

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



Faculty/Staff Guide

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Introduction

Bloomsburg University now offers Microsoft Office 2016 Pro Plus to all current employees with a “@bloomu.edu” account. Microsoft Office 2016 Pro Plus offers faculty/staff 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.

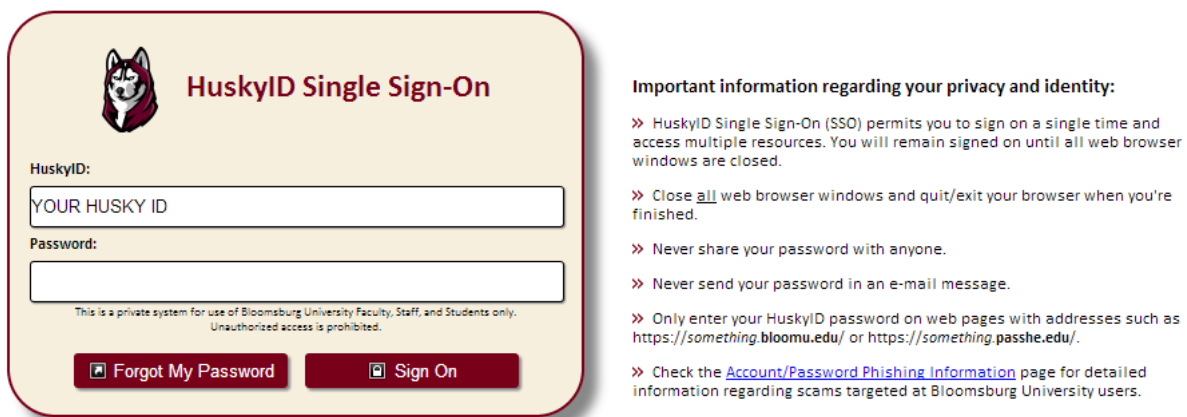
The Microsoft page listing specific system requirements is available at (as of 8/26/16):

<https://products.office.com/en-us/office-system-requirements>

Installing Microsoft Office 2016

Microsoft Office 2016 Pro Plus is available online to faculty/staff with an active HuskyID at Bloomsburg University. Office 2016 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”. **See Figure 1**



HuskyID Single Sign-On

HuskyID:
YOUR HUSKY ID

Password:

This is a private system for use of Bloomsburg University Faculty, Staff, and Students only. Unauthorized access is prohibited.

[Forgot My Password](#) [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.
- » Close all web browser windows and quit/exit your browser when you're finished.
- » Never share your password with anyone.
- » Never send your password in an e-mail message.
- » Only enter your HuskyID password on web pages with addresses such as <https://something.bloomu.edu/> or <https://something.pashe.edu/>.
- » Check the [Account/Password Phishing Information](#) page for detailed information regarding scams targeted at Bloomsburg University users.
- » Additional [HuskyID Single Sign-On information](#).

Figure 1: Type in your username and password and then click “Sign On”.

- 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. See **Figure 2**.

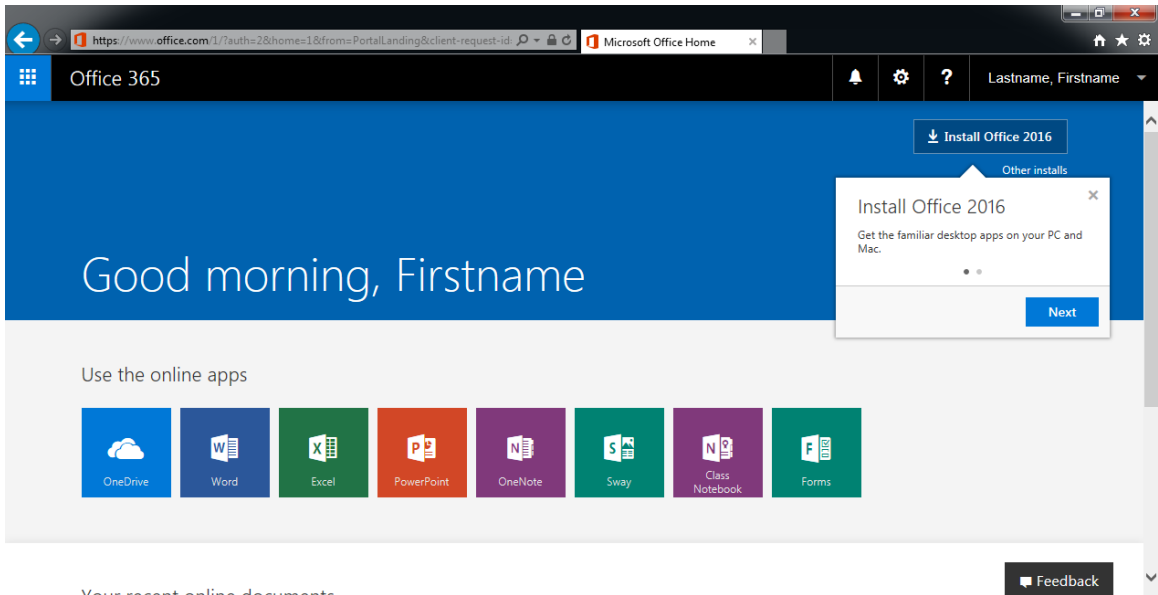


Figure 2: Office 365 Portal.

