

Office 365 ProPlus

Install / Uninstall Manual (For mac OS)

Ver. 1.0

Information Systems Administrative Office

1st August, 2018

Office 365 ProPlus Installation Manual (Mac)

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 Ritsumeikan.

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

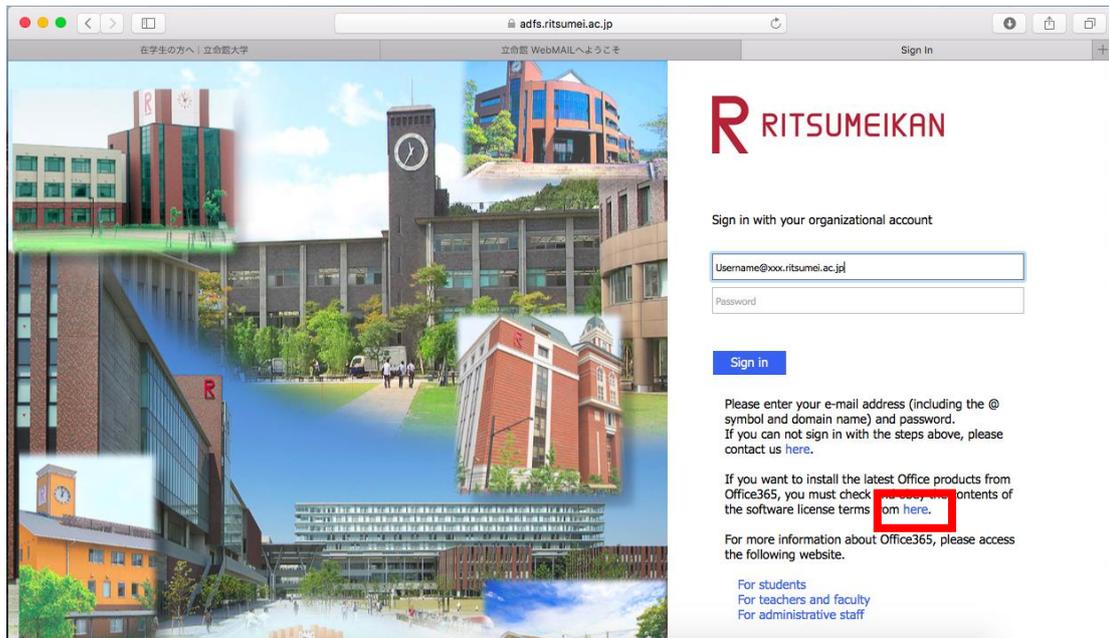
- Ritsumeikan shall not be responsible for any troubles caused by distribution of Office products to your PC.
- Use them at your own risk.

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 2016.

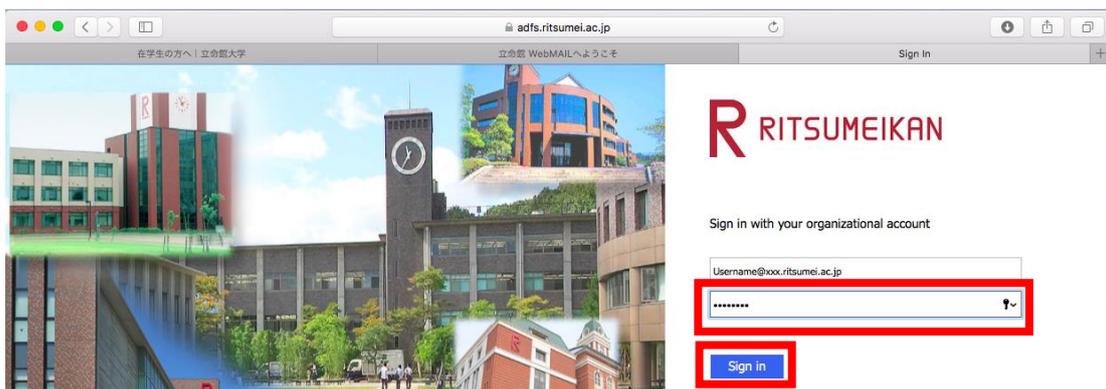
1. Check the contents of the software license terms.

- (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.



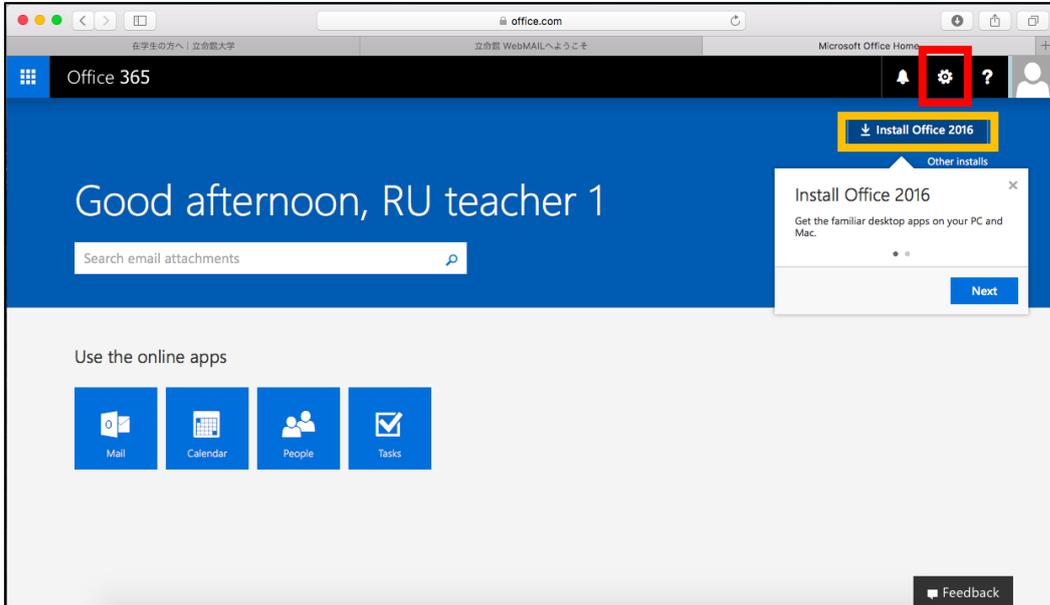
2. Sign in to Office 365.

