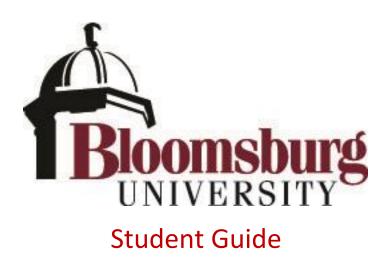
# Microsoft Office 365 Microsoft Office 2016 Pro Plus for PC Installation and Activation Walkthrough



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### Introduction

Bloomsburg University now offers Microsoft Office 2016 Pro Plus to all active students with a "@huskies.bloomu.edu" account. Microsoft Office 2016 Pro Plus offers students access to a myriad of Office products and may be installed on up to five computers. Office Pro Plus offers the following Office applications:

- Word
- Excel
- PowerPoint
- Access
- Outlook
- Publisher
- OneDrive for Business
- OneNote
- Skype for Business

#### System Requirements

In general, you need a computer running a recent operating system and recent web browser plus a broadband internet connection. You also need to know your HuskyID and HuskyID password.

The Microsoft page listing specific system requirements is available at (as of 8/26/16): <a href="https://products.office.com/en-us/office-system-requirements">https://products.office.com/en-us/office-system-requirements</a>

## Installing Microsoft Office 2016

Microsoft Office 2016 Pro Plus is available online to students with an active HuskyID at Bloomsburg University. Office 2016 can be downloaded by visiting your BU student e-mail account. To begin, do the following:

 Login to your e-mail by visiting <u>http://mail.huskies.bloomu.edu/</u> and selecting Log on as Student (@huskies.bloomu.edu) See Figure 1

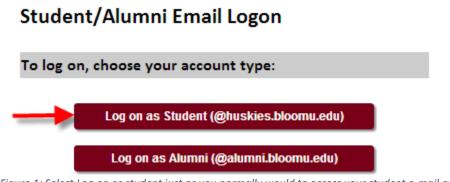


Figure 1: Select Log on as student just as you normally would to access your student e-mail account.

2. After clicking "Log on as student", you will be prompted to enter your Husky ID just as you normally would. Should you be unable to login, use the Forgot My Password function on the logon window. See Figure 2.

HuskyID Single Sign-On	Important information regarding your privacy and identity: >> HuskyID Single Sign-On (SSO) permits you to sign on a single time and access multiple resources. You will remain signed on until all web browser windows are closed.
YOUR HUSKY ID	Close <u>all</u> web browser windows and quit/exit your browser when you're finished.
Password:	» Never share your password with anyone.
	» Never send your password in an e-mail message.
This is a private system for use of Bloomsburg University Faculty, Staff, and Students only. Unauthorized access is prohibited.	Only enter your HuskyID password on web pages with addresses such as https://something.bloomu.edu/ or https://something.passhe.edu/.
Forgot My Password     Sign On	> Check the <u>Account/Password Phishing Information</u> page for detailed information regarding scams targeted at Bloomsburg University users.
	» Additional <u>HuskyID Single Sign-On information</u> .

Figure 2: When prompted, enter your HuskyID and password in to the SSO portal.

3. Once logged in to your e-mail, click on the gear icon in the upper right corner (Figure 3).

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4. Clicking the gear icon will display the settings menu. Type "Software" in the search box, then click the "Install Software" search result. **See figure 4.** [Alternatively currently you can scroll down the gear menu and click "Office 365" under "My Apps", then click on "Install Software".]

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<ul> <li>Firstname Lastname</li> </ul>	• \ We didn't find anything to			
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Clutter 1		We didn't find anything to show here.		
Drafts				
Sent Items Deleted Items				
Junk E-Mail 2289				
Notes				
RSS Feeds				
Sent				
Trash				

Figure 4: Select "Install Software" after searching for "Software" from the menu that appears when clicking the gear icon.

5. If you see something like the screenshot in **figure 5**, you are in the correct place.

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Office 365							ø	?	P	
	Install Office 365 ProPlus	with the new 2016 apps	(Recommen	ded)						^
	This will install the following a for Business, OneDrive for Bus		d, Excel, Powe	rPoint, OneNote, Access, Pu	blisher, Outlook, Skype					
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	Word Excel	PowerPoint OneNote	Access	Publisher Outlook	Skype for Business					
	OneDrive for Business									
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Figure 5: The Install Software options page.

