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.

 \cdot You can install Office 365 ProPlus on up to five PCs (Macs), up to five tables, as well as up to five Smartphones per account.

 \cdot You cannot install it on a PC, tablet, or Smartphone owned by another person since it is a violation against the license agreement.

 $\cdot\,$ Since your license is authenticated every 30 days, you will need Internet connection regularly.

Audience

· Students, faculty, and staff of Ritsumeikan.

Term of Validity

 $\cdot\,$ While qualified for using the service.

 \cdot 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

 $\cdot\,$ Ritsumeikan shall not be responsible for any troubles caused by distribution of Office products to your PC.

• Use them at your own risk.

Other

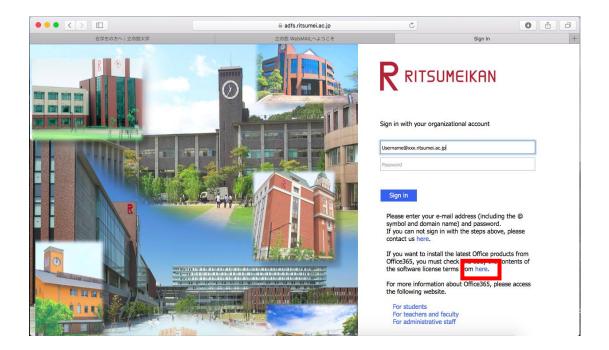
 $\cdot\,$ You need to log on as a user with the administrator privilege in order to install Office 365.

• 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.

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



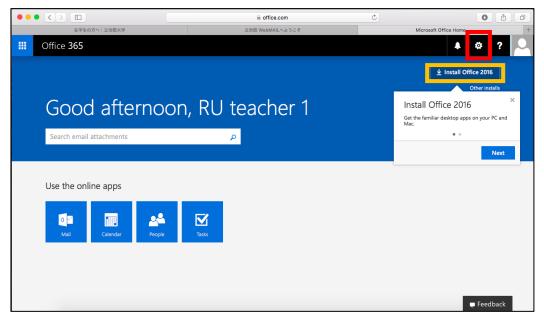
2. Sign in to Office 365.

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

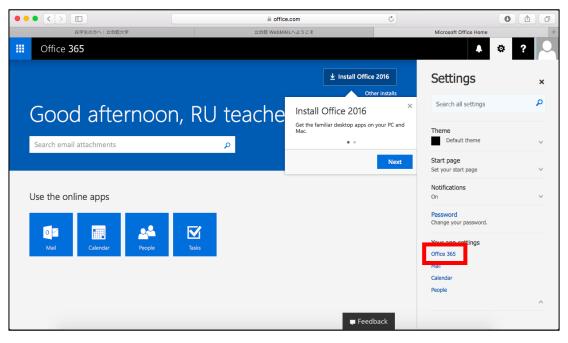


3. Download and install Office 365 ProPlus.

(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."

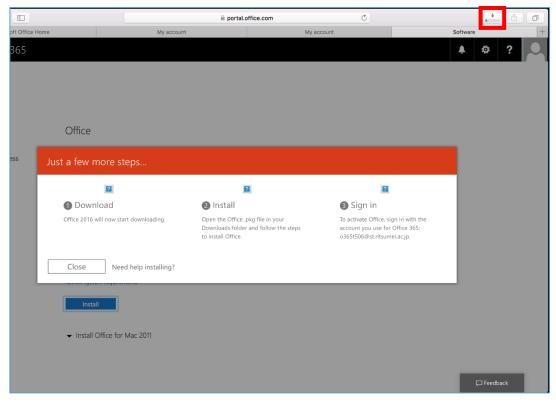
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	Office 365	My account			📌 🏟 ? 🔍
t	My account	Settings			
۸	Personal info	Looking t	or Security & Privacy settings? They've mo	oved up a bit. Show me	
-	Subscriptions	Theme Choose your f	avorite theme.	Default theme	
Ŷ	Security & privacy	Start page Change where	you land when you sign in.	Set your start page	
£	App permissions	Notifications Decide which	notifications you need.	On	
⊻	Install status	Software Install softw	e.		
ø	Settings	_			

(4) Click [Install].

		a portal.office.com	Ċ	0 1
在学生の方へ 立命館大学	立命館 WebMAILへようこそ	Microsoft Office Home	My account	Software +
Office 365				🔺 🌣 ? 🚨
G				
Software				
Office	Office			
Tools & add-ins	Install Office 2016 for Mac (Recomme	andad)		
Phone & tablet	This will install the following apps on your cor		(Or a Ninte	
	This will install the following apps on your con	mputer: word, excel, PowerPoint, Outlook and	OneNote.	
	w] 🛛 🔤 📔			
	Word Excel PowerPoint	Outlook OneNote		
	Review system requirements			
	Install			
				두 Feedback

(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.