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



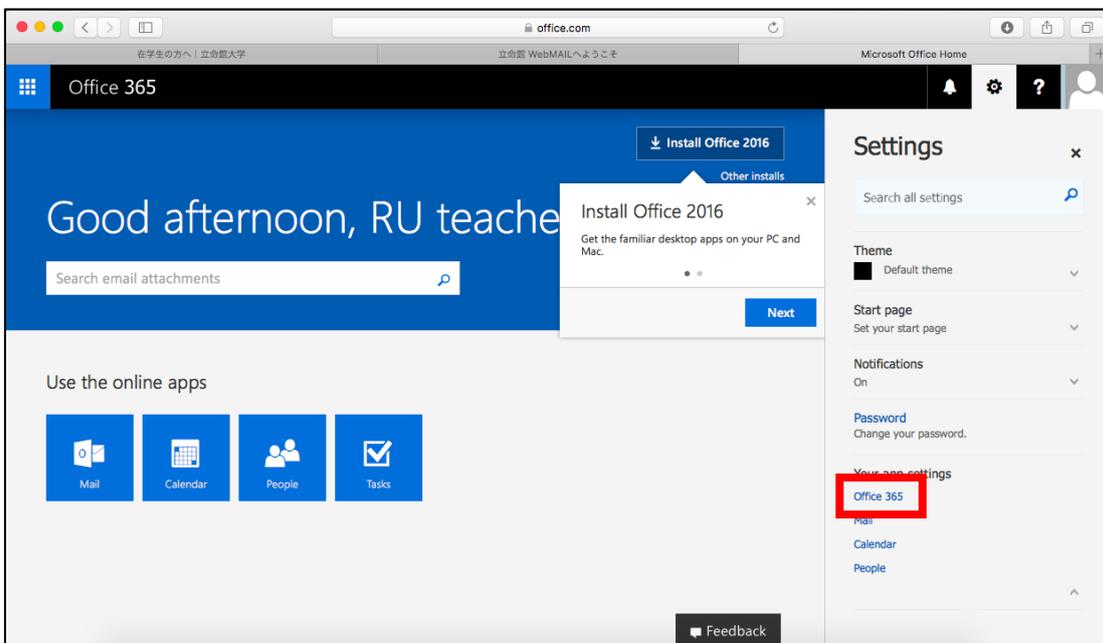
3. Download and install Office 365 ProPlus.

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

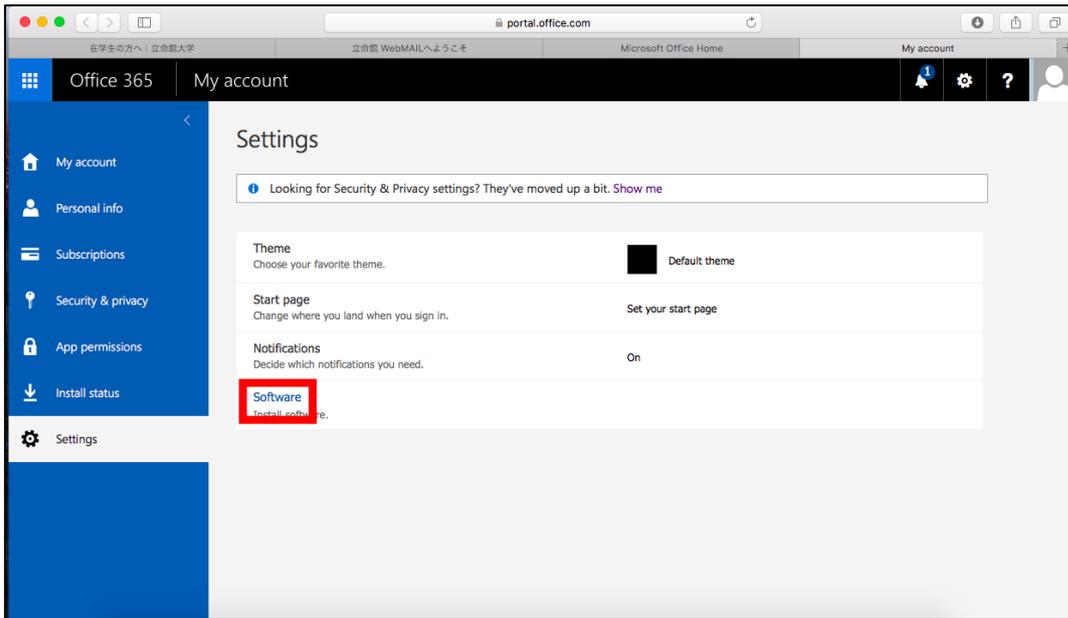


*If you click "Install Office 2016" within the yellow frame, you can skip to step5.

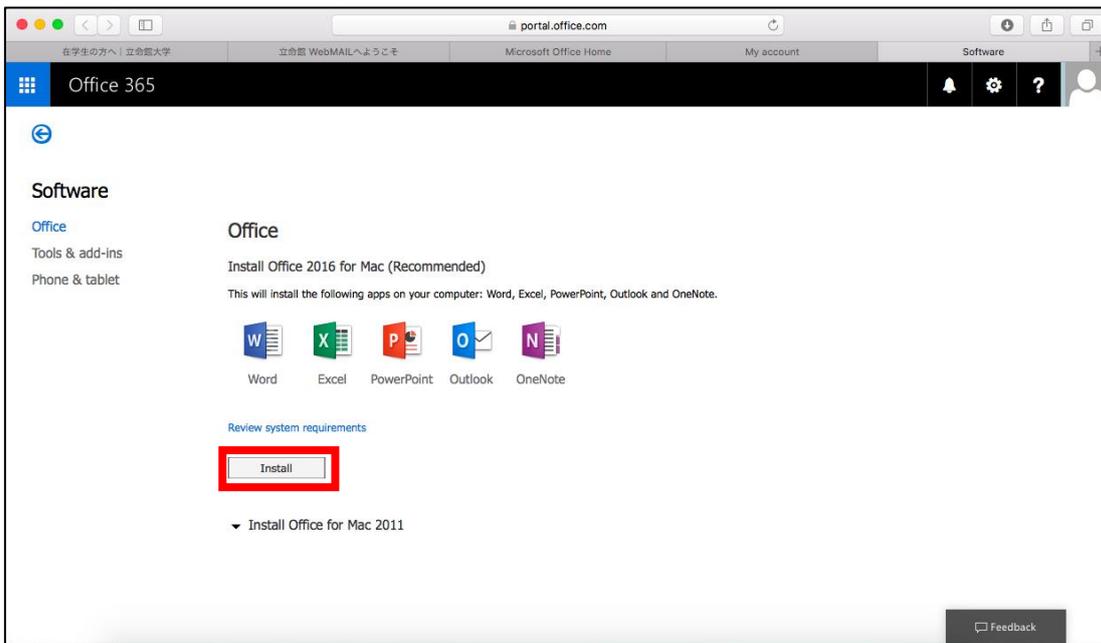
(2) Choose "Office 365."



(3) Choose "Software."