- Click “Install Office 2016”. Microsoft will attempt to show you the steps you need to take depending on the web browser you are using. **Figure 3** shows Internet Explorer 11 for example.

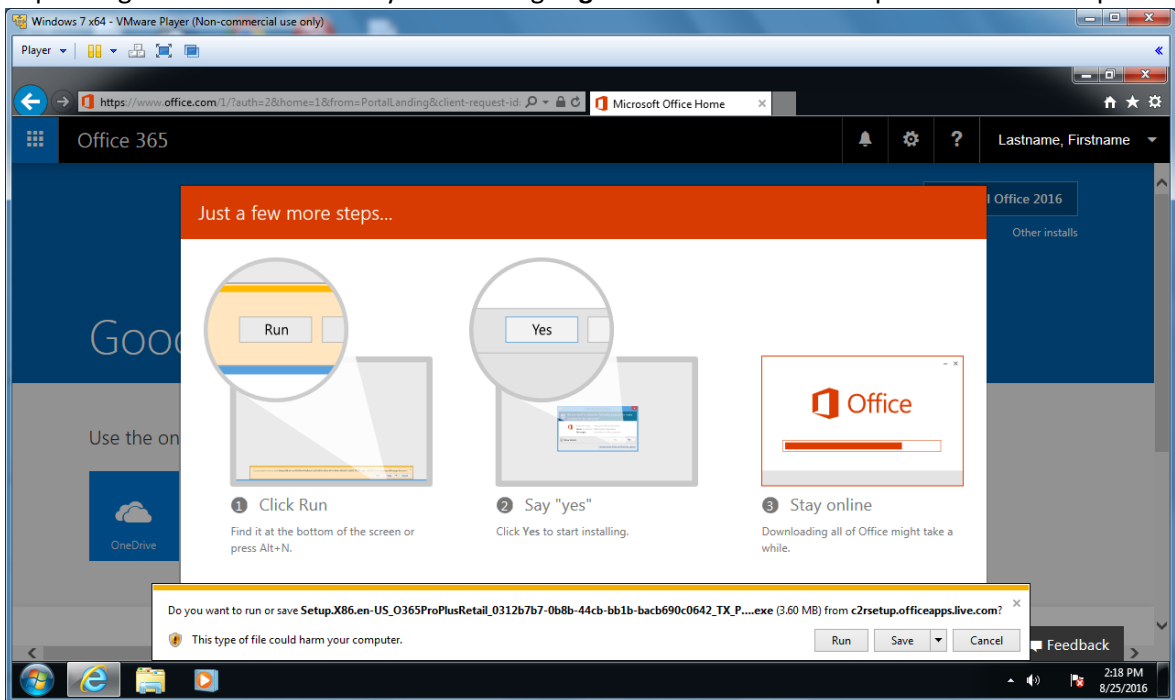


Figure 3: Click “Install Office 2016”.

4. 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 4**. If the windows security warning box comes up after executing the installer, click **Run**.

