INSTALLING OFFICE 365 & 2016 APPS - PC

OFFICE 365 & 2016 APPS

Microsoft Office 365 allows current CSUDH students, faculty[*], and staff to install Office 365 on up to five computers and five mobile devices. The application offers the latest versions of Word, Excel, PowerPoint, Outlook, and more. This guides covers how CSUDH students, faculty, and staff can remove previous versions of Office, and download & install Microsoft Office 2016 on a PC workstation[**].

[*]*Microsoft software only applies to **active (or current) student/faculty/staff**. OLLI and Emeritus are NOT eligible for software due to the terms of the license agreement.*

[**]*This Installation replaces "work at home" software, and is NOT intended for campus issued equipment.*

Available Microsoft Applications		
Software	**PC**	**MAC**
Access®	Yes	No
Excel®	Yes	Yes
OneNote®	Yes	No
Outlook®	Yes	Yes
PowerPoint®	Yes	Yes
Publisher®	Yes	No
Word®	Yes	Yes

Software	Apple iPhone	Android	Apple iPad	Windows Mobile
Office® for iPad	No	No	Yes	No
Office® Mobile	Yes	Yes	No	Yes
Excel®	Yes	Yes	Yes	Yes
Word®	Yes	Yes	Yes	Yes
PowerPoint®	Yes	Yes	Yes	Yes
OneNote®	Yes	Yes	Yes	Yes
Outlook® Web Access (OWA)	Yes	Yes	Yes	Yes

WHAT IS THE DIFFERENCE BETWEEN OFFICE 365 AND OFFICE 2016? Office 365 is a cloud-based subscription service that includes the most recent version of Office, which currently is Office 2016.

WHY DO I NEED TO UNINSTALL OFFICE 2013 ETC. IF I HAVE IT ALREADY?

This new version of Office 2016 includes additional programs, but it also uses a different licensing system than the serial numbers that you probably used for your previous Office installation. To avoid any licensing conflicts, uninstall your previous Office installation and install a new version from Office 365.

If you have issues downloading, please visit Microsoft's website: http://windows.microsoft.com/en-us/windows/uninstall-change-program to get specific step-by-step instructions for your Operating System.

STEPS TO INSTALL

1. REMOVE all other versions of Office from your computer/laptop
   - If you have any other version of Office on your computer/laptop (i.e. Office 2010, Office 2013, Office 2007 or **even Office 365**, etc.) you need to remove it before installing Office 2016.
   - This will help avoid potential clashes between multiple versions.

IF YOU **DO NOT HAVE** A PREVIOUS VERSION OF OFFICE INSTALLED, PROCEED TO DOWNLOAD OFFICE 2016.

1. LOGIN to MyCSUDH portal and click on the O365 icon in the Software Launchpad.
2. CLICK ON INSTALL OFFICE 2016 icon. See directions on following pages.
3. LAUNCH AND ACTIVATE office.
4. UPDATE Office when you're done.