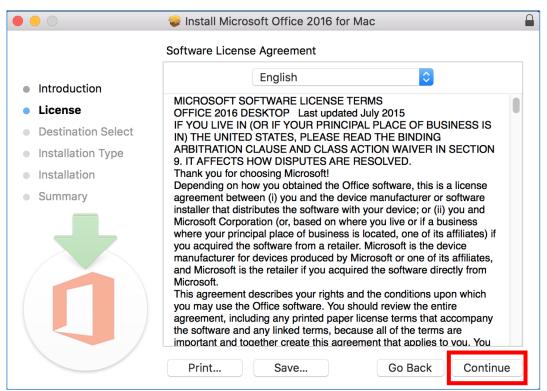
(6) Launch the Finder and open Microsoft_Office_...pkg saved under the Downloads folder.

	O Downloads		
< >		Q Search	
Favorites	Name	Size ~	Kind
All My Files	Microsoft_Office_2016_15.24.0_160709_Installer.pkg	1.58 GB I	nstallac
C iCloud Drive			
MirDrop			
Applications			
Desktop			
🖺 Documents			
Downloads			
Devices			
Remote Disc			

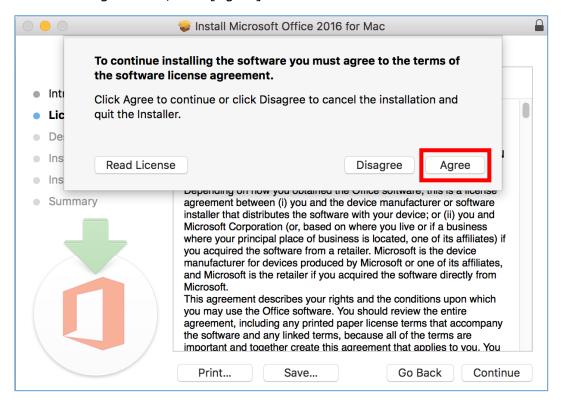
(7) The [Install Office 2016 for Mac] screen appears. Click [Continue].

	🥪 Install Microsoft Office 2016 for Mac
	Welcome to the Microsoft Office 2016 for Mac Installer
Introduction	You will be guided through the steps necessary to install this software.
License	
 Destination Select 	
 Installation Type 	
 Installation 	
 Summary 	
	Go Back 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.

	🥪 Install Microsoft Office 2016 for Mac
	Select a Destination
Introduction	How do you want to install this software?
 License 	
Destination Select	Install for all users of this computer
 Installation Type 	
 Installation 	Install for me only
 Summary 	
	Install on a specific disk
	Installing this software requires 7.51 GB of space.
	You have chosen to install this software for all users of this computer.
	Go Back Continue

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

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

	😺 Install Microsoft Office 2016 for Mac
	Standard Install on "Macintosh HD"
 Introduction License Destination Select 	This will take 7.51 GB of space on your computer. Click Install to perform a standard installation of this software for all users of this computer. All users of this computer will be able to use this software.
Installation Type	
 Installation 	
 Summary 	
	Change Install Location
	Customize Go Back Install

(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.

Installer is trying to install new software. Type your password to allow this.		
Username: Password:	Username	
	Cancel Install Software	

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

0 🔴	😺 Install Microsoft Office 2016 for Mac	
	Installing Microsoft Office 2016 for Mac	
Introduction		
License		
 Destination Select 		
Installation Type	Writing files	
Installation		
Summary		
Ó		
	Go Back Continue	Install Microsoft Office 2016 for Mac
	Т	he installation was completed successfully.
	Introduction	
	License	
	Destination Select	
	Installation Type	
	5.5	
	 Installation 	The installation was successful.
	Summary	The software was installed.
		Go Back Close

4. Launching Office365 ProPlus and Authenticating License

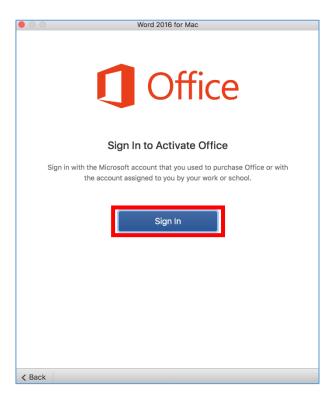
(1) Ensure that the Office products are installed under "Applications" of the Finder.

	Market Applications		
< >		Q Sear	ch
Favorites	Name	^ Date	Modified
All My Files	ITunes	Dec	10, 2015, 06:43
	🕆 Keynote	Oct 3	3, 2014, 02:54
iCloud Drive	💰 Launchpad	Aug	1, 2015, 08:49
AirDrop	🔜 Mail	Nov	17, 2015, 21:22
Applications	🛃 Maps	Oct 3	31, 2015, 20:52
7 4 11	McAfee Endpoint Protection for Mac	Mar	6, 2015, 17:27
🛄 Desktop	📻 Messages	May	8, 2012, 06:21
Documents	Microsoft Excel	Toda	y, 15:45
Downloads	Microsoft OneNote	Toda	y, 15:45
Downloads	Interest of the second sec	Toda	y, 15:45
Devices	Microsoft PowerPoint	Toda	y, 15:45
Remote Disc	Microsoft Word	Toda	y, 15:45
- Nemote Disc	Mission Control	Aug	1, 2015, 08:49
Shared	Notes	Nov	17, 2015, 20:21

