

Office 365 ProPlus

Scope: CCC	Revision Date: 10/27/2016
------------	---------------------------

Table of Contents

Table of Contents	1
1) Introduction	2
2) Office Versions	2
➤ Office 2016 vs Office 2013	2
➤ System Requirements.....	2
➤ 64-bit vs 32-bit.....	3
3) Accessing the download portal	3
4) Installing on a Windows PC.....	4
5) Installing on a MAC	6

1) Introduction

The Connecticut State Colleges and Universities system is offering free copies of Microsoft Office 365 ProPlus to all active Connecticut Community College students, faculty and staff. Office 365 ProPlus is a full version of Microsoft Office that includes desktop and online versions of Access, Excel, InfoPath, Lync, OneNote, Outlook, PowerPoint, Publisher and Word, in both 32bit and 64bit versions. Students, faculty and staff can download and install Microsoft Office 365 ProPlus on up to five (5) computers, five (5) tablets, and five (5) smart phones (Windows, iPad, and Android). Each user is assigned a license that provides access to Office 365; the user license remains valid as long as an active status is maintained at the current institution respectively. Once the license deactivates, users will be prompted to pay a license fee to Microsoft or stop using Microsoft Office.

2) Office Versions

There are currently two versions of Office available through Office 365 ProPlus. Choose Office 2016 or Office 2013 in both 32-bit and 64-bit versions. The default installation is Microsoft Office 2016 (32-bit).

➤ Office 2016 vs Office 2013

[Office 2016](#) is built with a focus on teamwork and flexibility. Productivity is enhanced with features like sharing, coauthoring, online meetings, and more. Office 2016 looks very similar to Office 2013, but Office 2016 is greatly improved. Applications have more features, templates, and better speed.

➤ System Requirements

[Office 2013](#) and [Office 2016](#) both have similar system requirements. You must meet or exceed the minimum requirements in order to install office and avoid errors. For the best experience, use the latest and most updated version of your PC's operating system.

- **Windows**

Your Windows Operating System *must* be Windows 7, Service Pack 1 or greater with a 1 Gigahertz processor or faster (x86 or x64). You must have at least 2 GB of RAM installed, 3 GB of available disk space and a display with 1280 x 800 resolution or better.

- **Mac**

Your Mac Operating System *must* be OS X version 10.10 or greater and have an Intel processor. You will need 8 GB of available disk space, 4GB of RAM and a 1280 x 800 screen resolution for best graphics.

➤ 64-bit vs 32-bit

By default, Microsoft Office installs the 32-bit version of Office 2016. We recommend that you install the 32-bit version, even on computers using 64-bit operating systems. If you think you need the 64-bit version, carefully review the information about [64-bit editions of Office 2013](#) before deployment. If you're uncertain, read [Choose the 32-bit or 64-bit version of Office](#) for more information.

3) Accessing the download portal

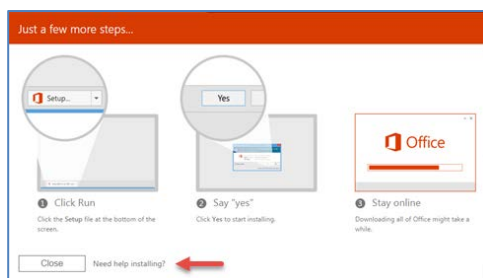
- Sign in to Office 365 via <http://portal.office.com> with your NetID and password. If help is needed, refer to [instructions](#) on Web Support or contact the [helpdesk](#).

➤ Download Option 1

Once signed in, click '**Install Office 2016**' located at the upper portion of the page. This will automatically download a compatible version of Microsoft Office 2016 on your system.

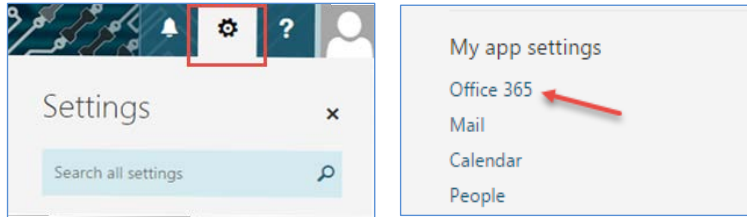


- A pop-up window titled "Just a few more steps..." will help you locate and run the downloaded program. You can also choose to navigate to the "Download" folder to run the program.