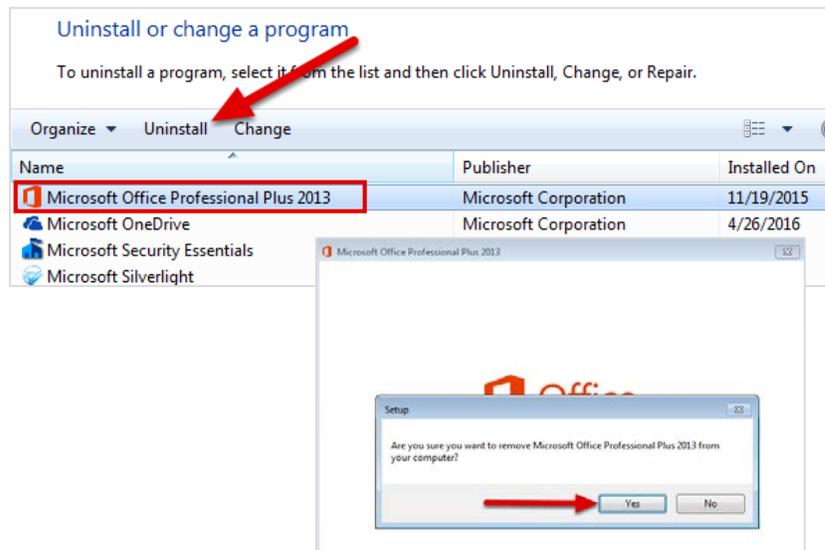# UNINSTALL OLDER VERSIONS OF OFFICE

1. At the Start menu, open the **Control Panel**.
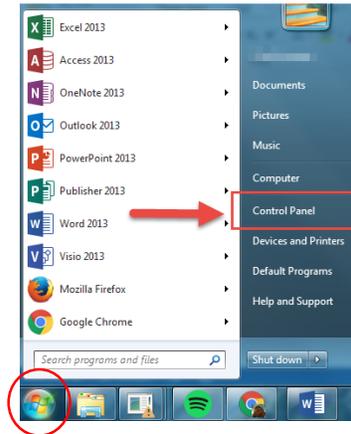
2. In the **Programs** menu, select **Uninstall a program**.

3. Select the older version of Office and click **Uninstall** to begin the uninstall process. Then click **Yes** to begin the uninstall process.

4. When the uninstall wizard is finished, click **Close**.

5. Restart your computer.

PLEASE NOTE: You must restart your computer to complete the uninstall process AND before installing office 2016.

DOWNLOAD OFFICE 2016

Follow the instructions below to log on to Office 365, download Office 2016, and then follow the installation wizard instructions to install, launch and activate Office 2016.

Screenshots for these steps were taken with Windows 7 and Internet Explorer. The steps are generally the same for Windows 10 and with other web browsers.

Logon to Office 365

1. Logon to MyCSUDH portal and click on the O365 icon in the Software Launchpad. You will be redirected to enter your campus username and password in the CSUDH Authentication Service page.

2. In the Authentication page, login with your current CSUDH credentials.

   NOTE: A **CURRENT CSUDH PORTAL ACCOUNT** MEANS YOU MUST BE A CURRENT STUDENT, FACULTY, OR STAFF AT CSUDH THIS SEMESTER.
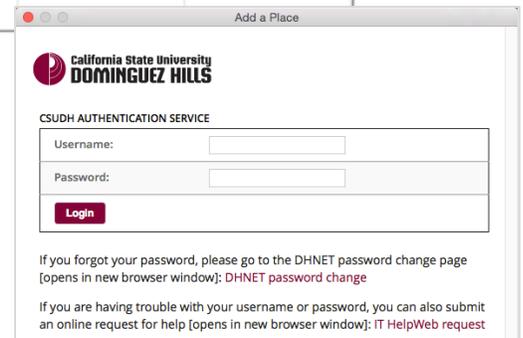

3. Click **Install Office 2016**.
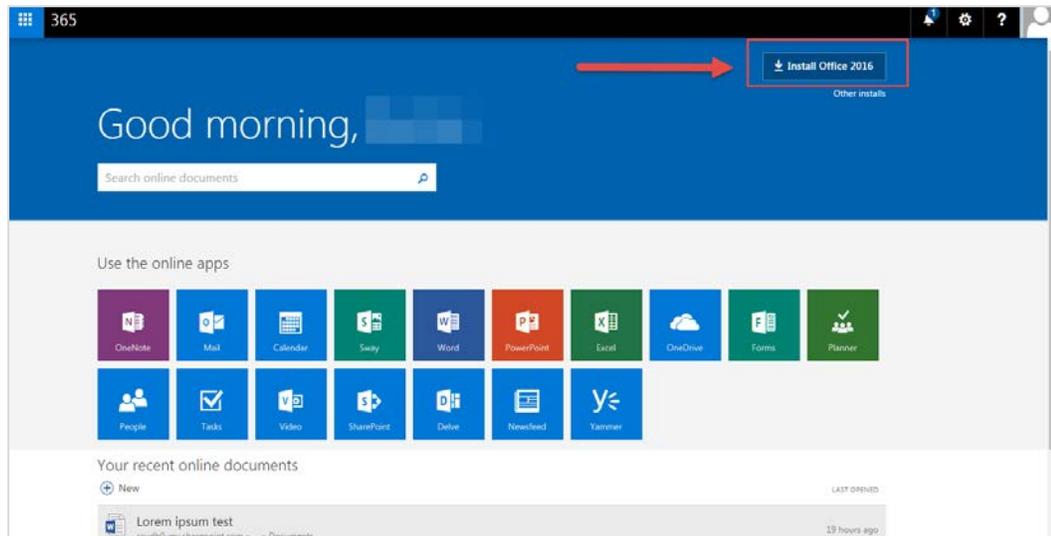
INSTALL OFFICE 2016

Installation Steps:

