

**Office 365 ProPlus**

**Install / Uninstall Manual (For iOS)**

**Ver. 1.0**

**Information Systems Administrative Office**

**August 1, 2018**

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# 1. Introduction

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## **About Office 365 ProPlus**

The web interface for Office 365 can be used as a way to distribute and for license activation for the latest Office products, for which installation onto PCs owned by currently enrolled students, as well as onto the home PCs of faculty and staff is permitted.

- Each individual account is permitted installations onto 5 PCs (or Macs), 5 tablets, and 5 smartphones.
- Installation onto a PC, tablet or smartphone owned by another individual is a violation of the licensing agreement, and so is prohibited.
- License activation recurs every 30 days, so a regular connection to the internet is required.

## **Eligible Users**

- Students, faculty and staff who belong to APU.

## **Eligibility Period**

- The period the user has Eligible User status.
- Students who graduate, faculty and staff who move on from their positions, or other such individuals will lose their eligibility as users.

## **Other**

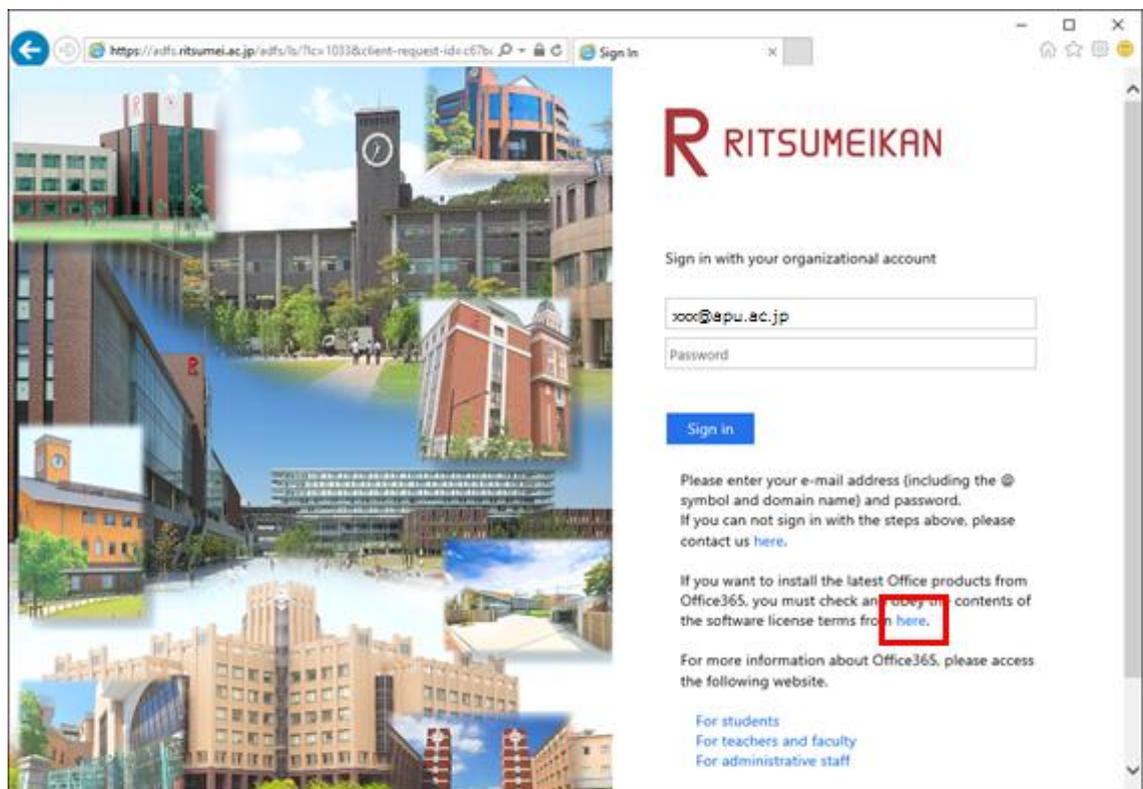
- A feature of Office 365 is that it is cloud-based; accordingly, the settings interface may be altered by Microsoft.
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## 2. Installing Office 365 ProPlus

