Microsoft Office 365

Microsoft Office 2016 for Mac

Installation and Activation Walkthrough

Faculty/Staff Guide

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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)
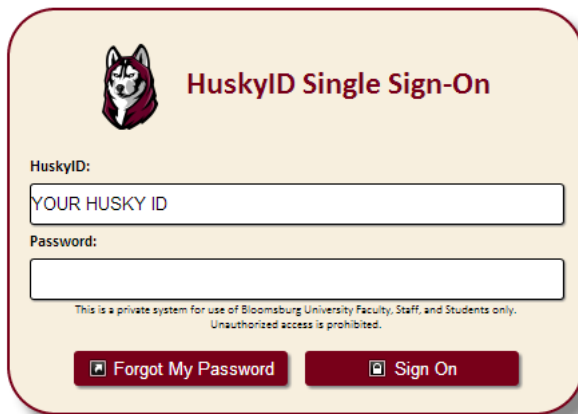- Mac Pro (Early 2008 or newer)
- Xserve (Early 2009)

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

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".


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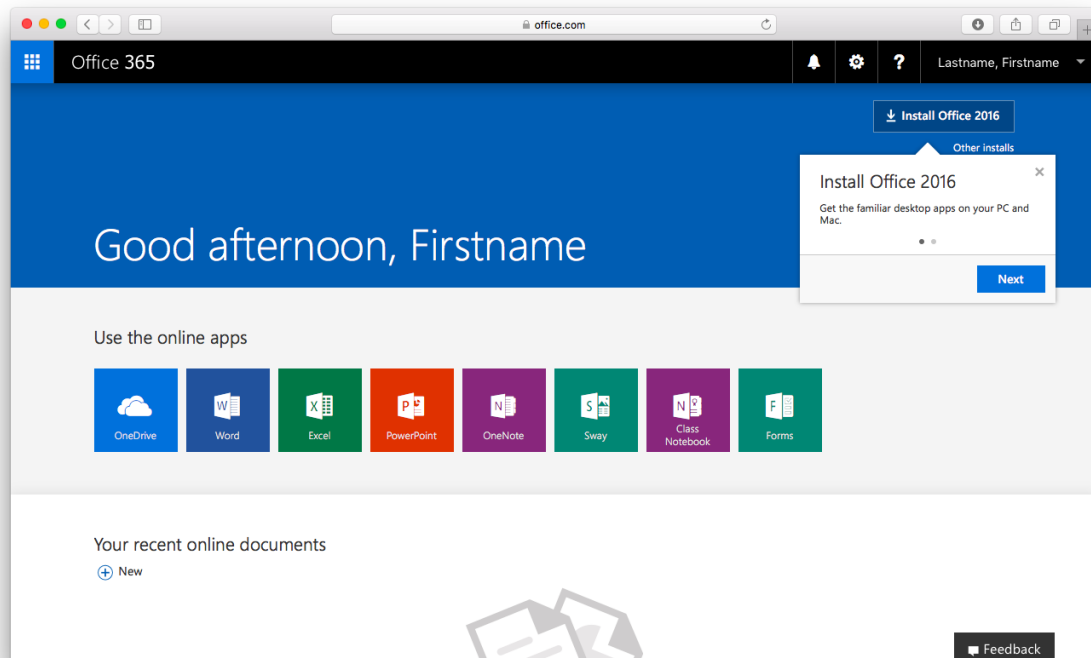
3. Click "**Install Office 2016**". Microsoft will attempt to show you the steps you need to take depending on the web browser you are using.
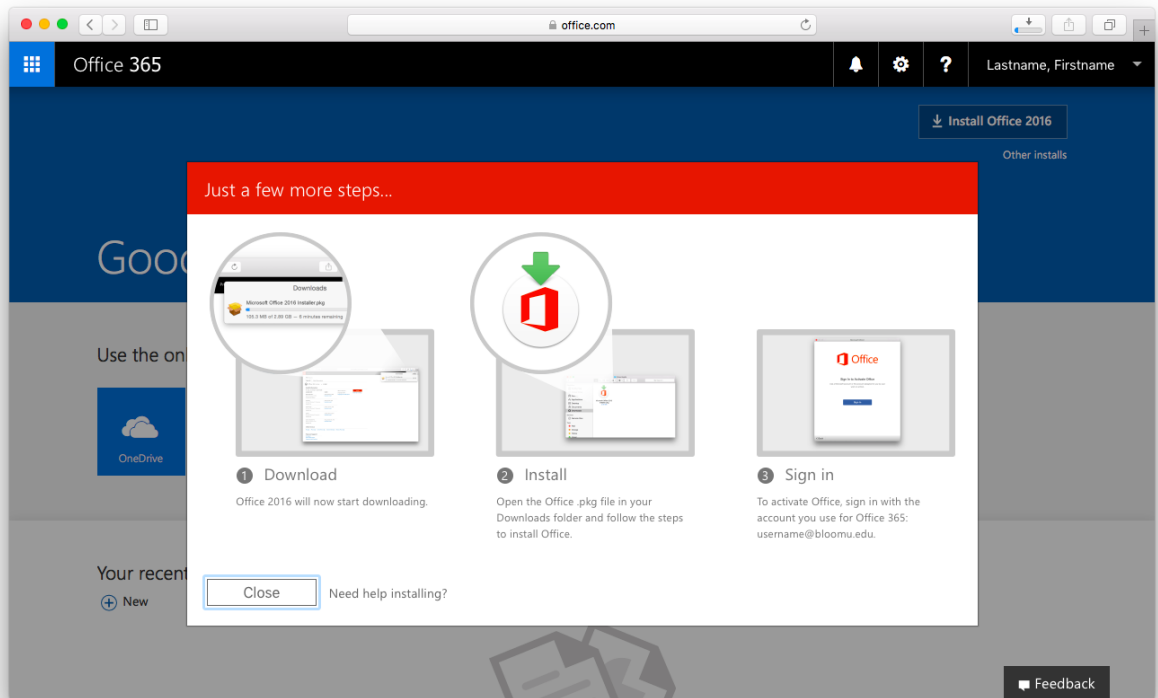