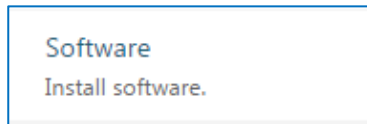


➤ *Download Option 2*

- Click the gear or settings icon found at the top right corner of the page, then click **Office 365** under “My app settings.” Account Settings will open in a new tab.

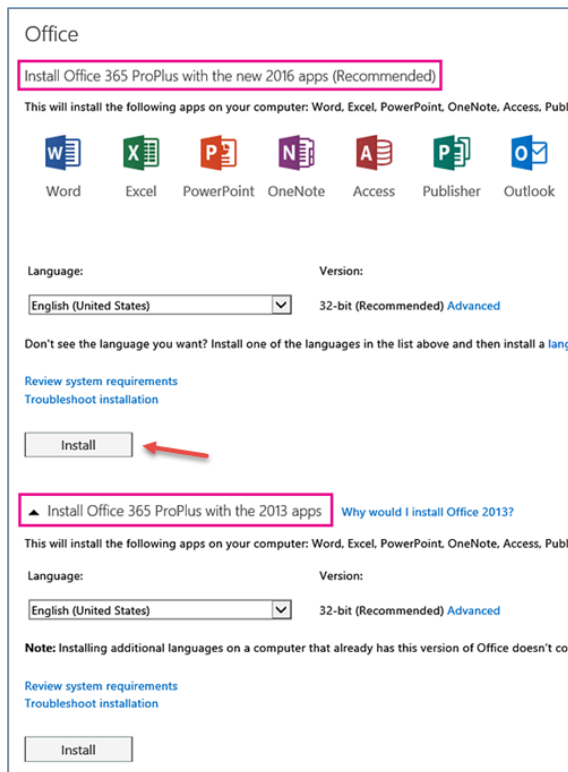


- At the “Settings” page, click **Software**.



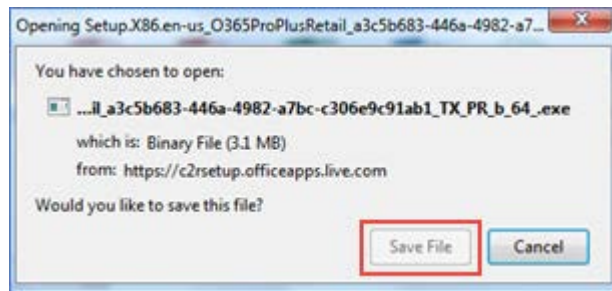
4) Installing on a Windows PC

- Select a language then click ‘**Install**’ to begin the download. Acknowledge the option to “Install Office 365 ProPlus with the 2013 apps,” but the latest version of Office is recommended for install.



NOTE: The process that installs Office 2016 also uninstalls all Office 2013 products. In addition, if a computer has InfoPath 2013, SharePoint Designer 2013, or certain versions of Visio 2013 or Project 2013 installed, installing Office 2016 also uninstalls those programs. You won't be able to reinstall them. See ["Stop, you should wait to install Office 2016" error](#) or [How do I reinstall Office 2013 after an Office 2016 upgrade.](#)

- If prompted, click **'Save File'** and save it to your preferred location.



- Navigate to where the file was saved and double-click to run the setup program. The image below shows the setup program in the "Download" folder.

Name	Date modified	Type	Size
Setup.X86.en-us_O365ProPlusRetail...	9/3/2014 10:12 AM	Application	1,011 KB

- You should have the *'Installing Office'* window running on your screen at this point.