### 2-1. Accepting Software Licensing Agreement

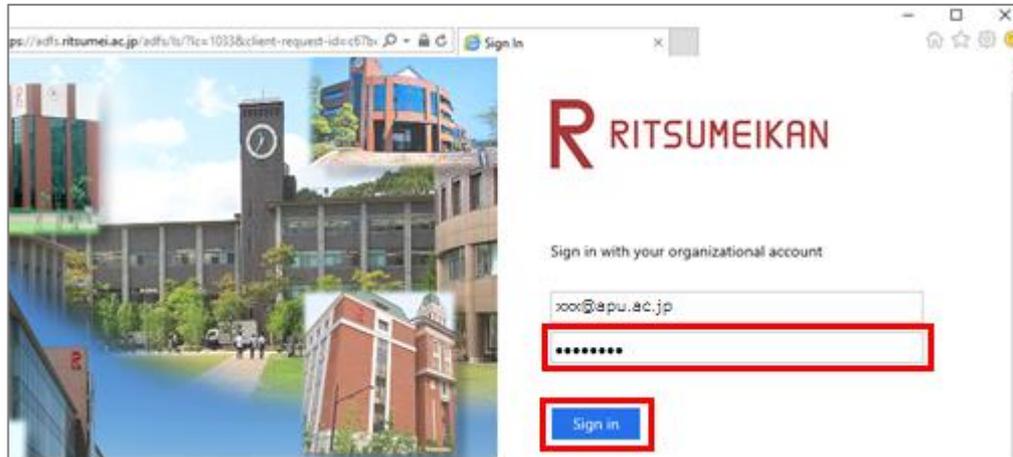
(1) Launch your browser and go to the Office 365 site at <https://portal.office.com/>. Next, input [your email address], and click [Sign in] to display the Ritsumeikan “Sign-in” page.

Be sure to click on items to be observed for installing Office products outlined in red below, and to review the content of “Items to be Observed for Installing Office Products” and the “Software Licensing Agreement” on the columns page.

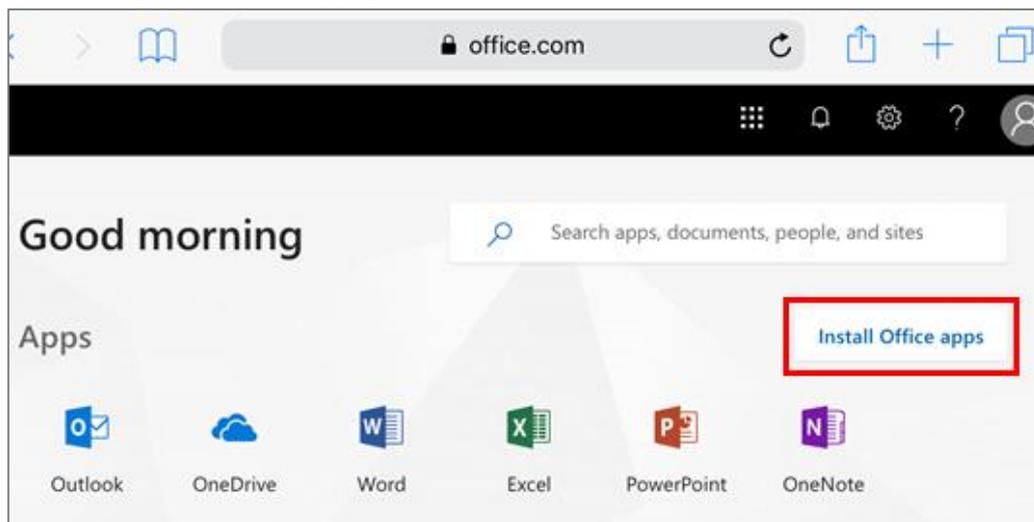


## 2-2. Downloading and Installing Office Apps

(1) After reviewing the content of the Software Licensing Agreement, enter your [password] and click [Sign in].



(2) Select [Install Office apps] on the screen.