1. Click **Run**.
2. Click **Yes** to begin installation.
3. Download my take a while, be patient. Click **Close** after reviewing steps.
   NOTE: The instructions above are for Internet Explorer, if using a different browser see screenshots below.

   a. Go to the install pop-up in the browser.
   b. Click **Run** (in Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).
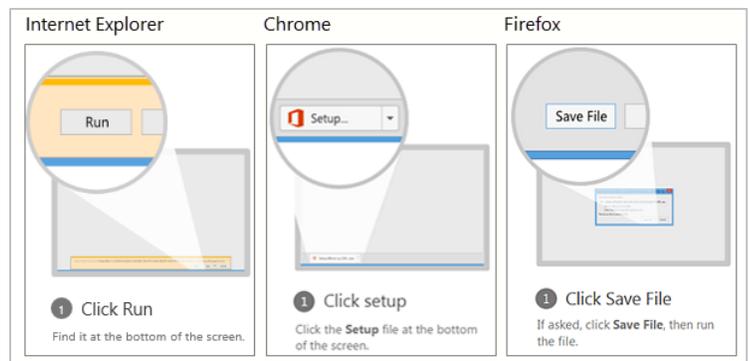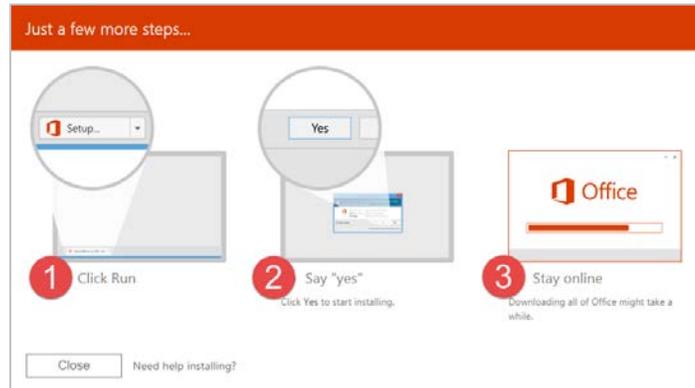
4. You will see a **We're getting things ready screen**. Please wait while Office prepares your Office.
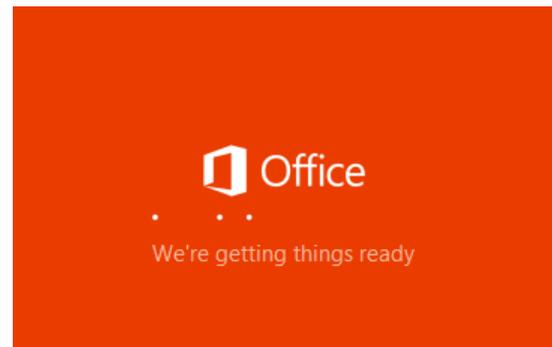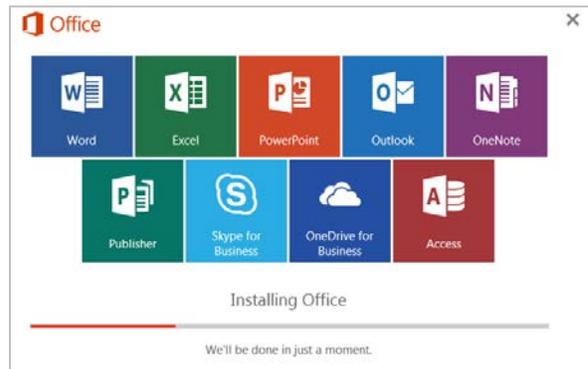
5. The Office applications are identified.

