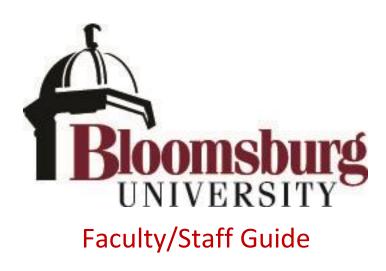
Microsoft Office 365 Microsoft Office 2016 for Mac Installation and Activation Walkthrough



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Introduction

Bloomsburg University now offers **Microsoft Office 2016 for Mac** to all current employees with a "@bloomu.edu" account. **Microsoft Office 2016 for Mac** offers faculty/staff access to a myriad of Office products and may be installed on up to five computers. **Office 2016 for Mac** offers the following Office applications:

- Word
- Excel
- OneNote
- Outlook
- PowerPoint

System Requirements

Microsoft Office 2016 for Mac requires you to be running at least Mac OS 10.10 (Yosemite).

To check your current software version, go to **About This Mac** from the **Apple menu**. Mac OS 10.10 (Yosemite) is generally a **free upgrade** for Macs newer than Summer 2009. To qualify for the free upgrade, your Mac must be running one of the below compatible software versions on one of the below compatible hardware models. To upgrade, select **Software Update** from the **Apple Menu** or

search the App Store for "OS X Yosemite".

Software version compatibility for free upgrade to Mac OS 10.10 (Yosemite):

- OS X Snow Leopard (v10.6.8)
- OS X Lion (v10.7)
- OS X Mountain Lion (v10.8)
- OS X Mavericks (v10.9)

Hardware model compatibility for free upgrade to Mac OS 10.10 (Yosemite):

- iMac (Mid 2007 or newer)
- MacBook (Late 2008 Aluminum, or Early 2009 or newer)
- MacBook Pro (Mid/Late 2007 or newer)
- MacBook Air (Late 2008 or newer)
- Mac mini (Early 2009 or newer)
- Mac Pro (Early 2008 or newer)
- Xserve (Early 2009)

Additional requirements are available (as of 8/1/15) at: <u>http://www.apple.com/osx/how-to-upgrade/</u>

Important Note: If you are **not** running at least **Mac OS 10.10 (Yosemite)** and you do not first upgrade to Mac OS 10.10 (Yosemite), **Office 2011 for Mac** may be listed as available, but it should **not** be installed. **Office 2011 for Mac does not support modern authentication**, so you will be unable to activate it once it's installed due to an incompatibility the product has with **HuskyID Single Sign-On**.

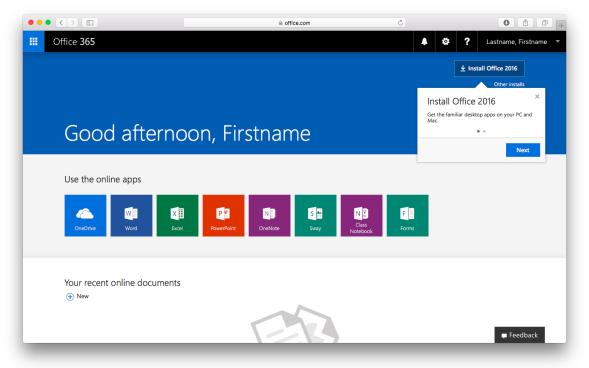
Installing Microsoft Office 2016 for Mac

Microsoft Office 2016 for Mac is available online to faculty/staff with an active HuskyID at Bloomsburg University. Office 2016 for Mac can be downloaded by visiting your Office365 portal. To begin, do the following:

1. Access your Office365 portal by going to http://office365.bloomu.edu/ and then enter your username and password and click "Sign On".

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
HuskyID:	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> .

2. Once logged in you will see your Office365 Portal (which also gives you access to the web-based Office Web Apps and OneDrive). To install Microsoft Office to your computer, you should look for the "Install Office 2016" link in the upper right corner.



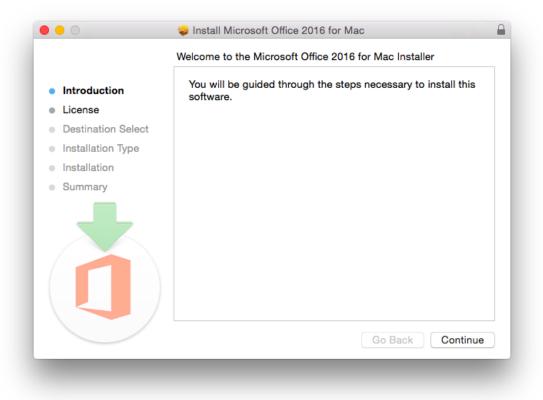
3. Click "**Install Office 2016**". Microsoft will attempt to show you the steps you need to take depending on the web browser you are using.