6. This is where we begin the installation of Microsoft Office. Before starting the download, be sure to confirm the Language is correct. Leave the version set to 32-bit. Click Install. Microsoft will attempt to show you the steps you need to take depending on the web browser you are using. Figure 6 shows Internet Explorer 11 as an example.

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Figure 6: Confirm Installation Options and Click Install

Clicking install in most browsers will start a Download of the Office 365 Installer to your computer (you can choose **Run** instead if you have the option to automatically launch the installer). By default, the installer should be saved to your Downloads folder. Navigate to where the installer was saved and run it. The installer should look something like the one pictured in **figure 7**. If the windows security warning box comes up after executing the installer, click **Run**.

🚺 Setup.X86.en-us_O365Pro	PlusRetail_7b3484ac-7bde-4b33-be5e-30742b508	3/20/2014 9:23 AM	Application	936 KB
	Open File - Security Warning         Do you want to run this file?         Image: Image	5_03 cel		

Figure 7: Office 365 Install File and Security Warning

8. Double clicking the installer or choosing Run from your web browser should launch the Microsoft Office Setup. You should see something like **figure 8.** 



Figure 8: Office install launch screen

9. Once setup has loaded, it will automatically keep you advised on the installation progress (Figure 9a). Please do not turn off your computer or disconnect your Internet connection while the installation is taking place. It could take an extended amount of time if you have a slow internet connection. If you double click the Office install icon in your taskbar, it will show you a balloon giving more details, including stating you may begin using your programs prior to the install being completely finished (Figure 9b). If you open an Office application early, see step 12.



Figure 9a: Installation progress will be shown on-screen

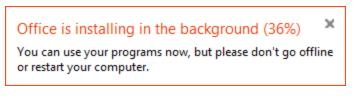


Figure 9b: Taskbar balloon noting more specific installation details

10. When Microsoft Office finishes installing, you will be notified that You're all set. Click Close.

<b>Office</b>	
	You're all set! Office is installed now Click Start > All Programs. <u>Close</u>

Figure 10: Microsoft Office installation finished.

11. When the installation is finished, launch an Office program (such as Word) from the taskbar or start menu.



Figure 11: New Office ProPlus shortcuts on taskbar. Open Word.

12. When you open Microsoft Word (or another Office application) for the first time, you will be prompted with a "First things first" dialog as seen in **Figure 12**. If you agree with the software license agreement, click **Accept**.

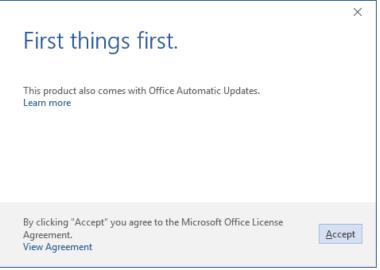


Figure 12: Accept License Agreement

13. Before you use Microsoft Office you should **sign in**, which will keep Microsoft Office activated as well as provide you access to your OneDrive cloud storage. Click **Sign in to get the most out of Office** in the upper-right corner.

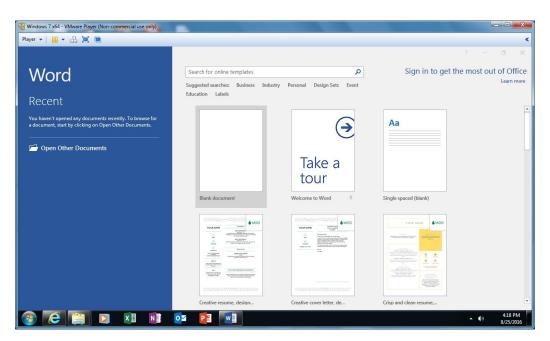


Figure 13: Open Microsoft Word and Sign in.

14. Enter your full huskies.bloomu.edu email address and click Next.

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Figure 14: Specify your email address

15. You will be directed to the HuskyID Single Sign-On page to activate your copy of **Microsoft Office 2016 for PC**. Enter your HuskyID and password and click **Sign On.** 

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Bloomsburg University					
HuskyID Single Sign-On					
abc12345@huskies.bloomu.edu					
Password:	1				
•••••					
This is a private system for use of Bloomsburg University Faculty, Staff, and Students only. Unauthorized access is prohibited.					
Forgot My Password Sign On					

Figure 15: HuskyID Single Sign-On prompt

Congratulations! This concludes **Office 2016 for PC** installation and activation. You do not need to remain connected to the Internet to use Office 2016 for PC, but the PC will need to connect to the Internet at least once every 30 days for Microsoft Office to remain fully functional. If you are offline for more than 30 days, Office 2016 for PC enters reduced functionality mode until the next time a connection can be made to the Office365 Activation and Validation service. We recommend you allow Windows Update to periodically install security and bug fixes for Microsoft Office.