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

$\bullet \circ \circ$	Word 2016 for Mac
	VA/le ette Nterreite VA/e rel
	What's New in Word
	Unmistakably Office, Designed for Mac
	Modern Office design now fully optimized for the Mac, including Retina display and full screen view.
	Retina display and full screen view.
	Redesigned Ribbon and New Task Panes
	All the power of Office now organized the same way across Mac and
	Windows.
	Cloud Connected
	Access your recent documents on any device through seamless
9	integration with OneDrive, SharePoint, and more.
	New Tools and Improved Features
	New Design Ribbon, sharing options, online templates, reference
-0-	tools, mail merge, and more.
	Threaded Comments
	Easily track comments and reply to others, so you can have helpful
	conversations where they matter.
	Get started >

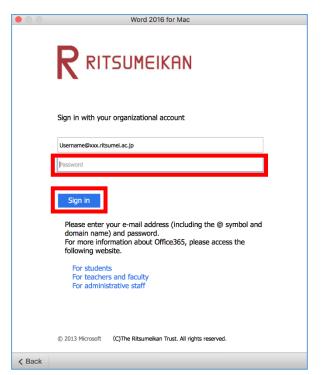
(3) On the [Sign In to Activate Office] screen, click [Sign In].



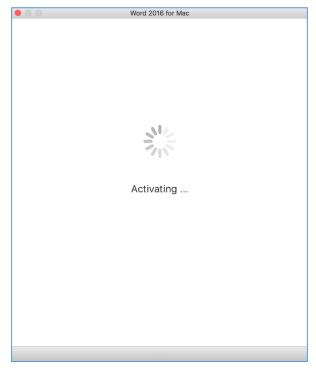
(4) When you are asked to enter an account used to sign in, enter your own email address and click [Next].

	Word 2016 for Mac
	Sign in
	ognin
	What email address or phone number would you like to use to
	sign in to Word? (If you already have an account that you use
	with Office or other Microsoft services, enter it here).
	Username@xxx.ritsumei.ac.jp
	Contraction of the second s
	Next
	Next
	Privacy statement
	Trivady statement
< Back	

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



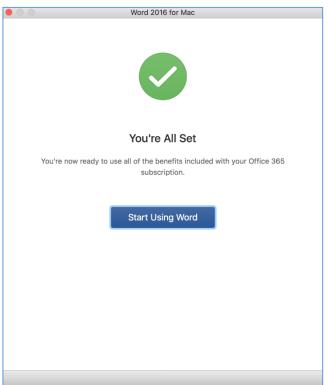
(6) Your license is authenticated and the Office products are activated.



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

00	Word 2016 for Mac
	How would you like Office to look? You can always change the theme later on under Preferences > General.
	Choose your theme: O Colorful
	Continue >

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

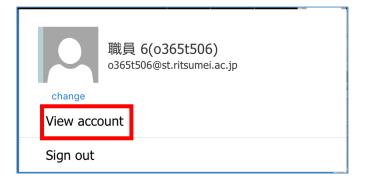


5. Check for the number of PCs with Office installed.

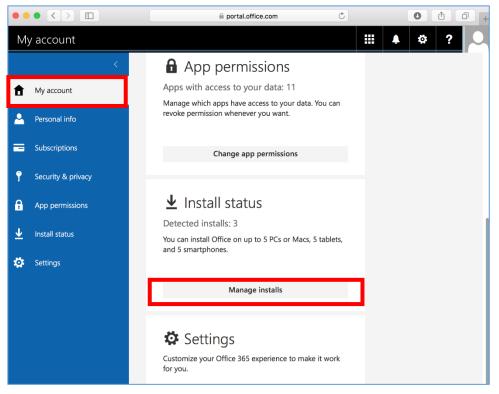
(1) Access the Office 365 web site and click the profile icon at the upper right of the screen.

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在学生の方へ 立分数大学	立命館 WebMAILへようこそ		Microsoft Office Home
Good afternoor	n, RU teacher 1		
Search email attachments	R		• •
Use the online apps			
Mail Calendar People	Tasks		
			🖛 Feedback

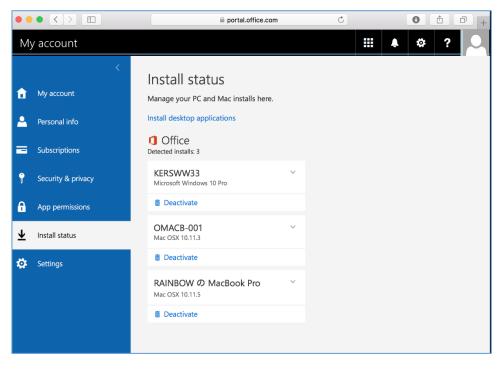
(2) In the dialog box displayed, click [View account].



(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.