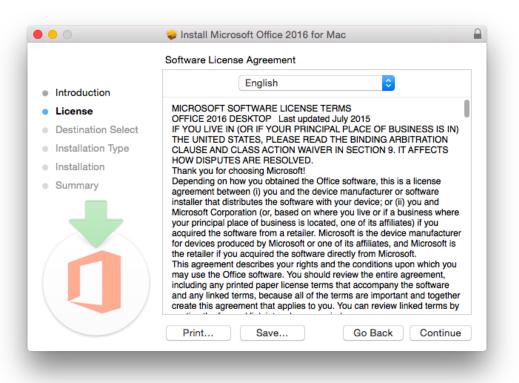
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III Office 365		. ♦ ?	Lastname, Firstname 🔻
		The second secon	Install Office 2016
Just a few more steps			
Use the on			
OneDrive			
Download Office 2016 will now start download	 Install Open the Office .pkg file in your Downloads folder and follow the steps to install Office. 	Sign in To activate Office, sign in with the account you use for Office 365: username@bloomu.edu.	
Your recent	talling?		
	EB		Feedback

The installer will begin downloading. Please be patient as the installer is a very large file. Wait for the download to finish and then launch the downloaded file from **Downloads** on your dock. By default, the file will be downloaded to your **Downloads** folder.

$\leq >$			Q Search	
Favorites	Name	Date Modified	Size	Kind
All My Files	About Downloads	Aug 8, 2013, 2:32 PM	9.8 MB	Multilingual PDF
iCloud Drive	Microsoft_Office_2016_15.25.0_160817_Installer.pkg	Aug 17, 2016, 1:56 PM	1.58 GB	Installer package
AirDrop	SecureW2_JoinNow.dmg	May 13, 2014, 2:09 PM	2.9 MB	Disk Image
Applications				
Desktop				
Documents				
Downloads				
Movies				
🎵 Music				
Dictures				
Tags				
Red				
😑 Orange				
Yellow				

5. When the installer launches, click **Continue** twice.

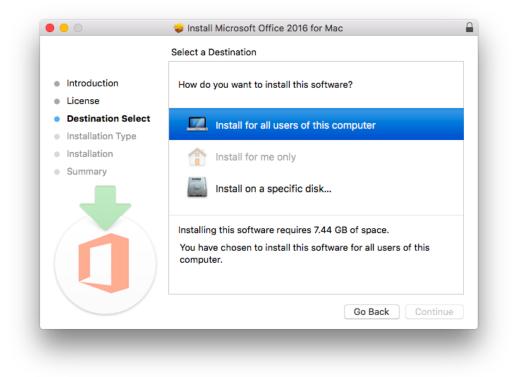




6. If you agree to the software license agreement, click Agree.

	To continue installing the software you must agree to the terms of the software license agreement.	
Inti	Click Agree to continue or click Disagree to cancel the installation and	÷
Lic	quit the Installer.	
De		IN)
Ins	Read License Disagree Agree	5
Ins		
	installer that distributes the software with your device; or (ii) you and Microsoft Corporation (or, based on where you live or if a business	where
		where acturer soft is h you nt, vare gether

7. Next, choose the installation options of your choice. To install for all users on the primary system hard disk, click on "Install for all users of this computer" and click **Continue**.



8. Confirm the default install location on the chosen hard disk by clicking **Install**.

	Standard Install on "Macintosh HD"	
Introduction	This will take 7.44 GB of space on your computer.	
License	Click Install to perform a standard installation of this software	
Destination Select	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	

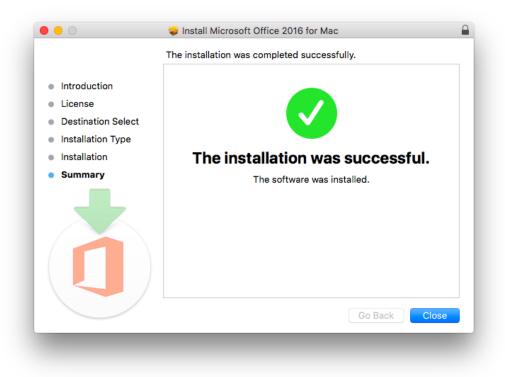
9. To verify you want to install software to your Mac, you must enter your local Mac administrator username and password and click **Install Software**. Note this is not your HuskyID credentials.

		trying to install new software. Type vord to allow this.
(and the second	Username:	mac-username
	Password:	•••••
		Cancel Install Software

10. Please wait while **Office 2016 for Mac** is installed.

0 😑 0	😓 Install Microsoft Office 2016 for Mac	
	Installing Microsoft Office 2016 for Mac	
Introduction		
License		
Destination Select		
 Installation Type 	Writing files	
Installation		
Summary		
	Install time remaining: About 3 minutes	
	Go Back Continue)

11. When installation is finished you will see "The installation was successful.". Click Close.



12. Next you need to open one of the applications, such as Microsoft Word. Launch it from Applications within Finder or through Spotlight search.