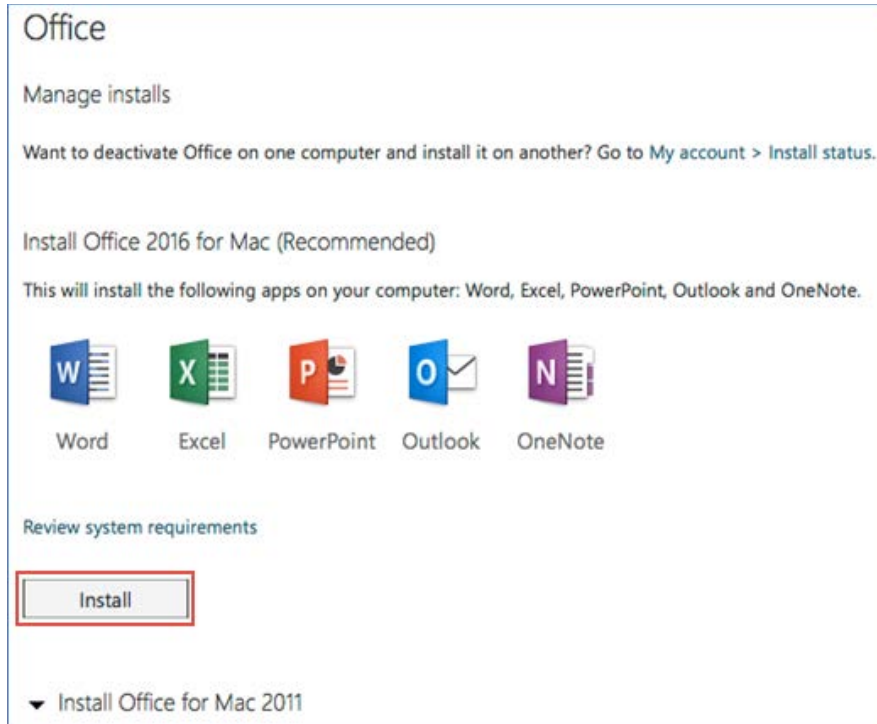


Note: This image may look slightly different.

- The *Office Setup Wizard* will let you choose the look and feel of your Office installation during the install. Another wizard will present a tour of Microsoft Office 365 ProPlus. Click **"Next"** to navigate the wizard screens.
- "We're getting things ready." will be the next window you see. Choose **"No, thanks"** to skip this step or view the full screen presentation of Office apps.
- Once the install is complete; Excel, OneNote, Outlook, PowerPoint and Word will be added to your Windows taskbar on the Desktop.
- [Sign-in to Office apps](#) from your desktop (Word, Excel, PowerPoint, etc.) with your NetID and password to enable features like [OneDrive](#) and more.
- Finished

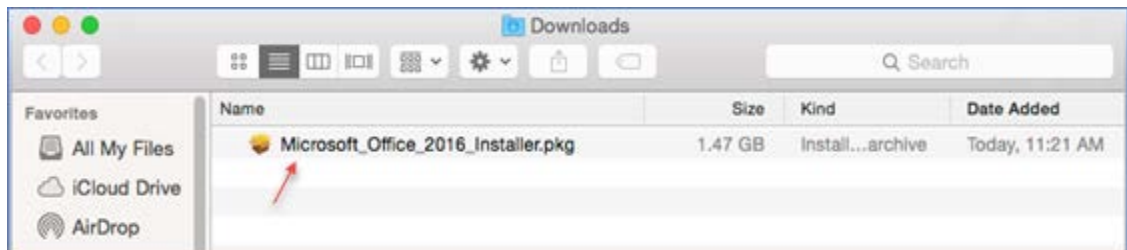
5) Installing on a MAC

- From the software page, select the install button.



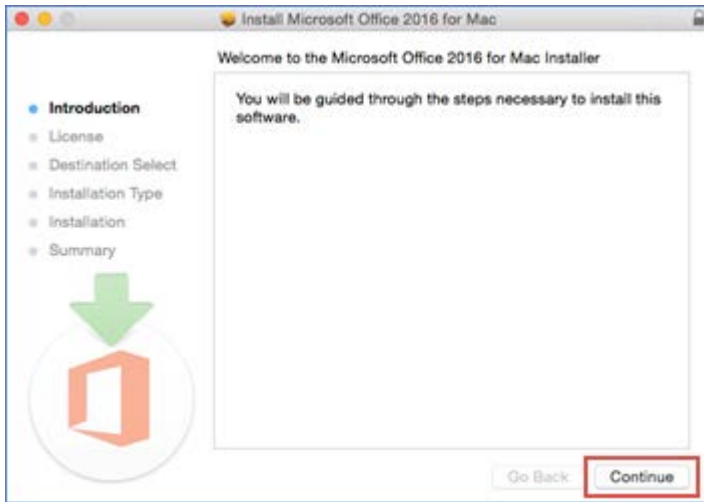
Note: The download for Office for Mac 2011 is available until September 22, 2016. Microsoft recommends Office for Mac 2016 to be installed, but you still have an option.

- If prompted, choose to save the download. It will be saved to your Downloads folder.
- After the download has completed, navigate to the downloaded file and open it.