(3) Select the apps you want to install.

NOTE: In the example WORD is being selected.

Microsoft

Office Products Resources > CHAT WITH SALES > BUY OFFICE 365 >

## Get Office for iOS

Productivity on the go just got easier. The Microsoft Office Mobile apps have the familiar look and feel of Office with an intuitive touch experience designed for your iPhone®, iPad®, and iPad Pro®.

- View, edit, and create documents on the go.
- Get quick access to your documents in the cloud whenever you need them.
- Your Office documents maintain the same formatting across your PC and mobile devices.
- Easily share your documents with others by just emailing an attachment or a hyperlink.

Enter your phone number and we'll send a download link.

Enter your email address

How your phone number or email is used ⓘ

 Word  Excel  PowerPoint  Outlook  OneNote

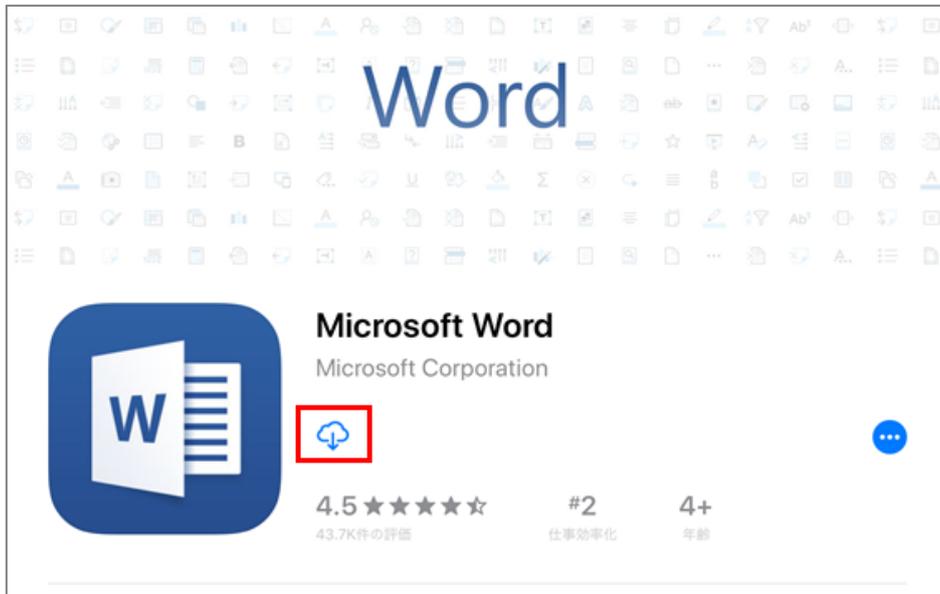


(4) Tap [Open].

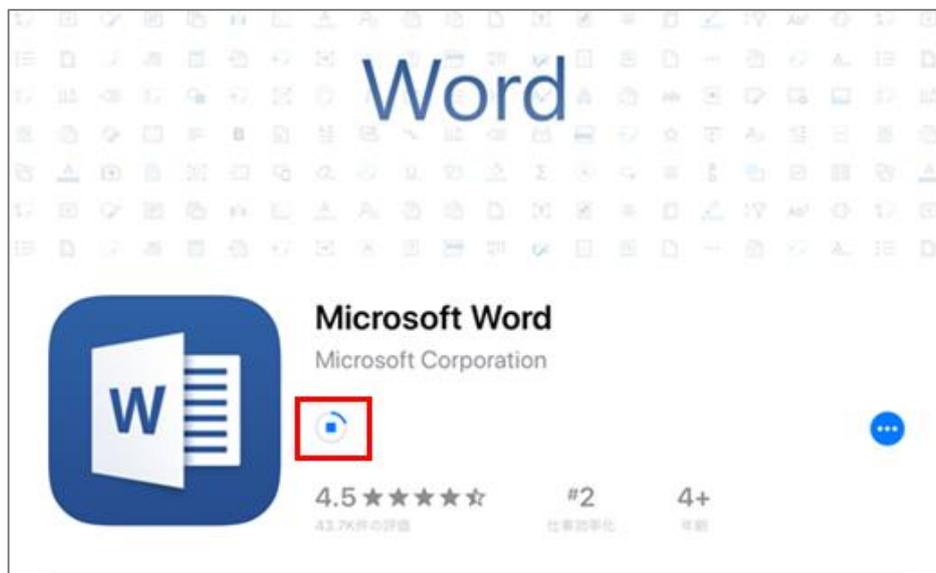
Open this page in "App Store"?