4. The installer will begin downloading. Please be patient as the installer is a very large file. Wait for the download to finish and then launch the downloaded file from **Downloads** on your dock. By default, the file will be downloaded to your **Downloads** folder.
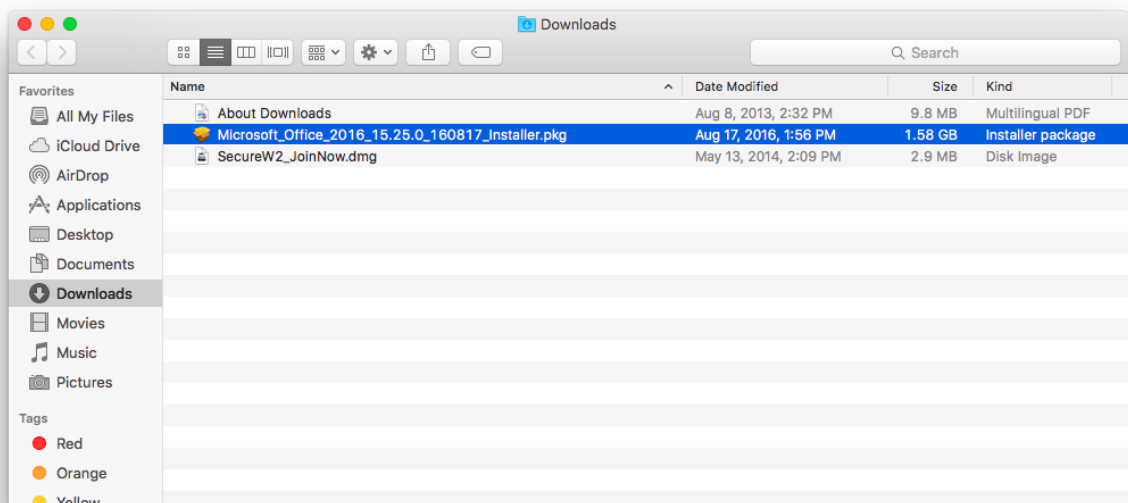