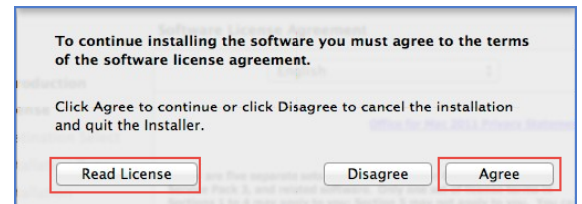
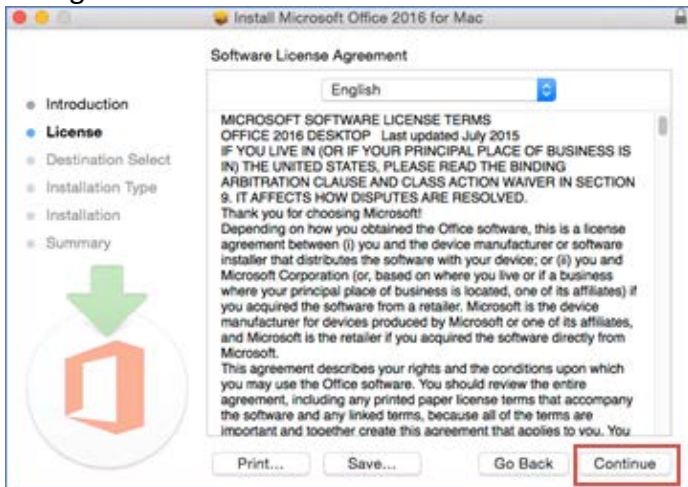


- Depending on your Mac's settings, you may have to enter your credentials to allow the Installer to run. When finished, the "Install Microsoft Office 2016 for Mac" wizard will start.

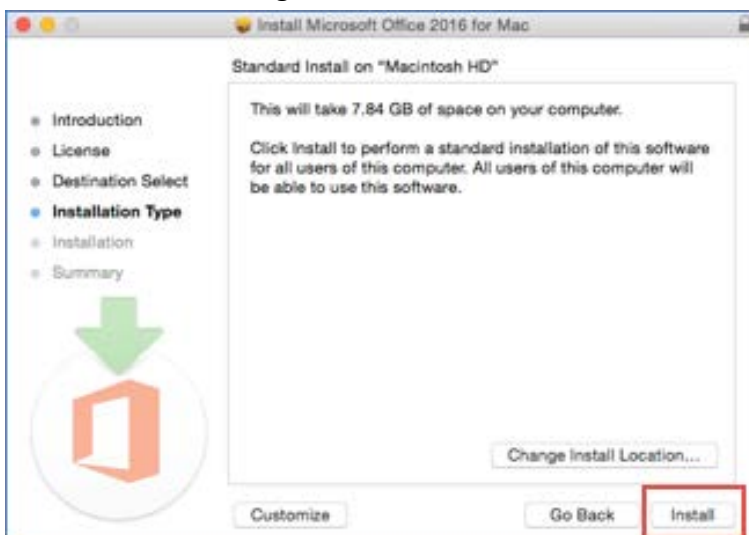
- Begin by clicking Continue:



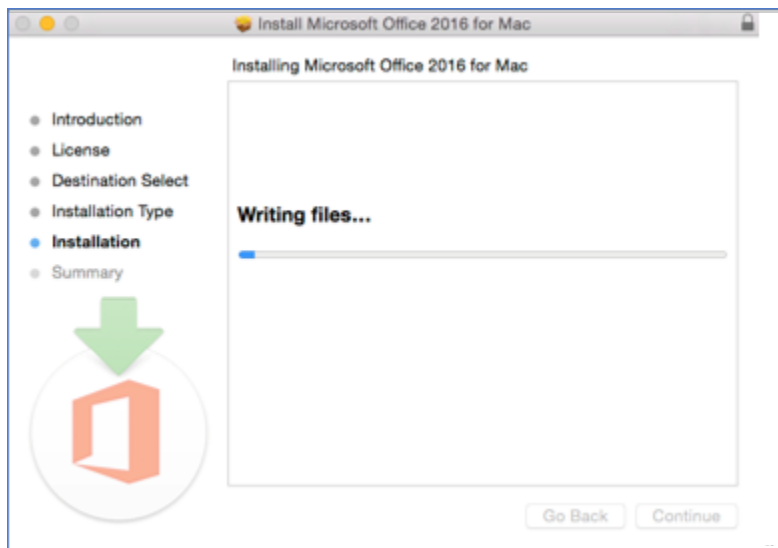
- Select Continue on the Software License Agreement window and then **Agree** to the license agreement:



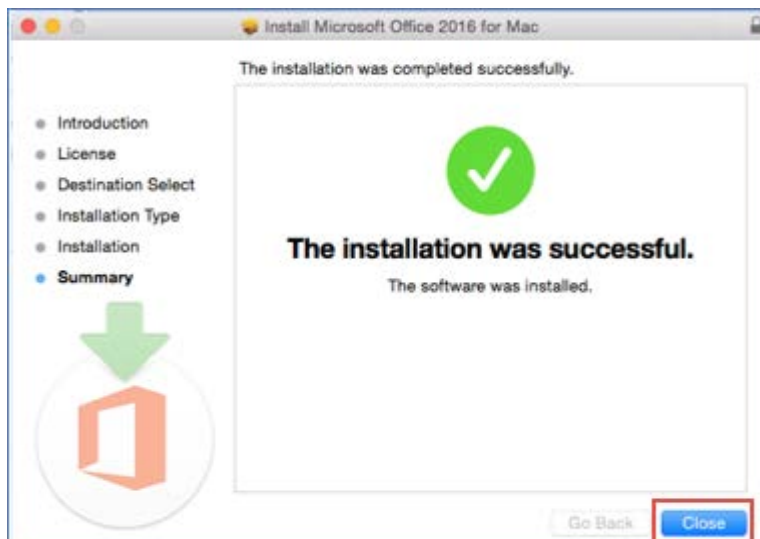
- Click Install to begin the standard installation of Office 2016 for Mac:



- The installer will begin the installation process:

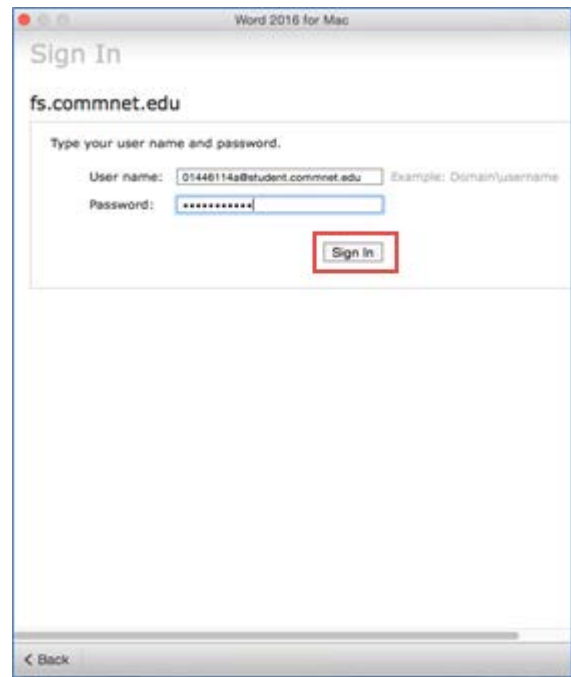
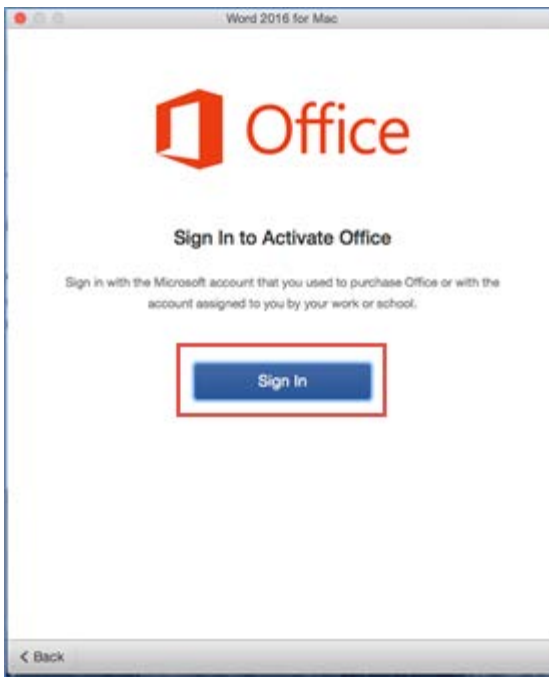


- Click close when completed:



- Now, go to the Launchpad from your Desktop to locate all Office applications.
- A one-time activation is needed when an Office application is being launched for the first time. The example below is with opening Word 2016, for the first time, after the install completed.

- Click Sign In and use your NetID as email address (XXXXXXXX@xxxx.comnet.edu).
- The next screen will prompt to sign in to “fs.comnet.edu”. Enter your NetID once again and password, then click Sign In.



- Office will then prompt you the option to customize your preference.