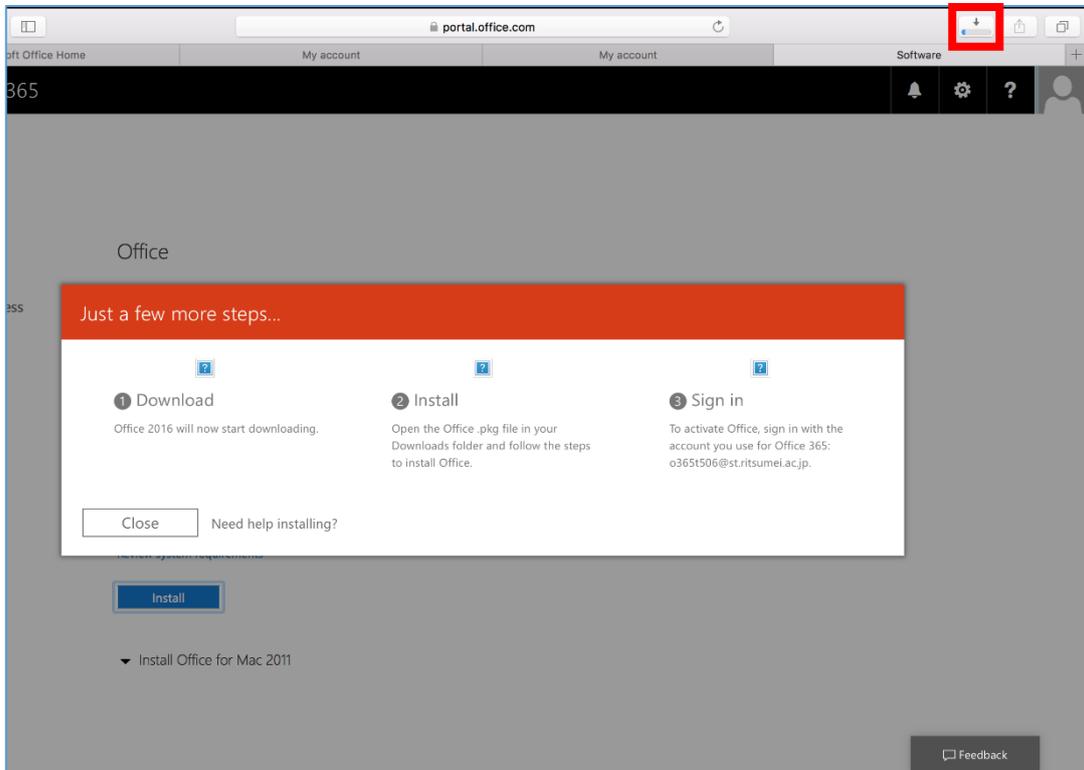


(4) Click [Install].

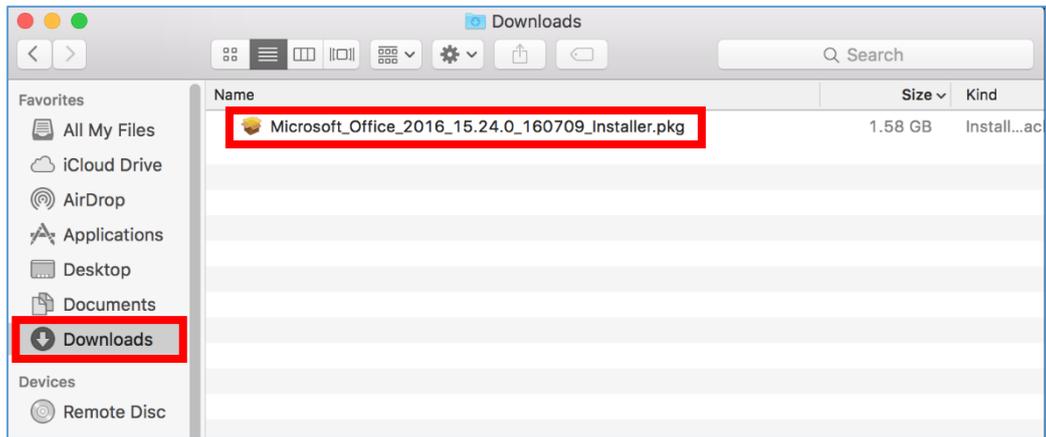
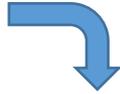


(5) Wait until download completes. The progress of download is shown by the progress bar.

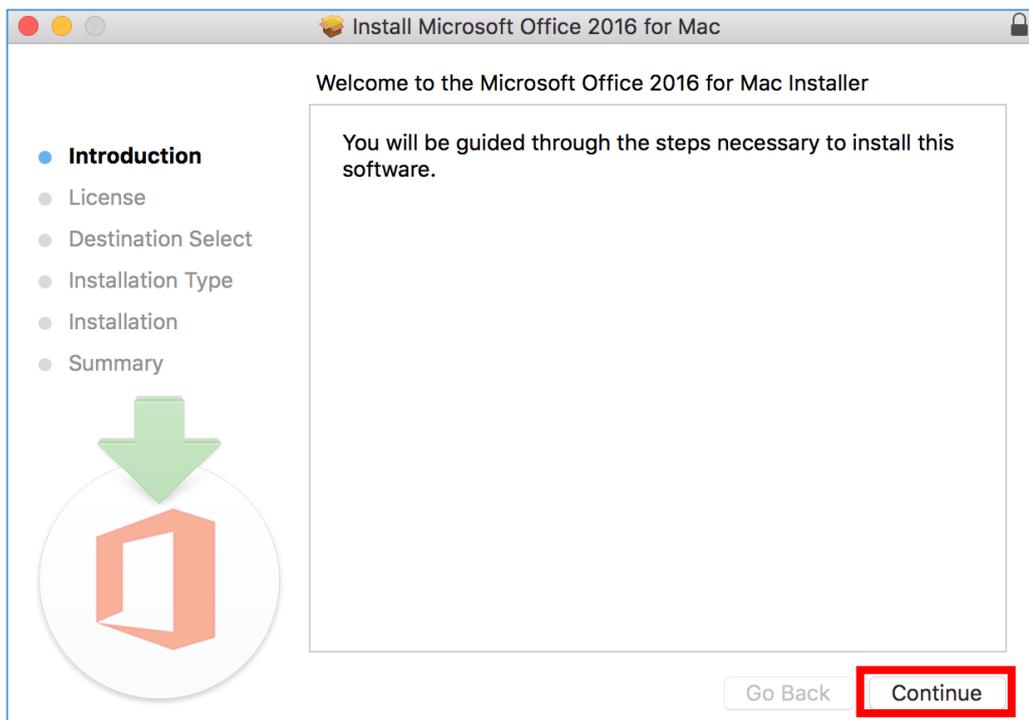
* When download has completed, click [Close] to close the dialog box.