(5) Tap [Get], then tap [Install].

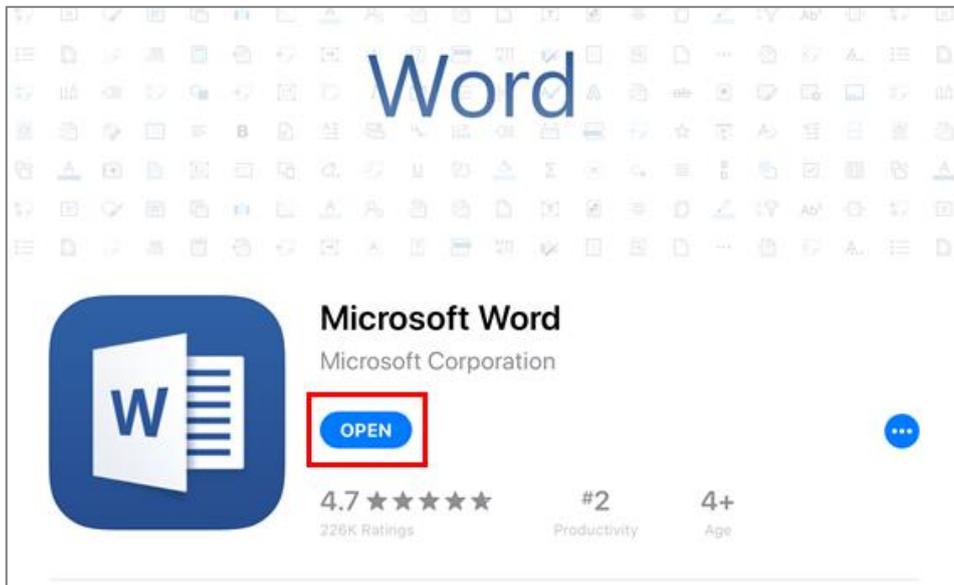
NOTE: Depending on your usage environment, you may be prompted to enter your AppStore ID and password, in which case please enter your Apple ID and password (you will not be charged for the installation).



(6) Wait until the installation is complete.

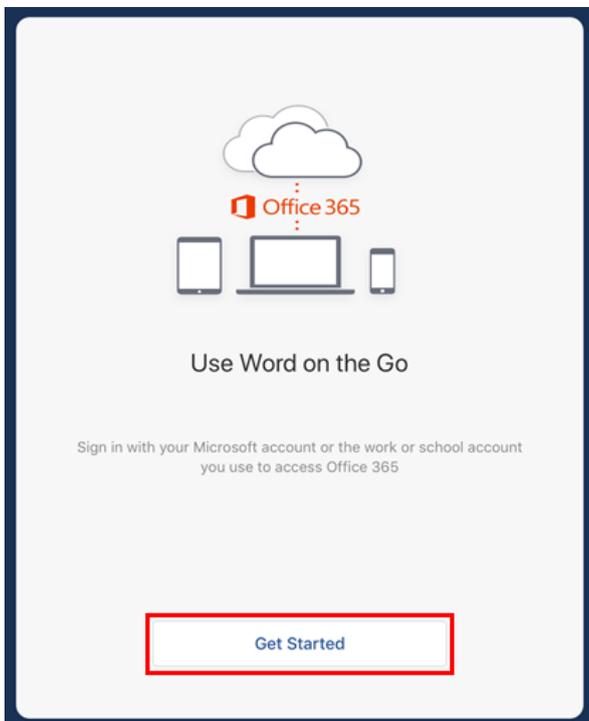


(7) Once the installation is complete, tap [OPEN].

