is still considered a device with Office installed. Unless a deactivation is performed, that license cannot be used for another device, so when uninstalling be sure to perform the procedures in “6-1. **Deactivating Office 365 ProPlus**”.

- To uninstall an Office product from a PC, log on to that PC as a user with administrator privileges.

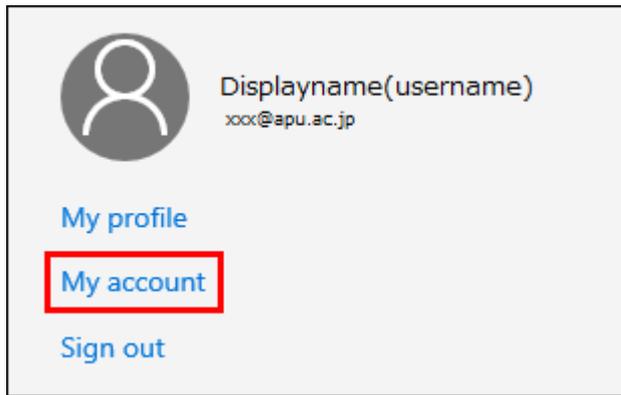
6-1. Deactivating Office 365 ProPlus

When a deactivation occurs, that license is made available to your total number of installable devices.

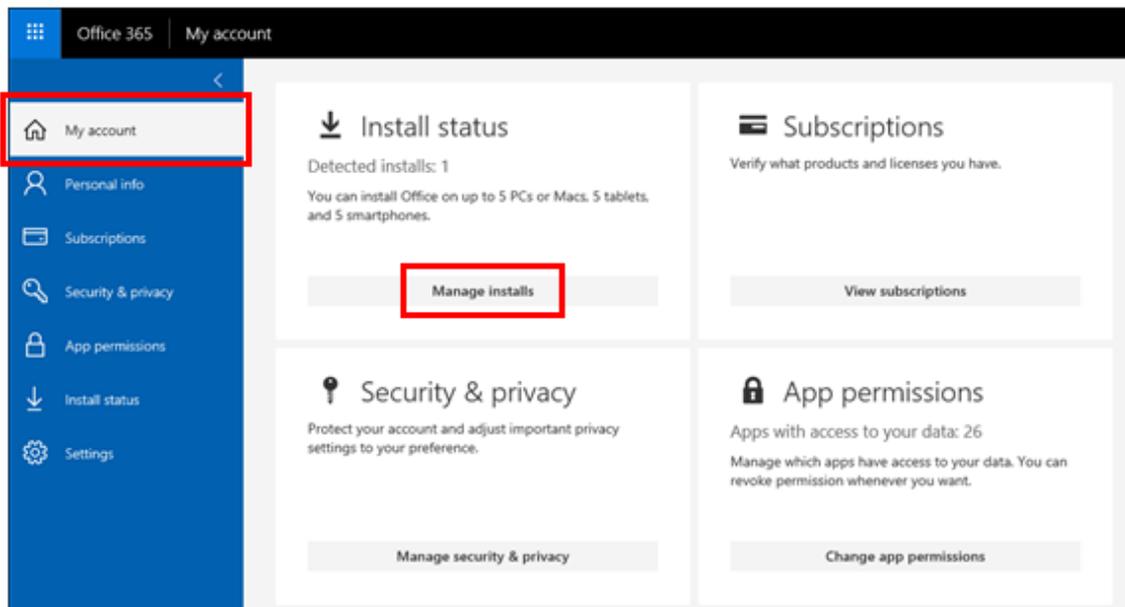
(1) Sign in to the Office 365 website, and click on the profile icon at the top right of the screen.