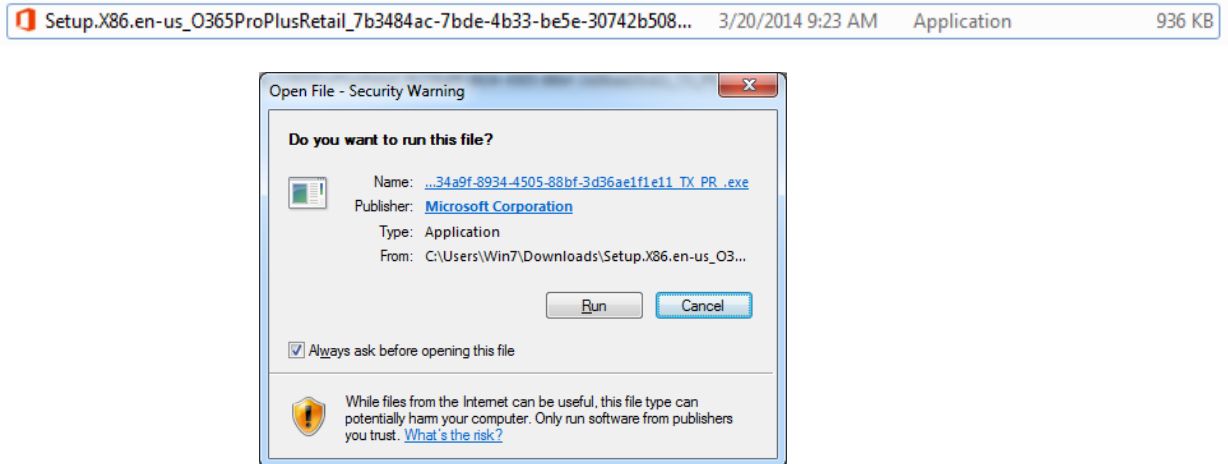


Figure 4: Office 365 Install File and Security Warning

5. Double clicking the installer or choosing Run from your web browser should launch the Microsoft Office Setup. You should see something like **figure 5**.

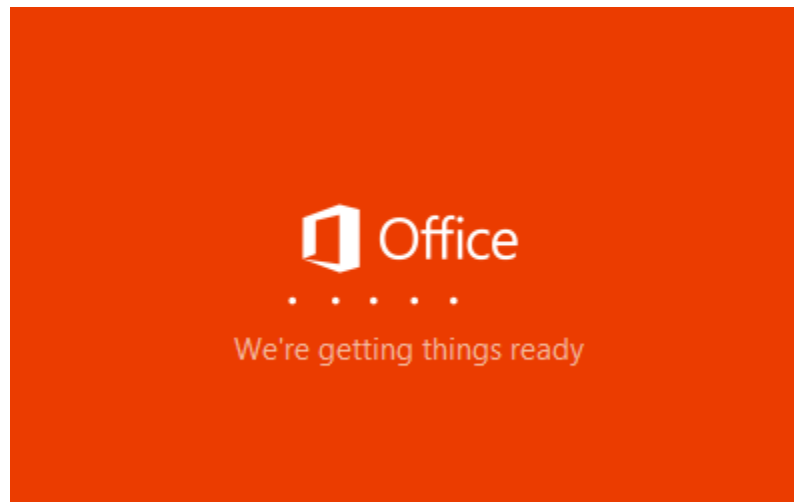


Figure 5: Office install launch screen

6. Once setup has loaded, it will automatically keep you advised on the installation progress (**Figure 6a**). 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 6b**). If you open an Office application early, see step 9.