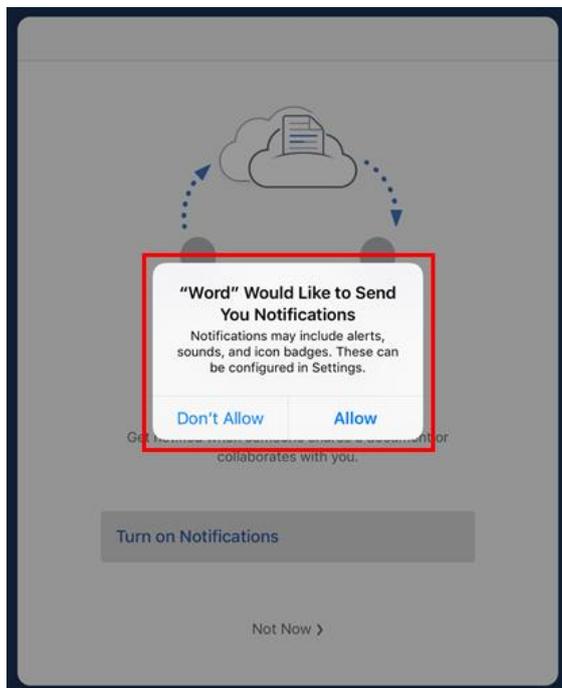


(8) Tap [Get Started].

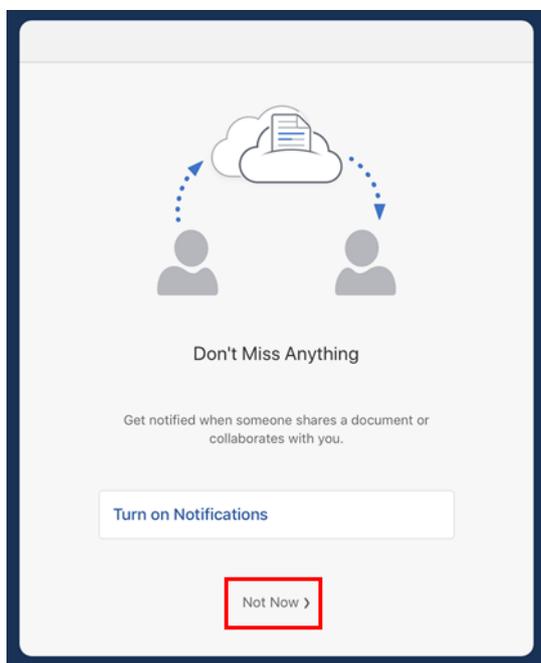
NOTE: Depending on your usage environment, you may be prompted to sign in here.



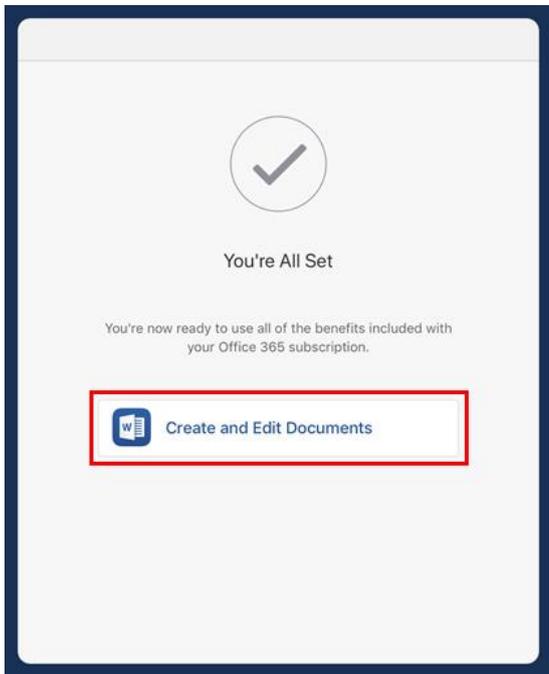
(9) Tap the option you wish.