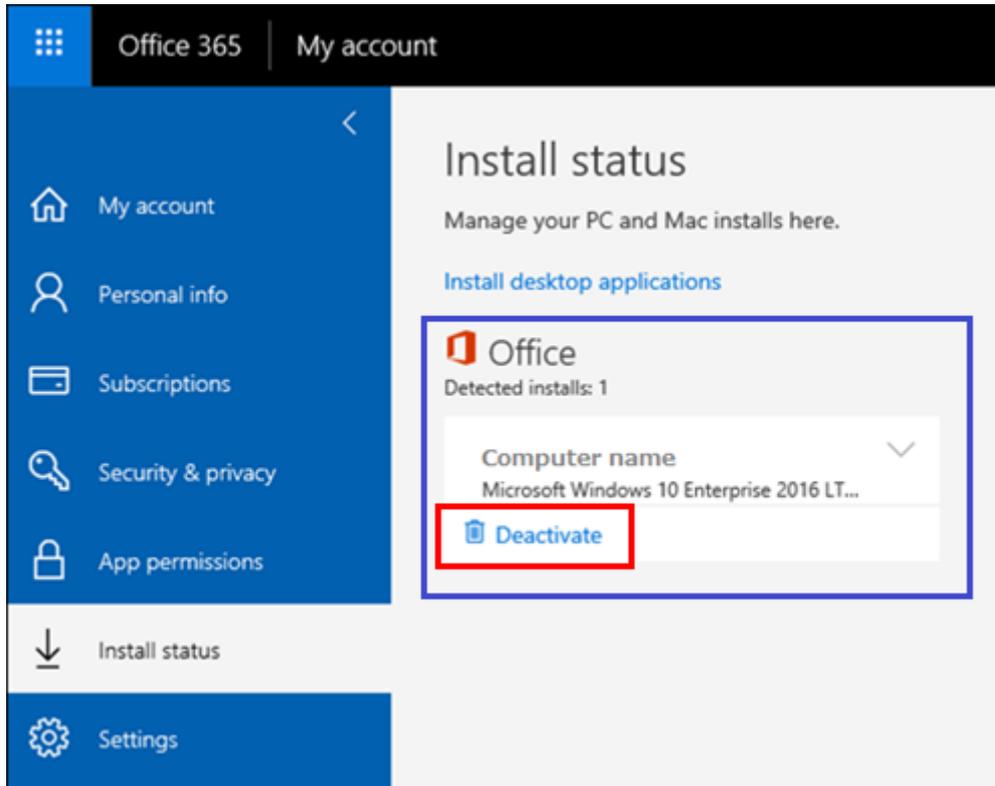
(2) On the screen that comes up, click [My account].



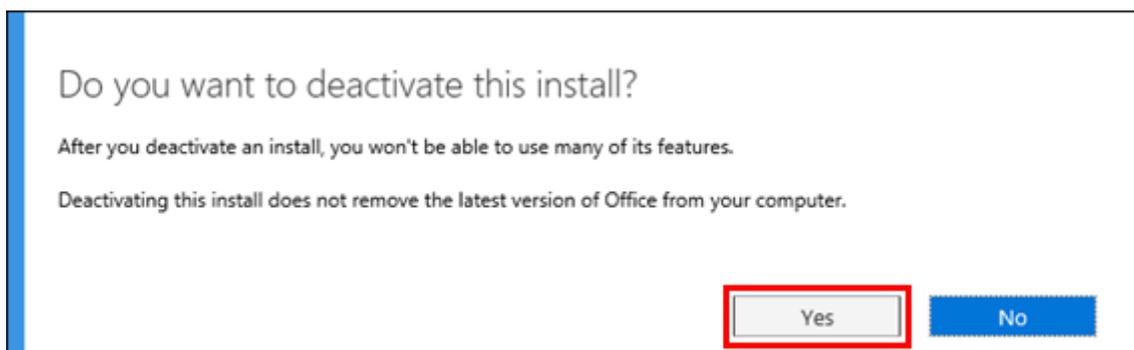
(3) In the "Install status" area on the "My account" screen, click on [Manage installs].