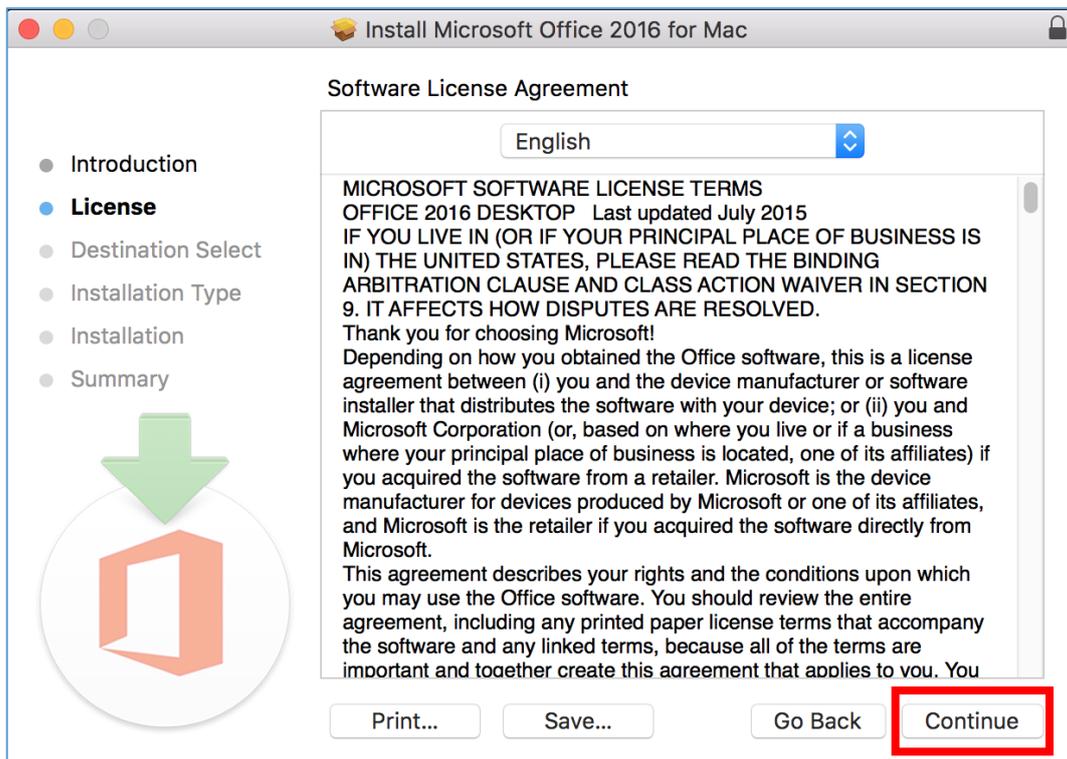
(6) Launch the Finder and open Microsoft_Office_...pkg saved under the Downloads folder.



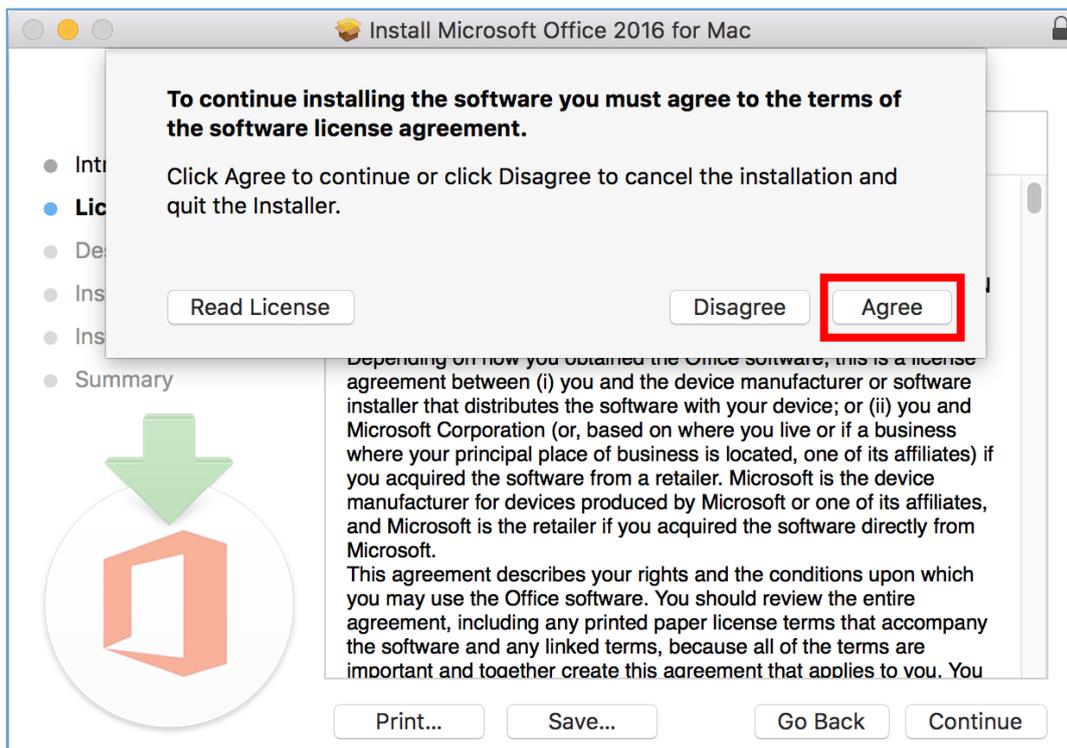
(7) The [Install Office 2016 for Mac] screen appears. Click [Continue].



(8) When the [Software License Agreement] screen appears, click [Continue].

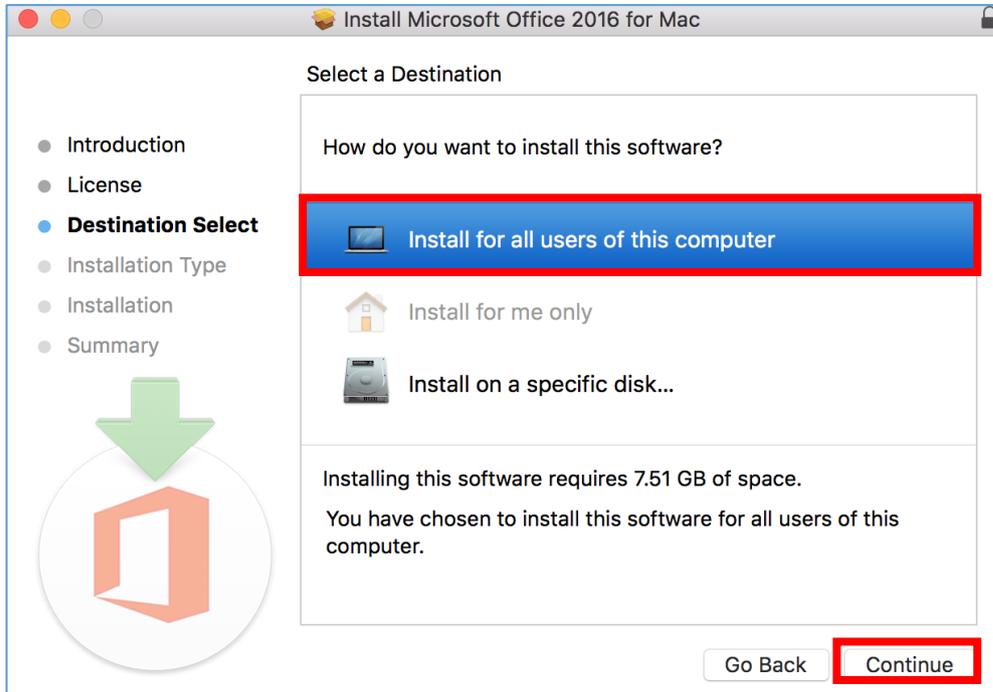


(9) When you are asked if you agree or disagree to the terms of the software license agreement, click [Agree].