5. When the installer launches, click **Continue** twice.
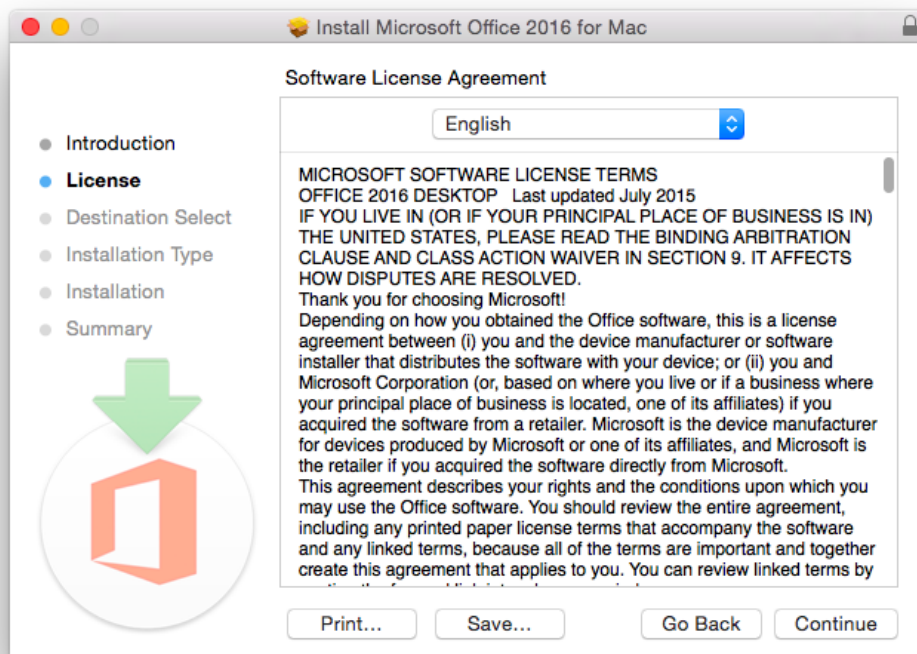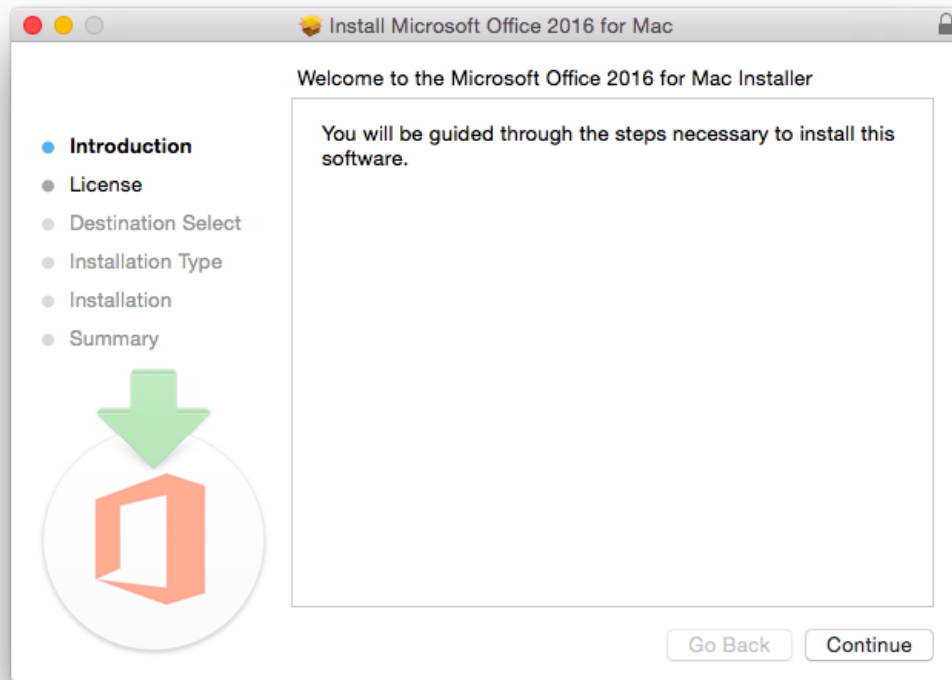
6. If you agree to the software license agreement, click **Agree**.
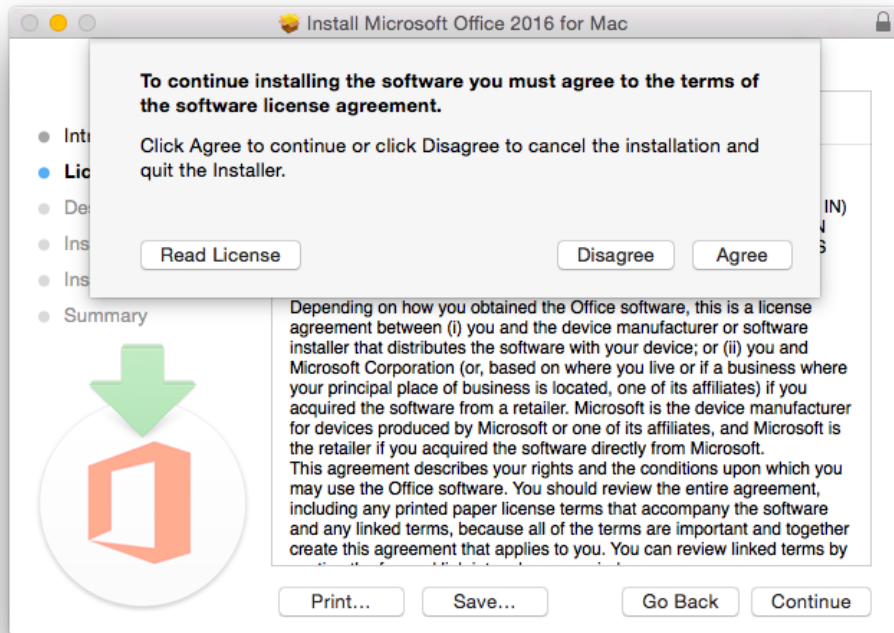
7. Next, choose the installation options of your choice. To install for all users on the primary system hard