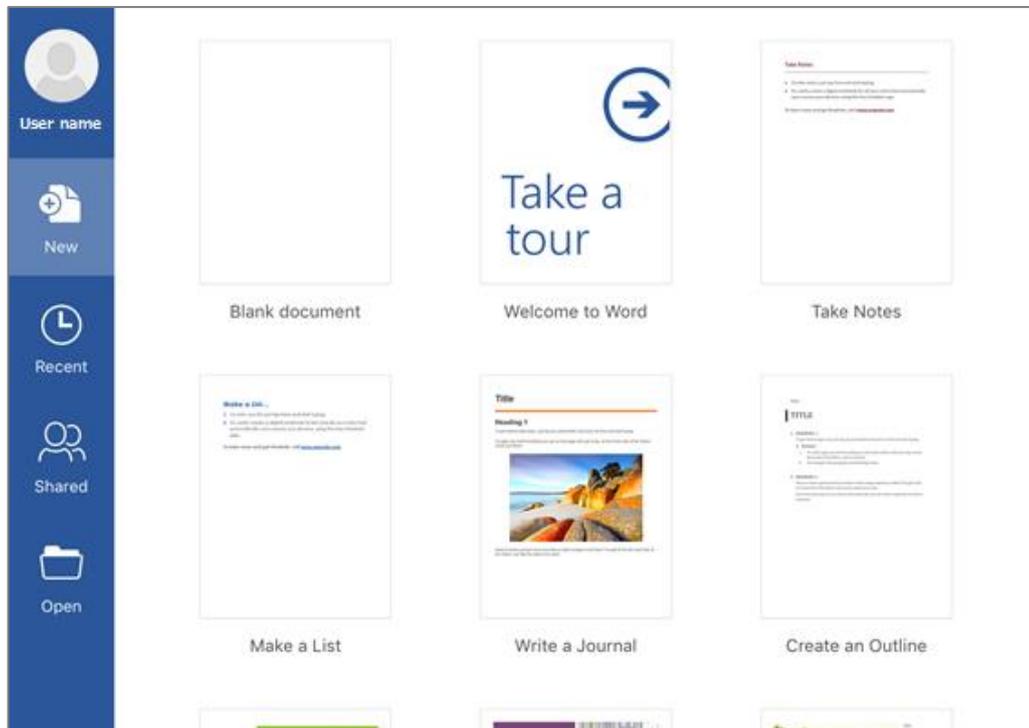
(10) Tap [Not Now>].



(11) As the “You’re All Set” screen will display, tap [Create and Edit Documents].



(12) WORD will launch. This completes the installation process for the app.



**The uninstall procedures for various installed Office apps follow below. Do not perform unless carrying out an uninstall.**

## 3. Uninstalling Office 365 ProPlus

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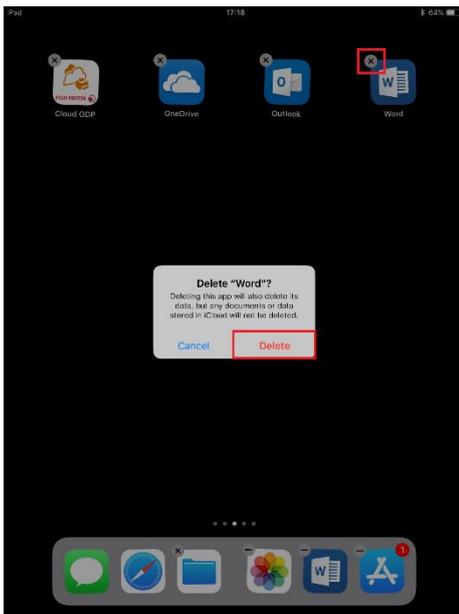
### 3-1. Uninstalling Office Apps

- (1) On the home screen, long press on the Office app you want to uninstall; when the icon starts shaking, release your finger.

NOTE: In the example WORD is being uninstalled.



- (2) Tap the [x] that appears at the icon's upper left corner; then tap [Delete].



- (3) Once you have confirmed that the app has been uninstalled from the home screen, click the home button.

This completes the uninstallation process for the app.