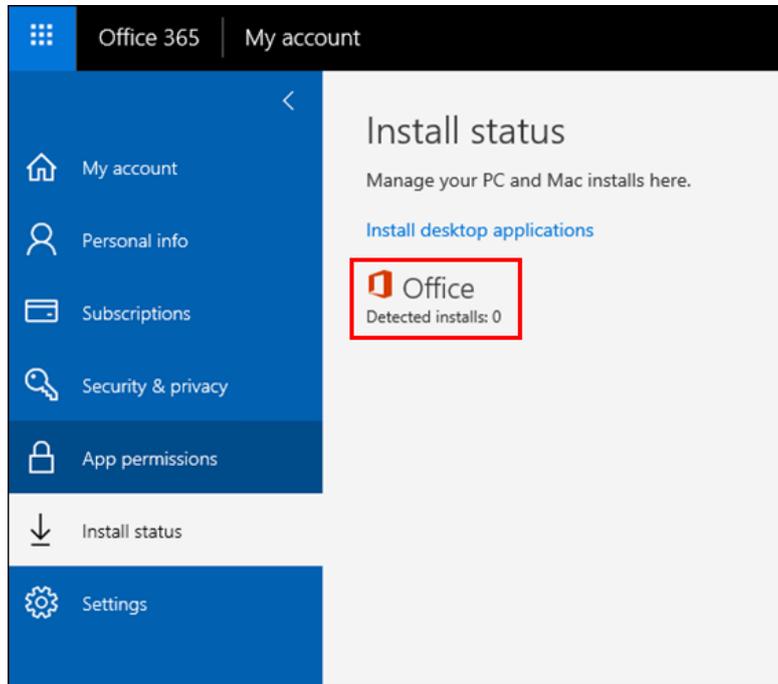
(4) Find the device that had Office uninstalled, and click [Deactivate].



(5) Click [Yes].

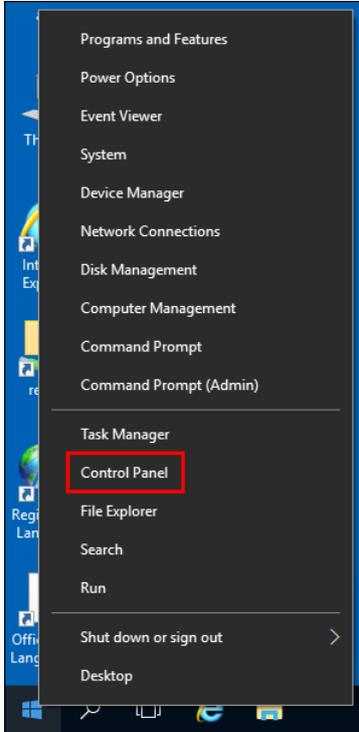


- (6) Confirm that the number in “Detected installs” has been reduced by the number of devices you have deactivated.