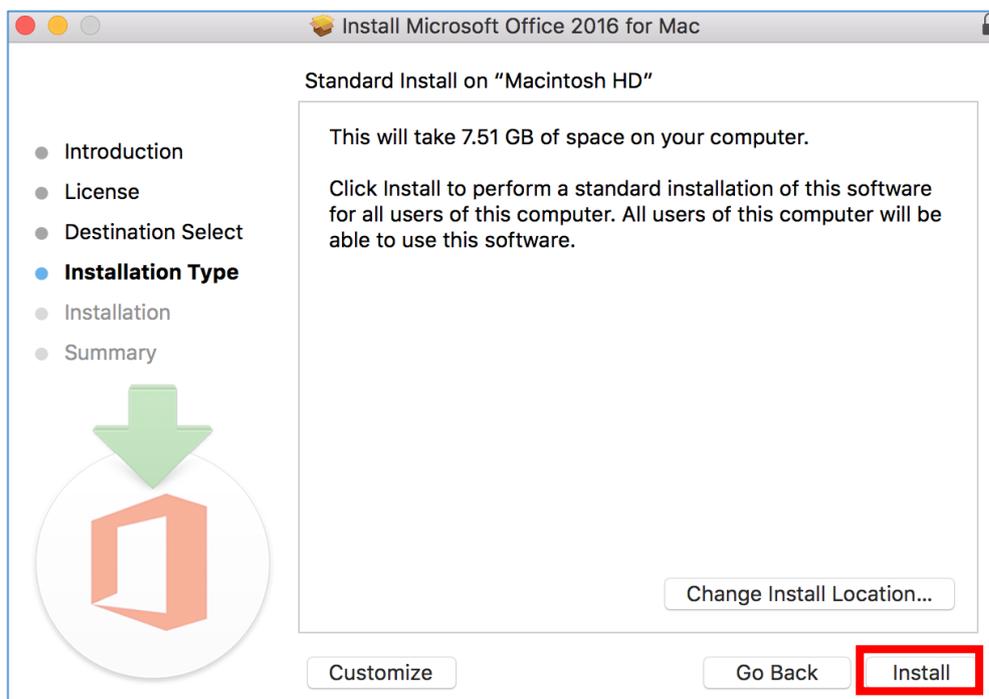
(10) Under "How do you want to install this software?," choose [Install for all users of this computer] and click [Continue].

* If you cannot click [Continue], choose [Install for all users of this computer] again.



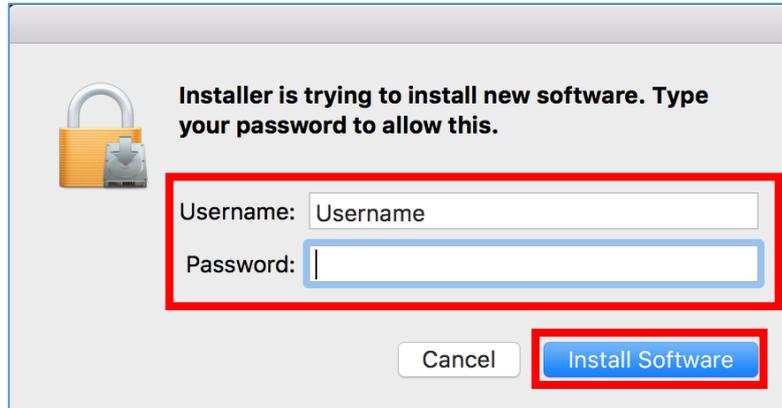
(11) When "Standard Install on "Macintosh HD"" appears, click [Install].

* By clicking [Customize], you can choose and install necessary Office products only.

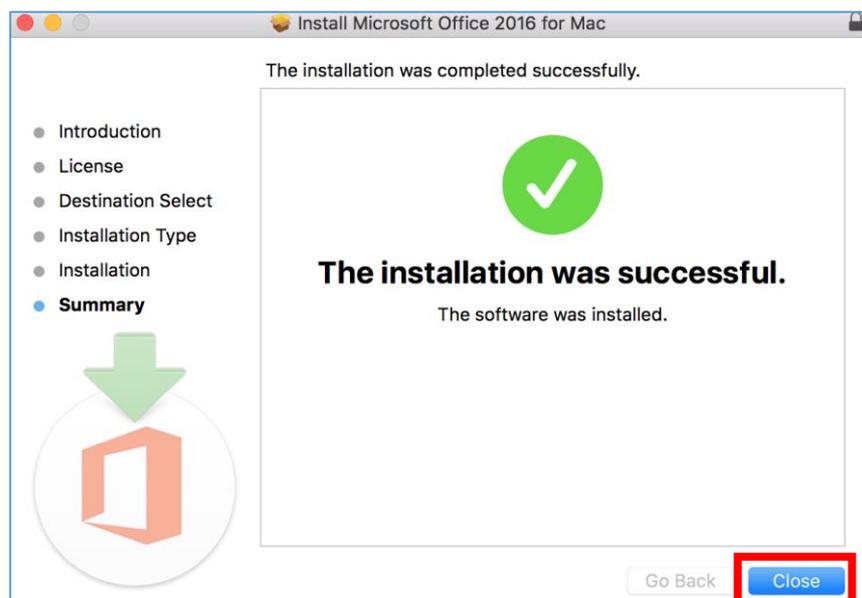
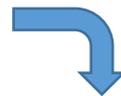
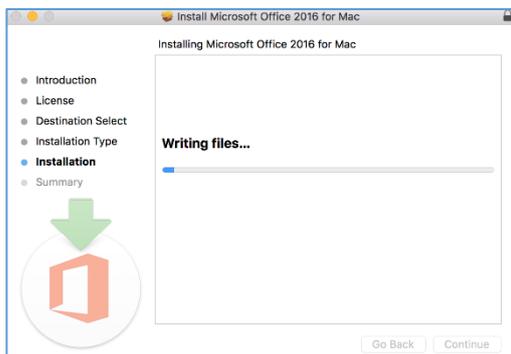


(12) You need to enter the user name and password of the administrator. Enter them and click [Install Software].

* If you are already logging in as the administrator, the login user name is shown in the [Username] field and you need to enter the password only.