   PLEASE NOTE: ICONS AND APPLICATIONS ARE SUBJECT TO UNIVERSITY STANDARDS AND MAY VARY FROM WHAT IS NOTED IN THE IMAGE.

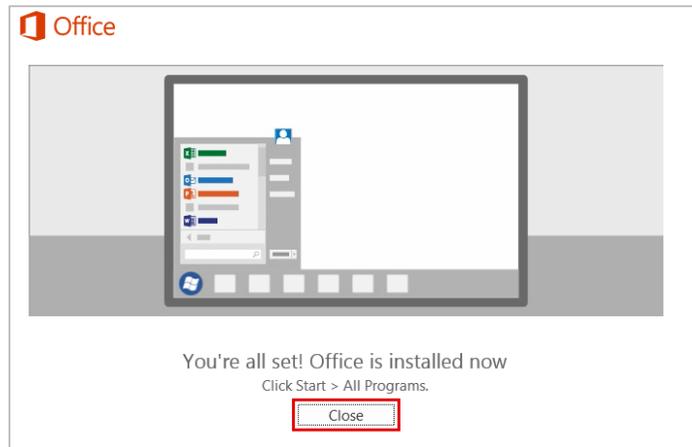6. The Office applications are installed.
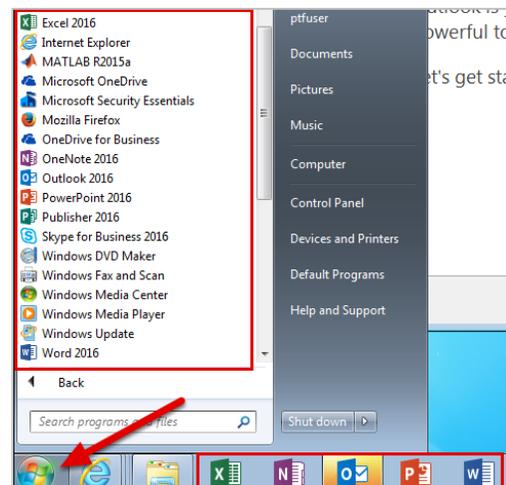   PLEASE BE PATIENT, THE INSTALLATION PROCESS WILL TAKE A WHILE.

LAUNCH & ACTIVATE OFFICE 2016

1. Once the Office installation is complete, click **Close**.

2. At the Start menu, select and launch an Office 2016 application (Word, Excel, etc.) to accept the Microsoft License Agreement.

   NOTE: Shortcut icons are also created on the taskbar for the major Office applications.

3. Click **Accept**.

   CONGRATULATIONS!! You have successfully installed and validated your Microsoft Office 2016.
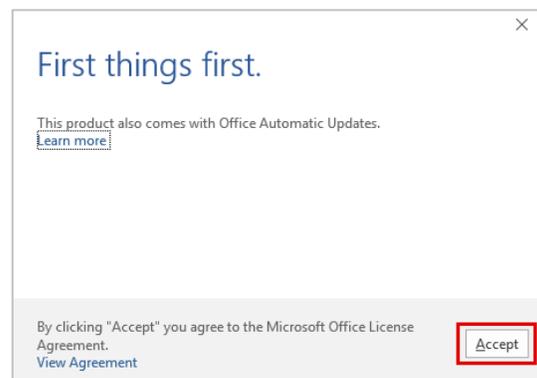
UPDATE OFFICE 2016

It's likely that there are some security and bug fix updates for your Office installation. It is recommended that you check for Office updates before you start using Office 2016 applications.

How do I update Office 2016?

When you run Windows Update, it will now check for Office updates as well. Open your **Control Panel** and go to **Windows Update**. There may be several updates, so be patient as your system installs them. Some updates may require you to restart your computer.

Once your computer has installed your Office updates, you're done! Start using your Office 2016 applications.

NEED MORE HELP?

If you are experiencing problems with your Office installation, try these helpful tips: http://support.microsoft.com/kb/2822317/en-us

For Office 2016 download & install issues, visit https://support.office.com/en-us/article/Download-and-install-or-reinstall-Office-365-Office-2016-

Contact User Services online at: https://csudh.service-now.com or call 310-243-2500.
User Services and HelpDesk can assist with:

- issues with logging into Office 365
- issues with your Office software installation