13. You will see the "What's New in Word" dialog. Click Get Started.

00	Word 2016 for Mac
1	Unmistakably Office, Designed for Mac Modern Office design now fully optimized for the Mac, including 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.
6	Cloud Connected Access your recent documents on any device through seamless integration with OneDrive, SharePoint, and more.
	New Tools and Improved Features New Design Ribbon, sharing options, online templates, reference tools, mail merge, and more.
1	Threaded Comments Easily track comments and reply to others, so you can have helpful conversations where they matter.
	Get started >

w

14. Next you will see the Sign In to Activate Office window. Click Sign In.



15. Enter your full bloomu.edu email address and click Next.

00	Word 2016 for Mac
	Sign in
	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@bloomu.edu
	Next
	Privacy statement
< Back	

16. If you have a personal Microsoft account using your bloomu.edu email address, you may get prompted to select which account to use. Be sure to choose "Work account" and "Work or school account" if you are prompted with these questions. Otherwise you can skip ahead.

• • •	Word 2016 for Mac
Wel	Need a Little More Help
in to Word	il address or phone number would you like to use to sign ?? (If you already have an account that you use with Office licrosoft services, enter it here).
	Microsoft account Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.
Ŕ	Work account Sign in with the account provided by your work, school, or university.
	When you sign in, your documents and settings are online Privacy statement
< Back	
00	Word 2016 for Mac



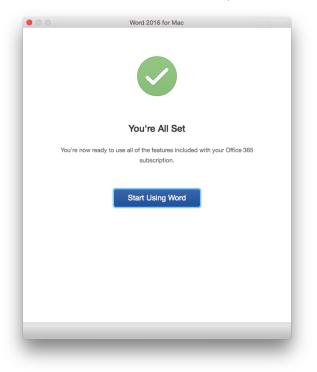
17. You will be forwarded to the HuskyID Single Sign-On page to activate your copy of Microsoft Office 2016 for Mac. Enter your HuskyID and password and click **Sign On**.

00	Word 2016 for Mac
	Bloomsburg University
	System Status Internet 0 outages Network 0 outages Servers 0 outages WiFi 0 outages Updated: Aug 29 5:55 PM
• Hu acc	With the second sec
< Back	

18. Once successfully activated you will be asked about your Office theme. You may choose Colorful or Classic depending on your personal preference, then click **Continue**.

How would you like Office to look?
You can always change the theme later on under Preferences > General.
Choose your theme: O Colorful
◯ Classic
Continue >

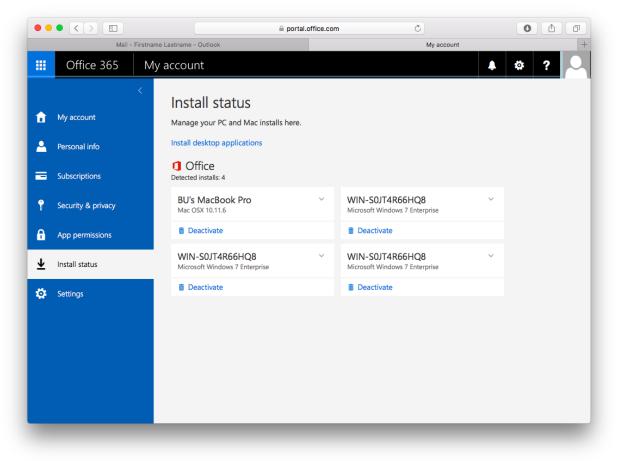
19. Click **Start Using Word** to close the activation window and open Microsoft Word.



Congratulations! This concludes **Office 2016 for Mac** installation and activation. You do not need to remain connected to the Internet to use Office 2016 for Mac, but the Mac 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 Mac enters reduced functionality mode until the next time a connection can be made to the Office365 Activation and Validation service. We recommend you allow Microsoft AutoUpdate to periodically install security and bug fixes for Microsoft Office.

Manage/Deactivate Installations

Each faculty/staff member 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, go to http://office365.bloomu.edu/ to get to your Office 365 Portal, then click on "**Other Installs**" right below the "Install Office 2016" link in the upper right corner of the page. 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 unlicense it.



What happens after I leave Bloomsburg University?

After you are no longer employed by 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 are granted emeritus status and continue to have access to a bloomu.edu email account, you should not try to purchase a personal office365 license for your bloomu.edu account as this will not work.

How do I uninstall Office 2016 for Mac?

Information is available (as of 8/1/15) on Microsoft's website: <u>https://support.office.com/en-ca/article/Uninstall-Office-2016-for-Mac-eefa1199-5b58-43af-8a3d-b73dc1a8cae3</u>

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 bloomu.edu 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, go to http://office365.bloomu.edu/ to get to your Office 365 Portal, then click on "**Other Installs**" right below the "Install Office 2016" link. Next, click on the **Phone & Tablet** tab on the left side and then choose your mobile device platform.