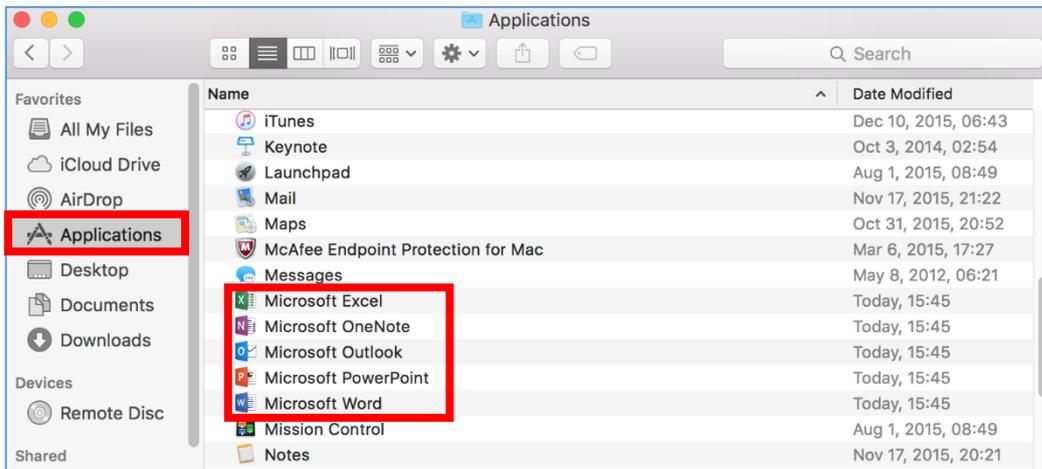


(13) Installation of Microsoft Office 2016 for Mac starts. Wait until installation completes. When the message "The installation was successful." appears, click [Close].

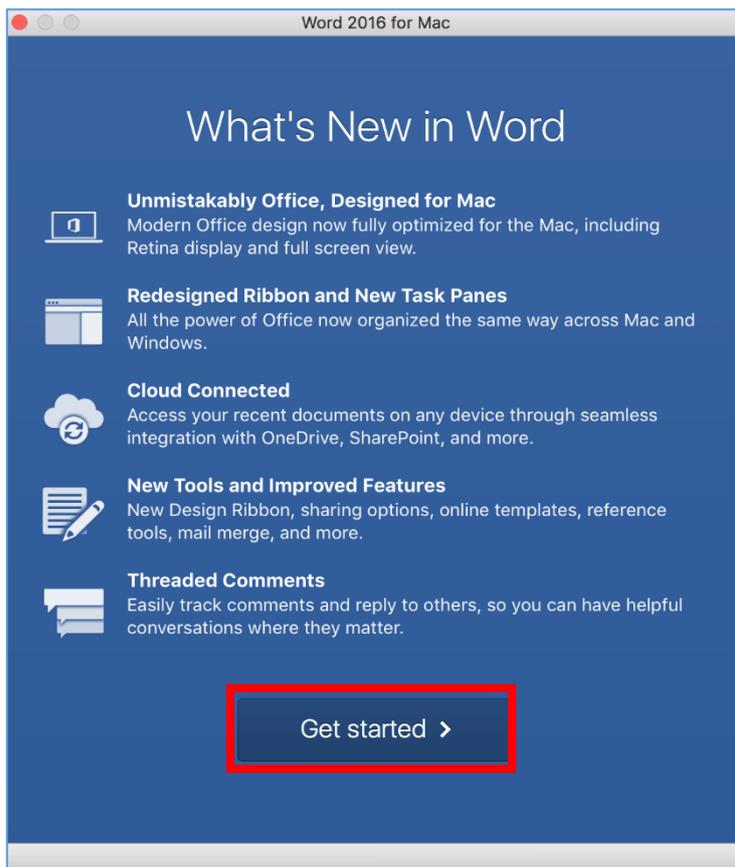


4. Launching Office365 ProPlus and Authenticating License

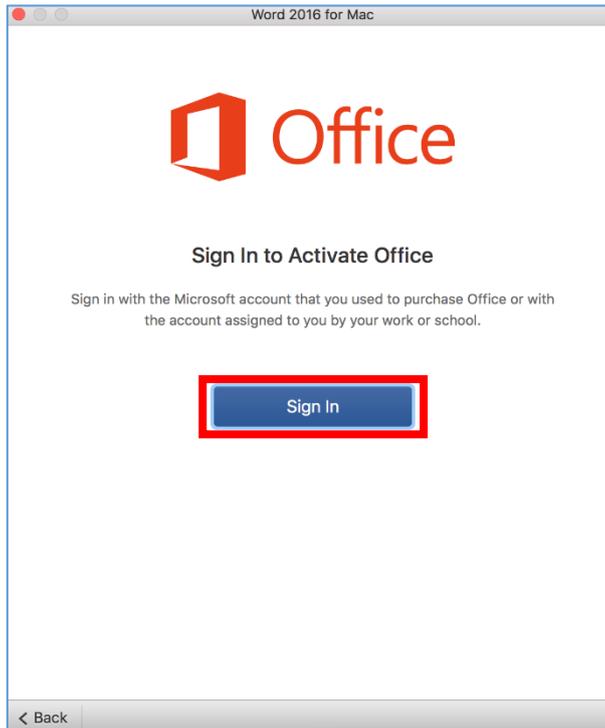
(1) Ensure that the Office products are installed under “Applications” of the Finder.



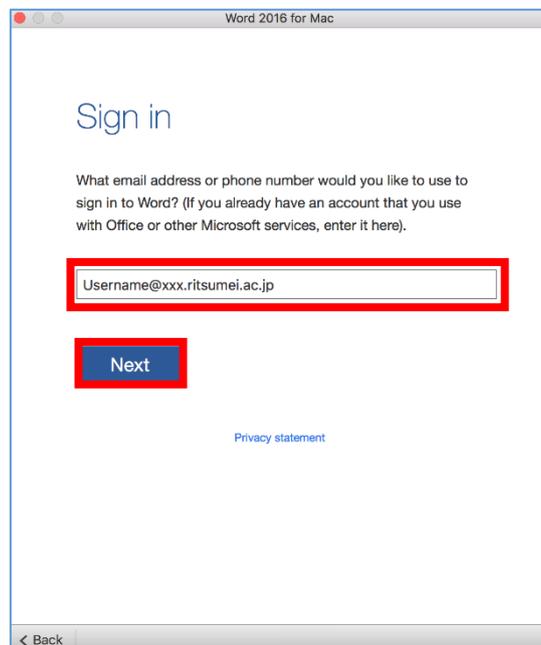
(2) Launch one of the Microsoft Office products (e.g., Word). On the [What’s New in Word] screen, click [Get started >].