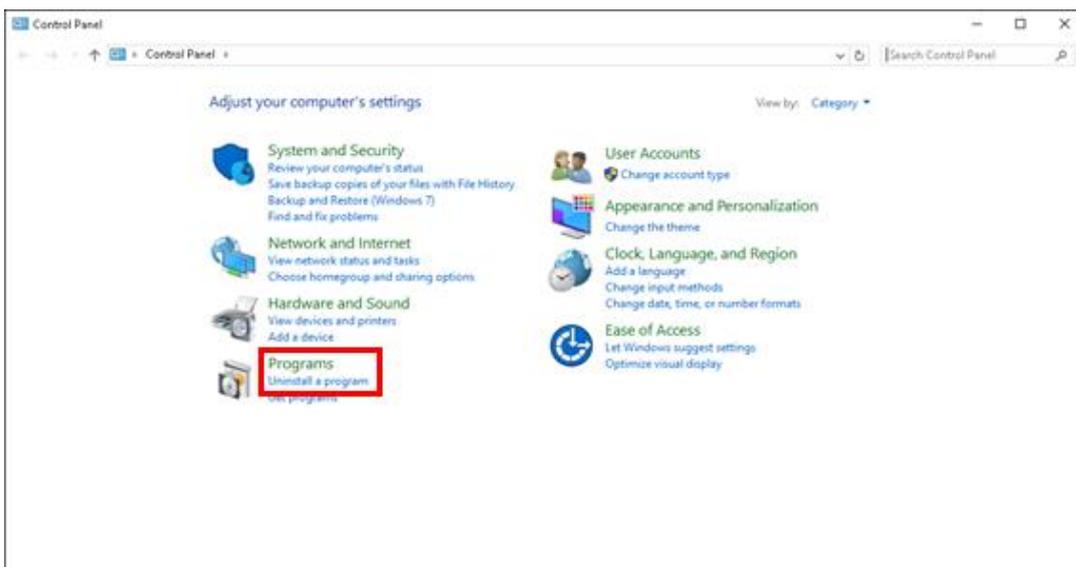


6-2. Uninstalling Office Software

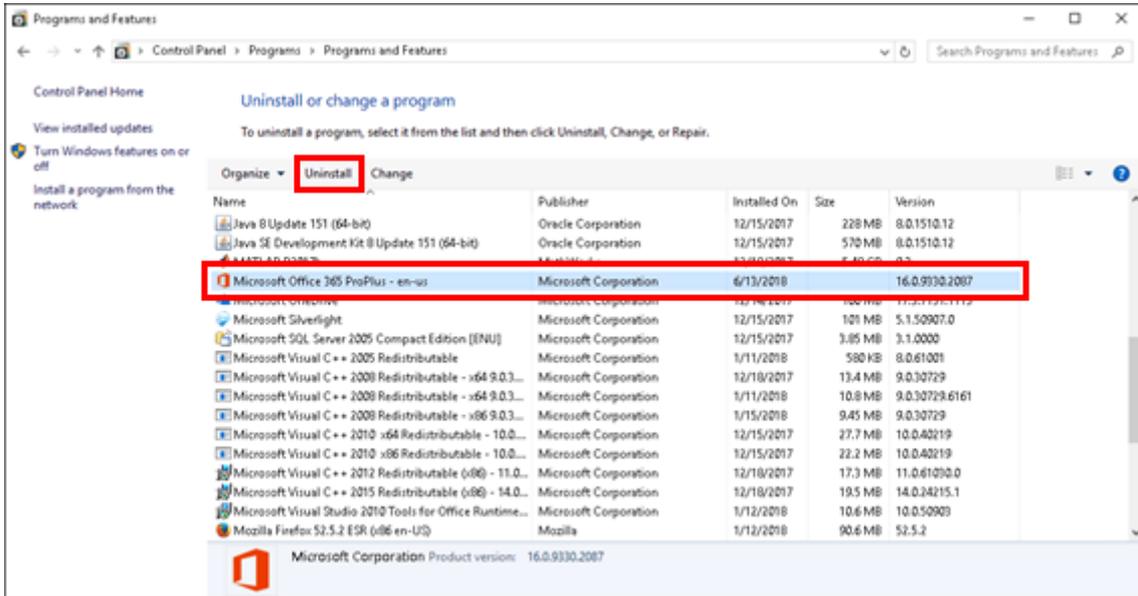
(1) Open the [Control Panel].



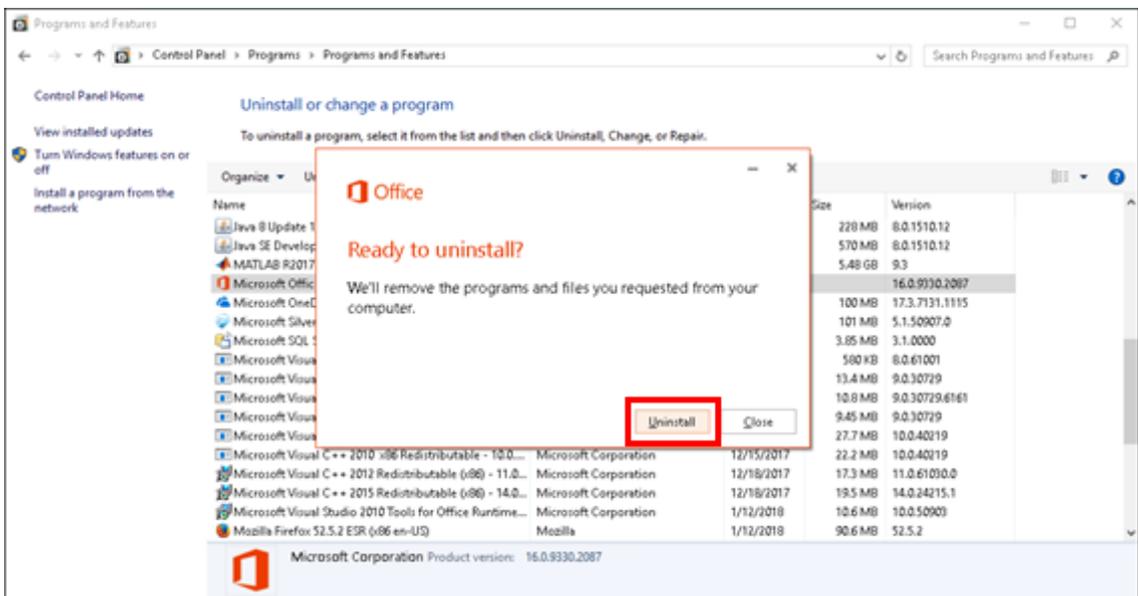
(2) Click on [Uninstall a program].