disk, click on "Install for all users of this computer" and click **Continue**.
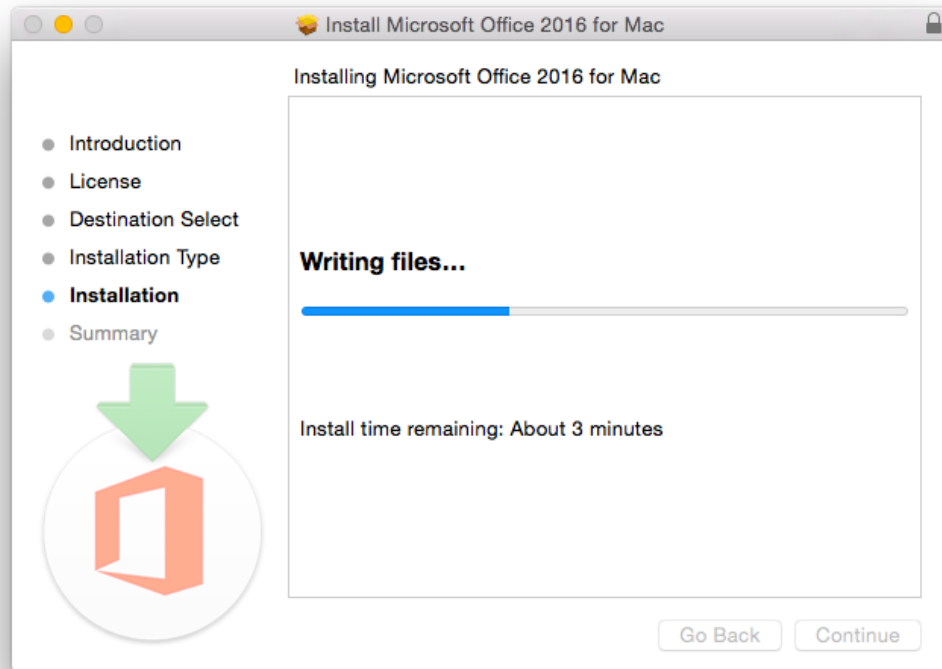
8. Confirm the default install location on the chosen hard disk by clicking **Install**.
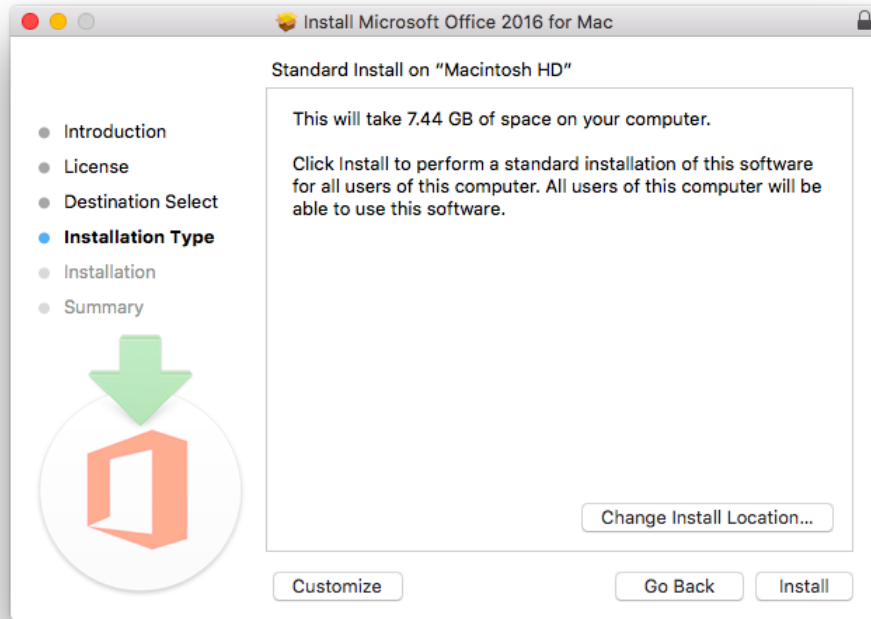
9. To verify you want to install software to your Mac, you must enter your local Mac