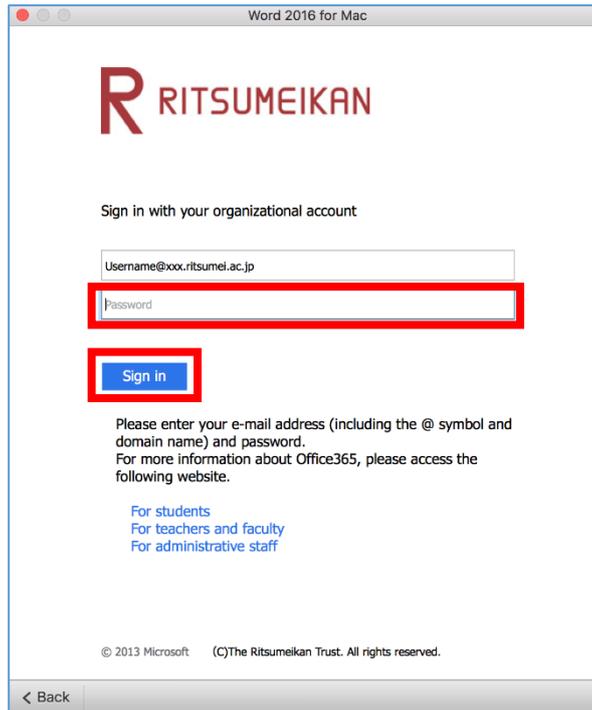
(3) On the [Sign In to Activate Office] screen, click [Sign In].



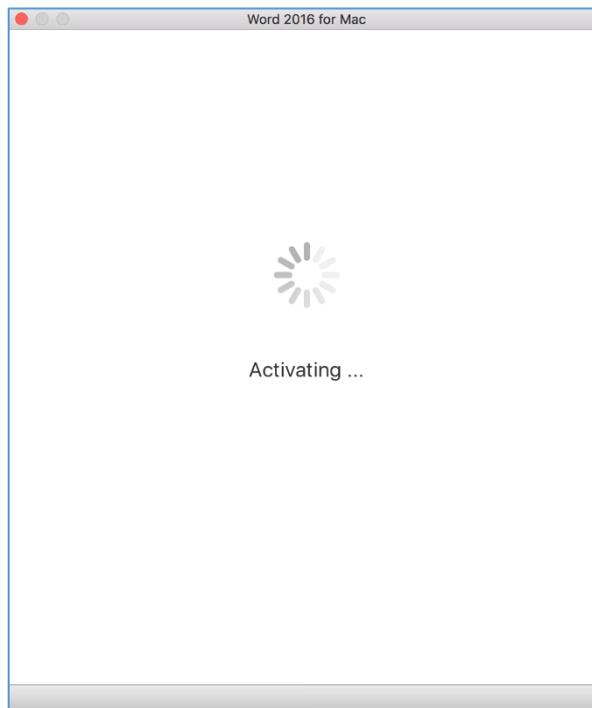
(4) When you are asked to enter an account used to sign in, enter your own email address and click [Next].



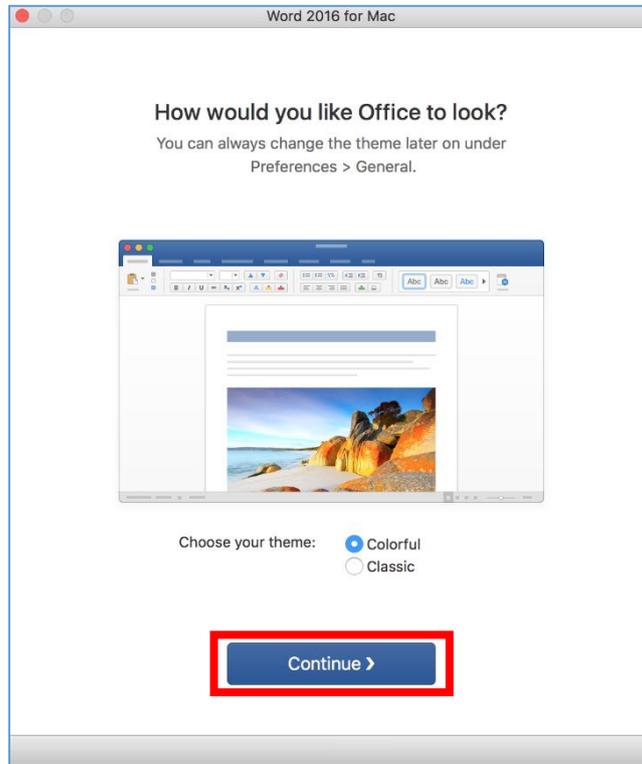
(5) On the sign-in screen, enter your password and click [Sign in].



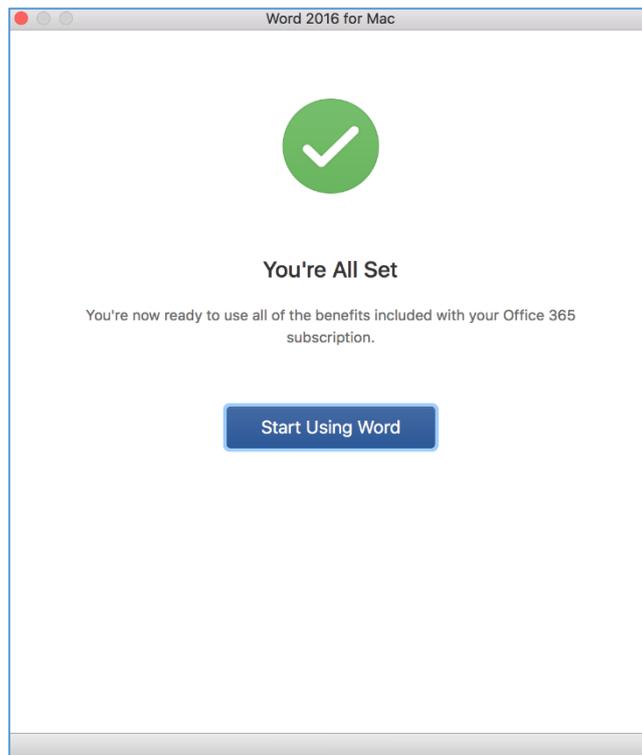
(6) Your license is authenticated and the Office products are activated.



- (7) When you are asked to select the Office theme, select a favorite theme and click [Continue >].