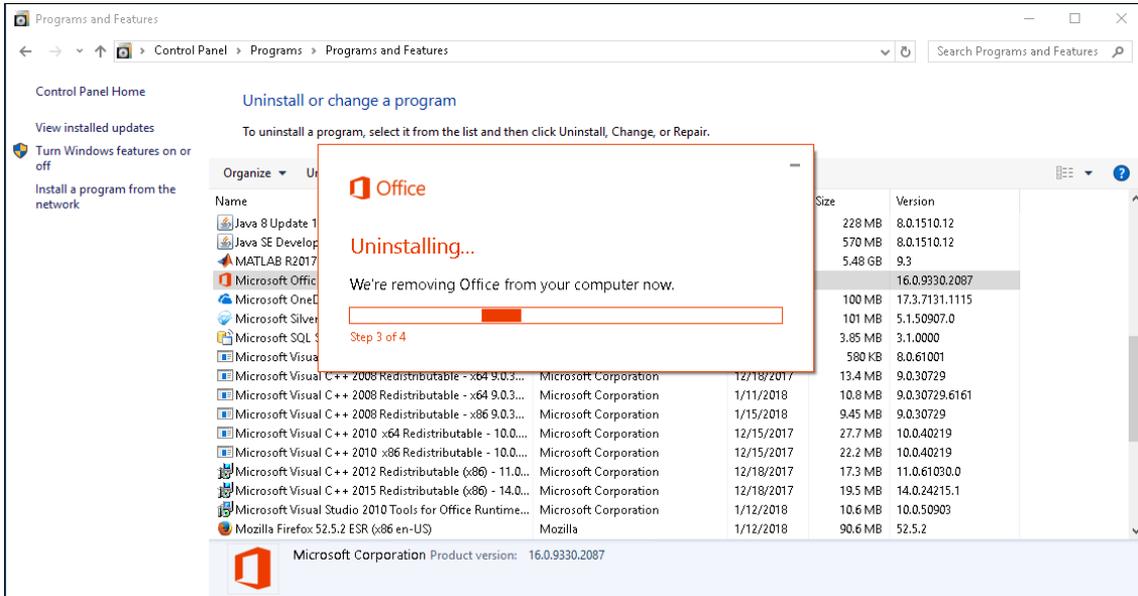
(3) On the program uninstall screen, click [Uninstall] with “Microsoft Office 365 ProPlus” selected.