administrator username and password and click **Install Software**. Note this is not your HuskyID credentials.
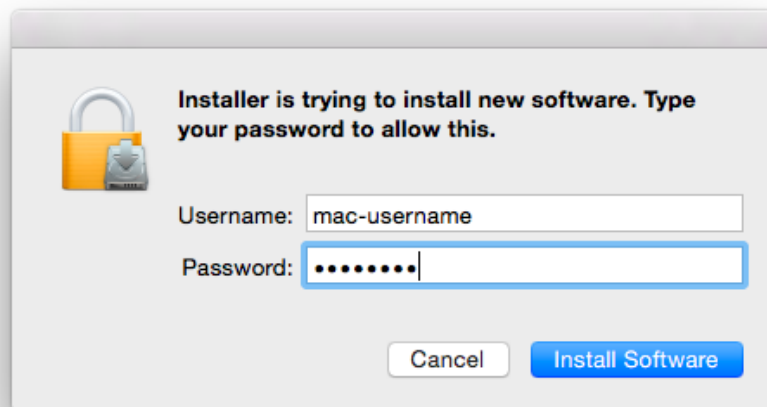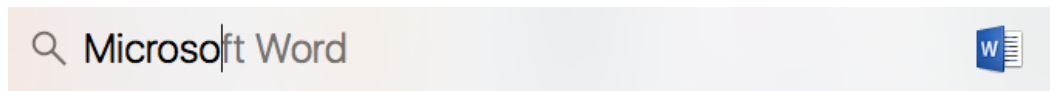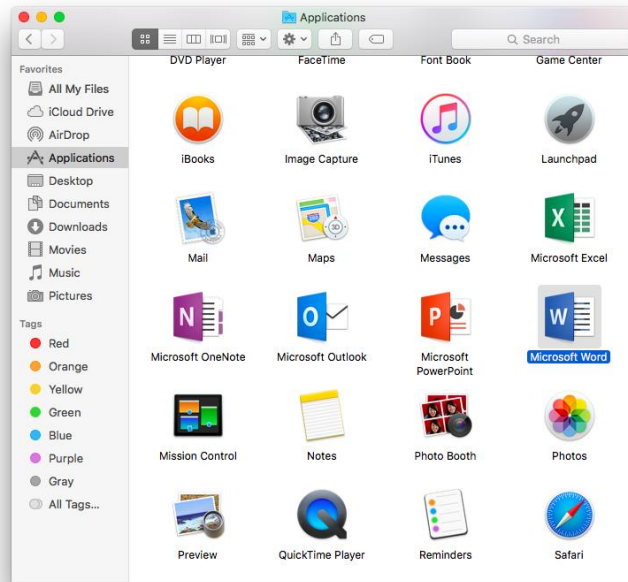
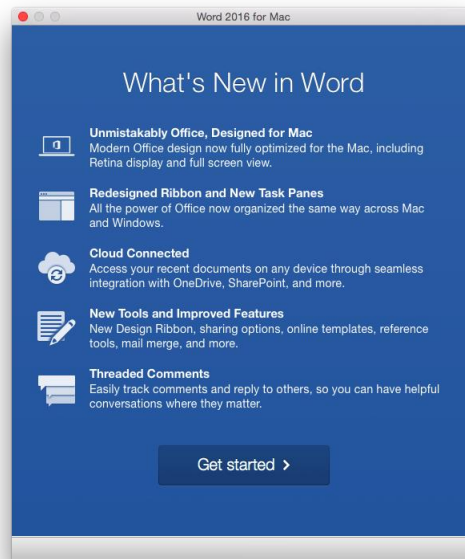10. Please wait while **Office 2016 for Mac** is installed.