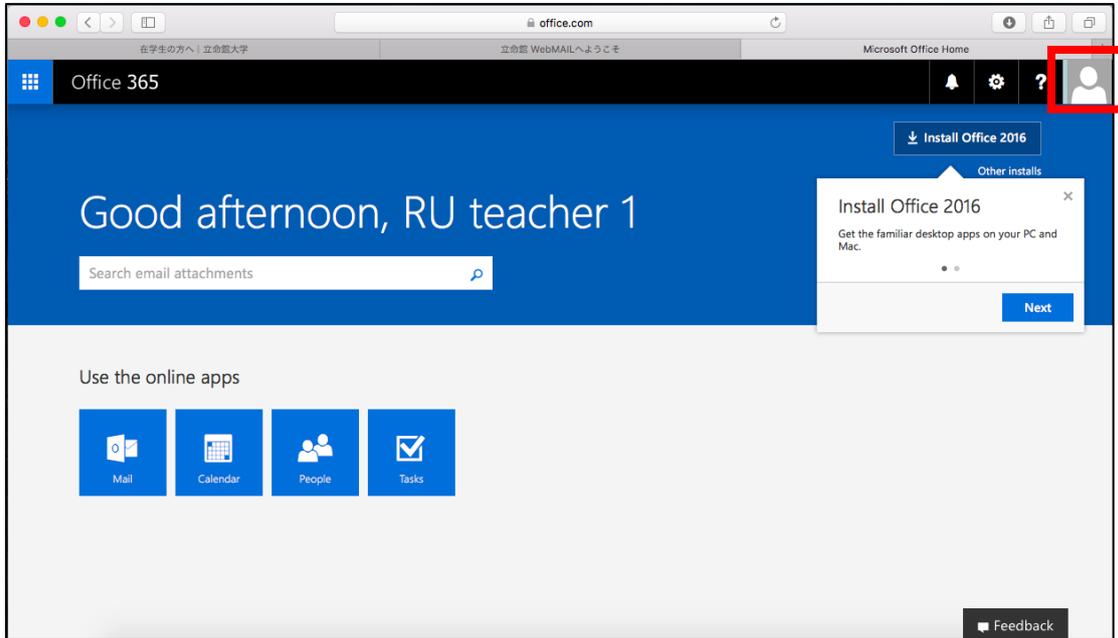


- (8) When the message "You're All Set" appears, your license authentication is successful.

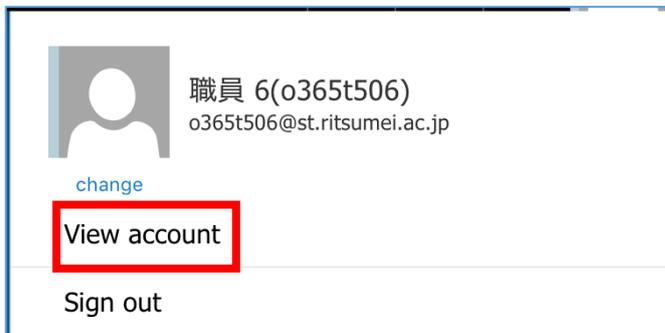


5. Check for the number of PCs with Office installed.

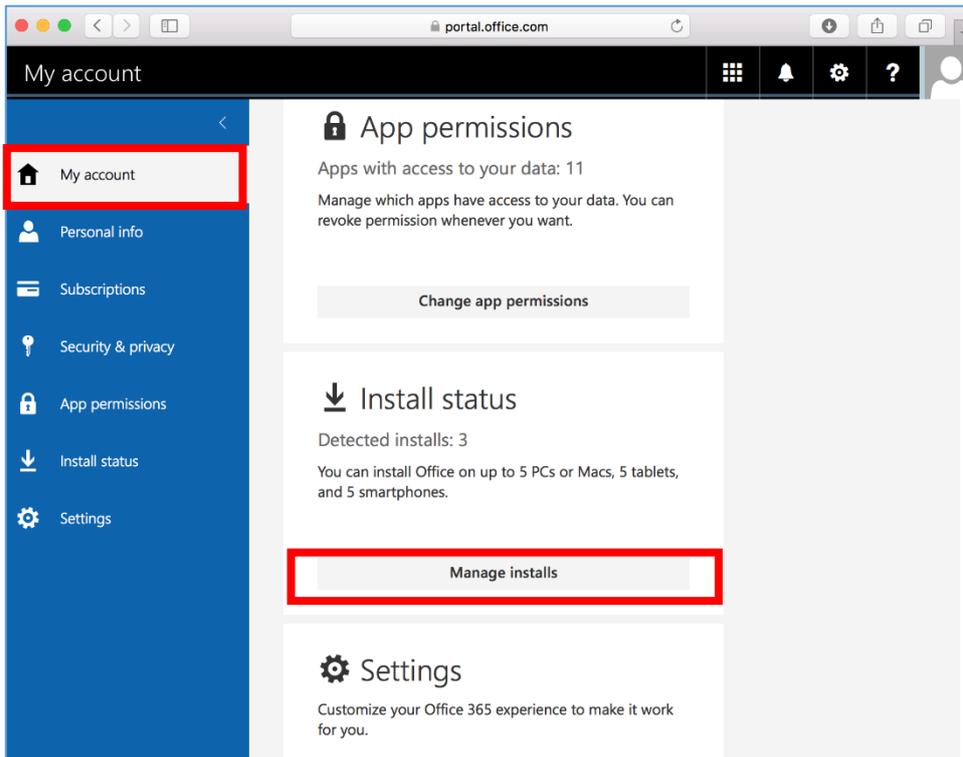
(1) Access the Office 365 web site and click the profile icon at the upper right of the screen.



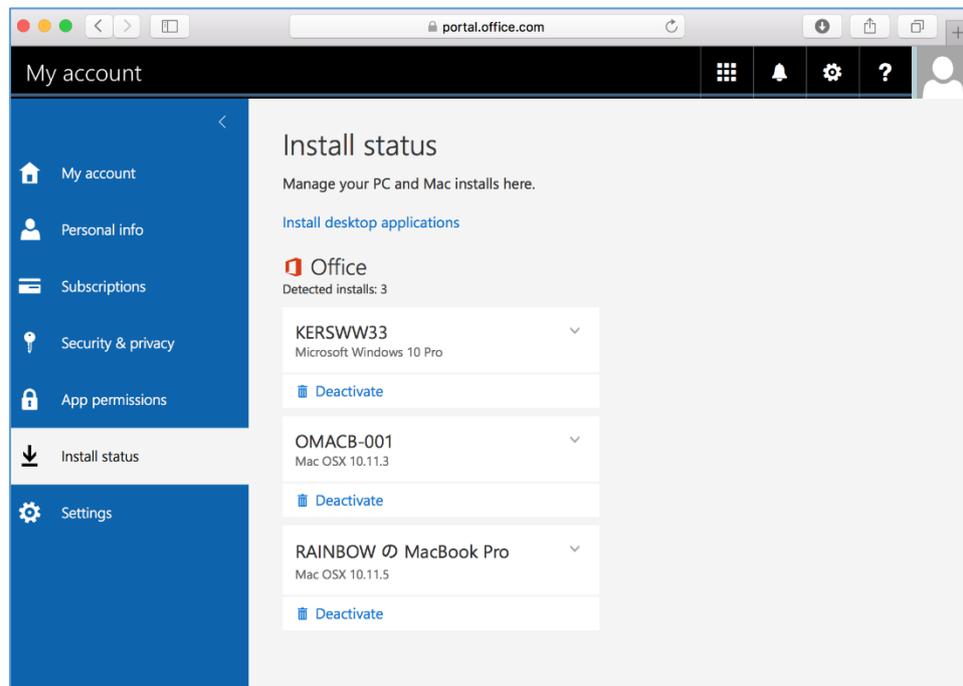
(2) In the dialog box displayed, click [View account].



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



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



Concluded.