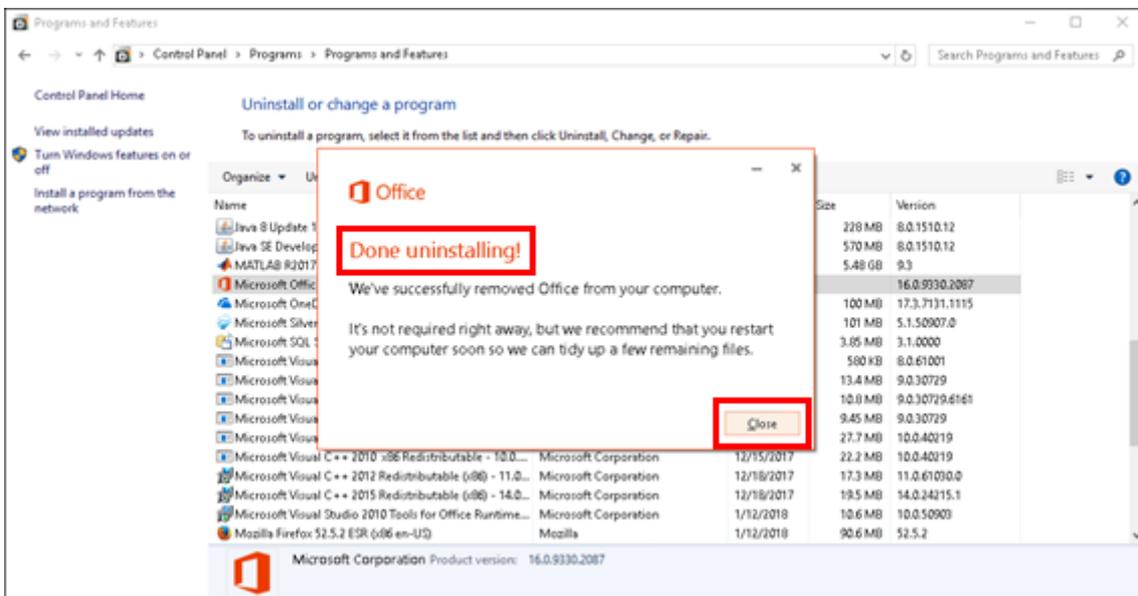
(4) “Ready to uninstall?” should come up. Click [Uninstall].



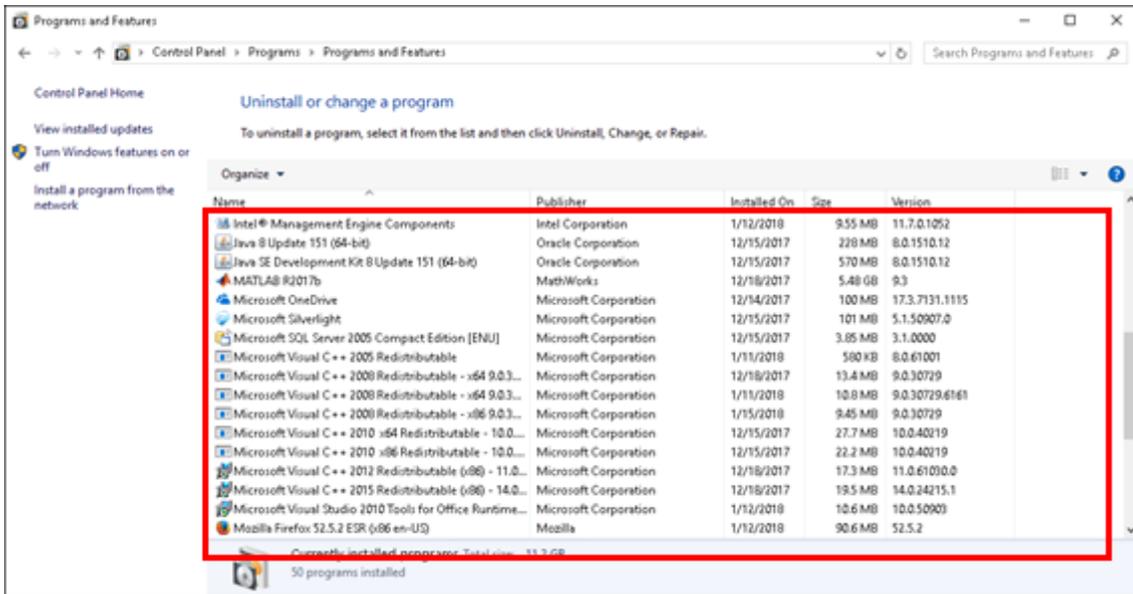
(5) An “Uninstalling” message box should come up.



(6) When “Done uninstalling!” comes up, click [Close] to close the message box. After that, restart your computer.



(7) After your computer restarts, go to the [Uninstall a program] screen you opened for steps (1) and (2), and confirm that Office 365 ProPlus has been uninstalled.



This completes uninstallation of Office 365 ProPlus.