11. When installation is finished you will see "**The installation was successful.**". Click **Close**.
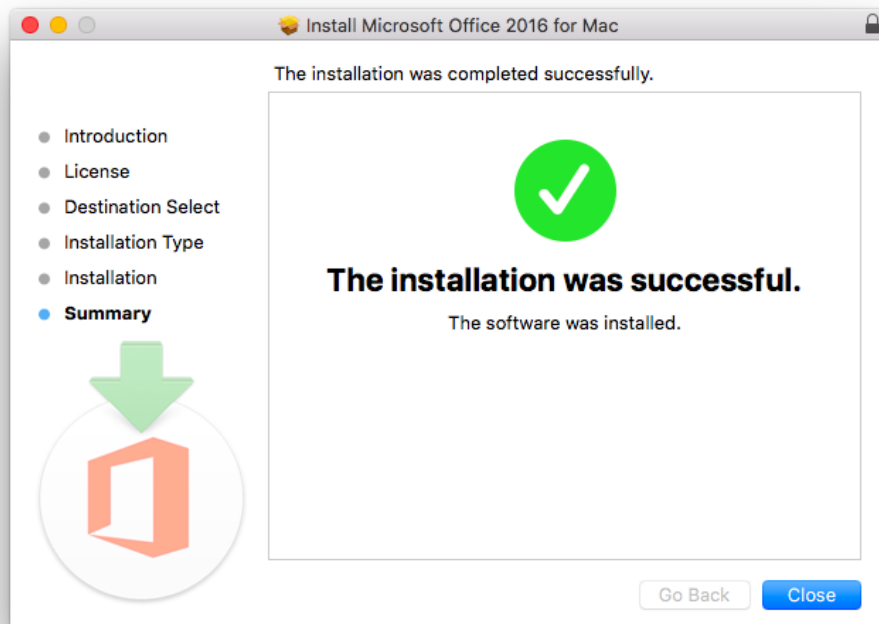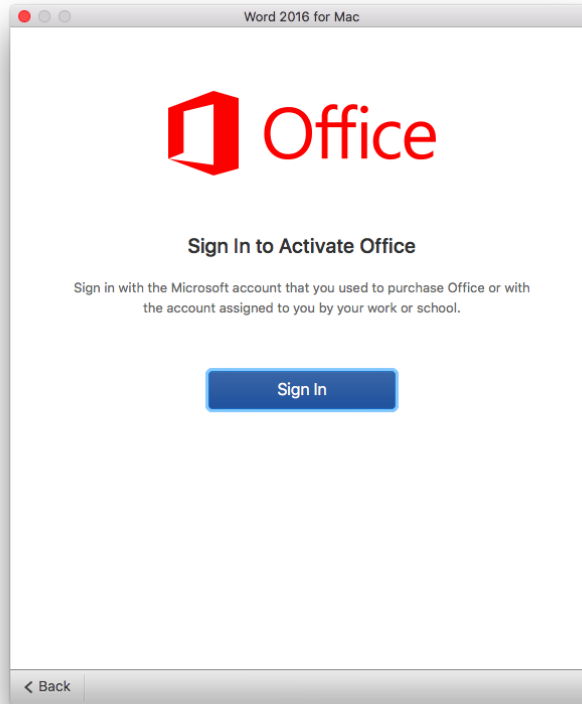
12. Next you need to open one of the applications, such as Microsoft Word. Launch it from Applications within Finder or through Spotlight search.