#### Manage/Deactivate Installations

Each student is currently entitled to 5 installations for personal use. To manage the installations and deactivate an outdated installation to make room for a new installation, follow steps 1-5 from the install guide to get back to the **Install Software** section of Office 365 within your student email account webmail. At the top of this page you will see a "Manage Installs" section with text "Want to deactivate Office on one computer and install it on another? Go to My account > Install status." Click on "Install Status" to see a list of your current installs. To remove one, find the one you want to remove and click **Deactivate**. Then confirm you want to remove it by clicking **Yes**. This will free up one of the 5 licenses so that you can activate another Microsoft Office install in its place. If you still have office installed on a computer which you deactivate, Office enters reduced functionality mode. If it was a mistake, simply log back in to Office to reactivate it. Please note that deactivating a license will not uninstall Office from the computer, but rather just un-license it.

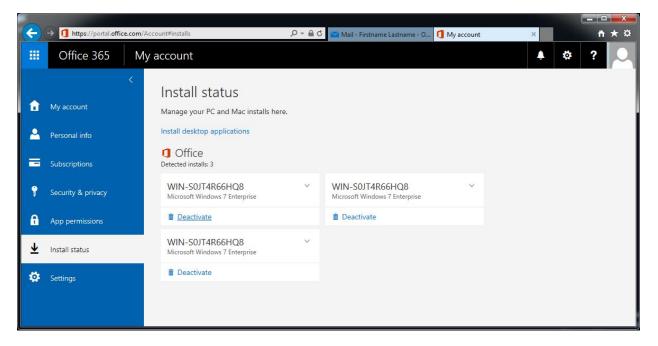


Figure 16: The "Install Status" page, used to deactivate licenses

## What happens after I leave Bloomsburg University?

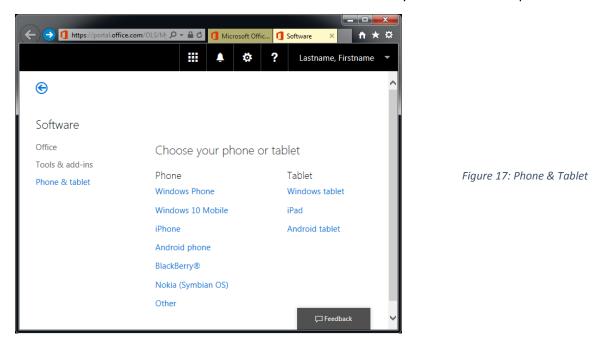
After you leave Bloomsburg University, you may no longer use Microsoft Office free of charge. Your installed Microsoft Office products will automatically be converted to trials. If you wish to retain Microsoft Office, you may purchase a subscription through Microsoft using a personal email account and then reactivate the product with your personal email account. Even if you opt-in to keep your email account and it gets converted to an alumni.bloomu.edu email account, you should not try to purchase a personal office365 license for your alumni.bloomu.edu office365 account as this will likely not work.

## Uninstalling Microsoft Office 2016

Should you decide to uninstall Microsoft Office 2016, you can do so by accessing the Windows Control Panel and selecting **Uninstall a program** within the **Programs and Features** section. Locate Microsoft Office and double click on it. This will start the uninstall process.

#### Microsoft Office for your Mobile Device is also available

Please be aware that in addition to installing Microsoft Office software to PC and Mac computers, there are also versions available for **iOS** and **Android**. You can download the applications from the **Android Play Store** or the **Apple App Store**. Please note that if you attempt to connect to your OneDrive from the OneDrive app and it asks which type of OneDrive you have, your huskies account OneDrive is considered "**OneDrive for Business**". For additional information regarding Office365 offerings for mobile devices as well as direct links to the apps available, follow steps 1-5 from the install guide to get back to the **Install Software** section of Office 365 within your student email account webmail. Next, click on the **Phone & Tablet** tab on the left side and then choose your mobile device platform.



## Previous version information - Microsoft Office 2013 for PC

Although it is recommended to install Microsoft Office 2016, if you want to instead install Microsoft Office 2013, you need to make sure <u>modern authentication is enabled</u> to successfully activate/sign-in.