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

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**.
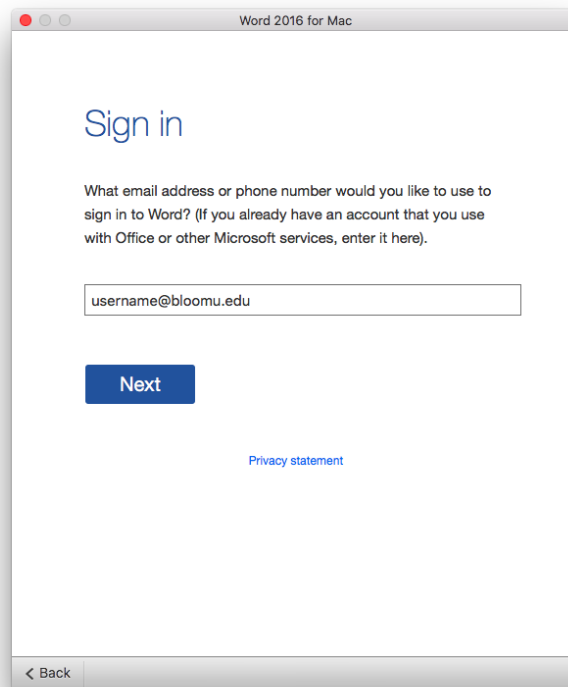
16. If you have a personal Microsoft account using your bloomu.edu email address, you may get prompted to select which account to use. Be sure to choose "Work account" and "Work or school account" if you are prompted with these questions. Otherwise you can skip ahead.
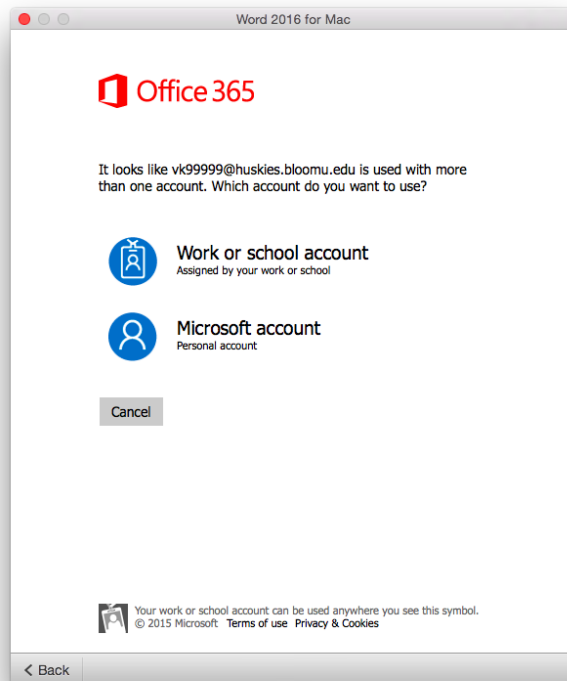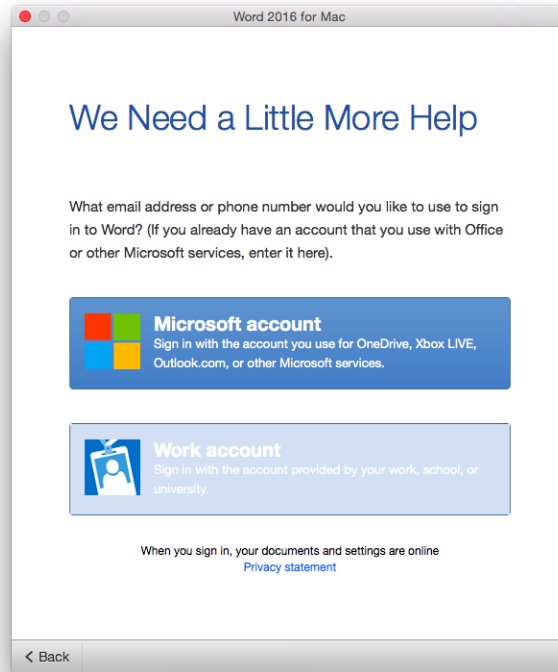
17. You will be forwarded to the HuskyID Single Sign-On page to activate your copy of Microsoft Office 2016 for Mac. Enter your HuskyID and password and click **Sign On**.

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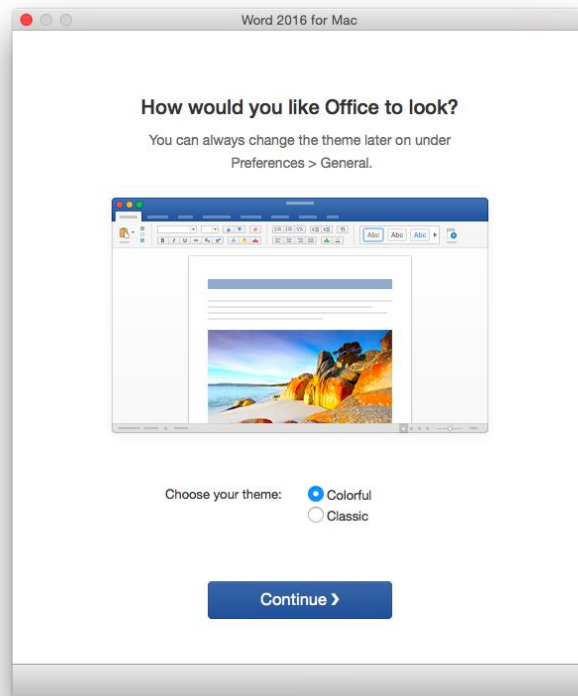
19. Click **Start Using Word** to close the activation window and open Microsoft Word.

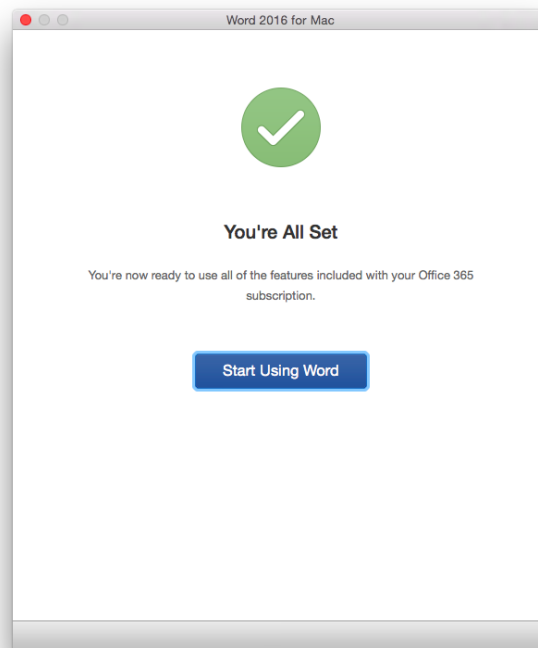Congratulations! This concludes **Office 2016 for Mac** installation and activation. You do not need to remain connected to the Internet to use Office 2016 for Mac, but the Mac will need to connect to the Internet at least once every 30 days for Microsoft Office to remain fully functional. If you are 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 un-license it.
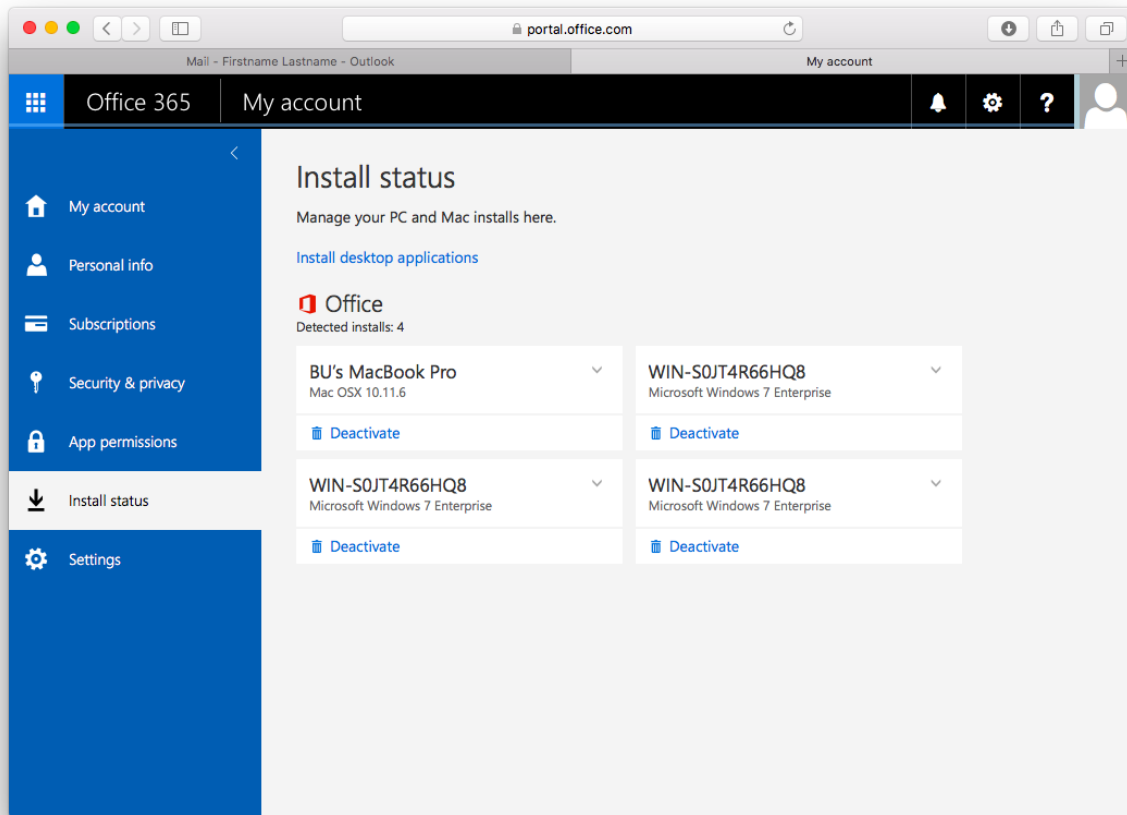
What happens after I leave Bloomsburg University?

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: https://support.office.com/en-ca/article/Uninstall-Office-2016-for-Mac-eefa1199-5b58-43af-8a3d-b73dc1a8cae3

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.