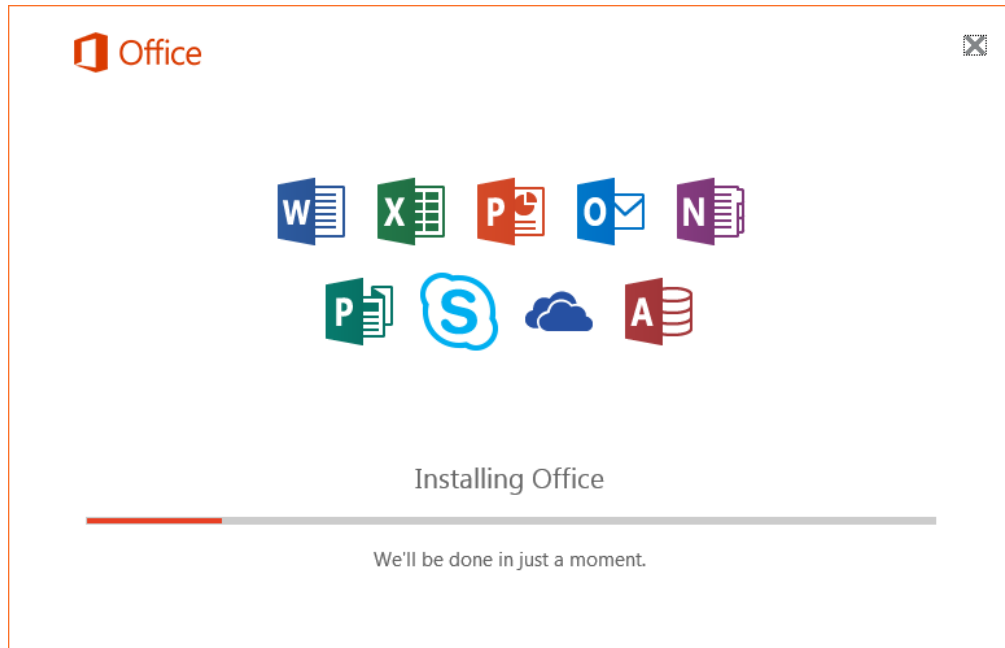


Figure 6a: Installation progress will be shown on-screen

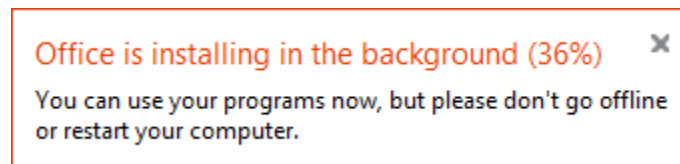


Figure 6b: Taskbar balloon noting more specific installation details

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

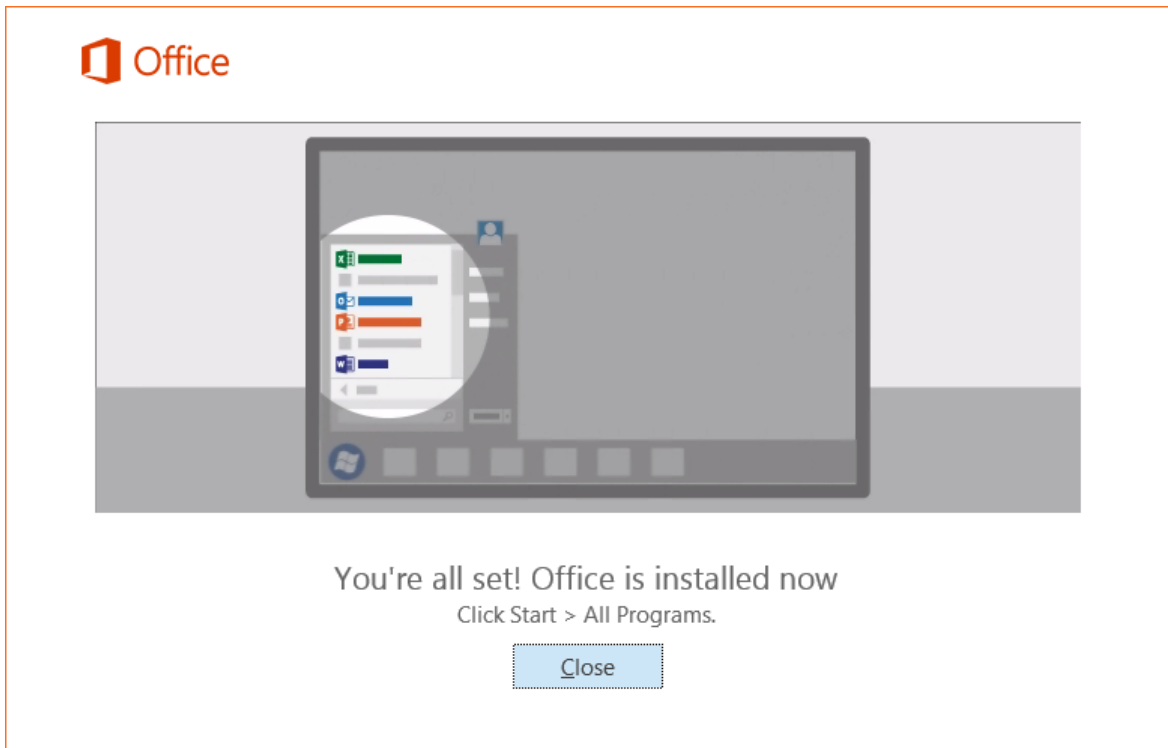


Figure 7: Microsoft Office installation finished.

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



Figure 8: New Office ProPlus shortcuts on taskbar. Open Word.

9. 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 9**. If you agree with the software license agreement, click **Accept**.

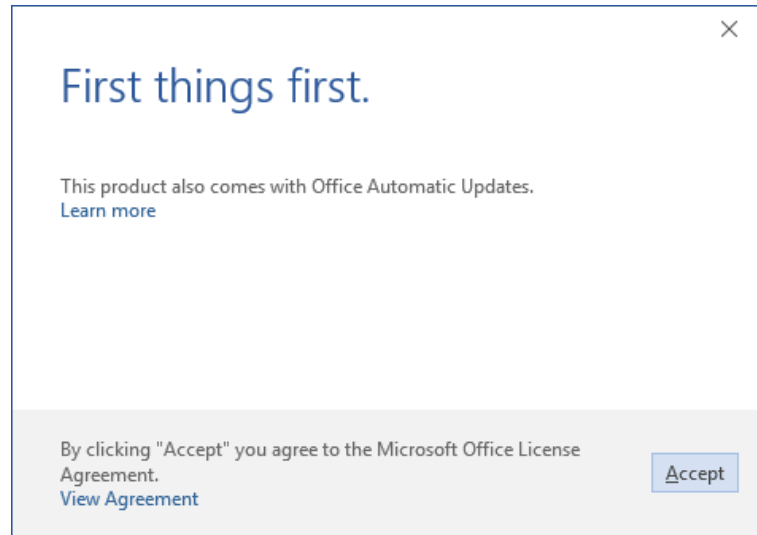


Figure 9: Accept License Agreement

10. 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.

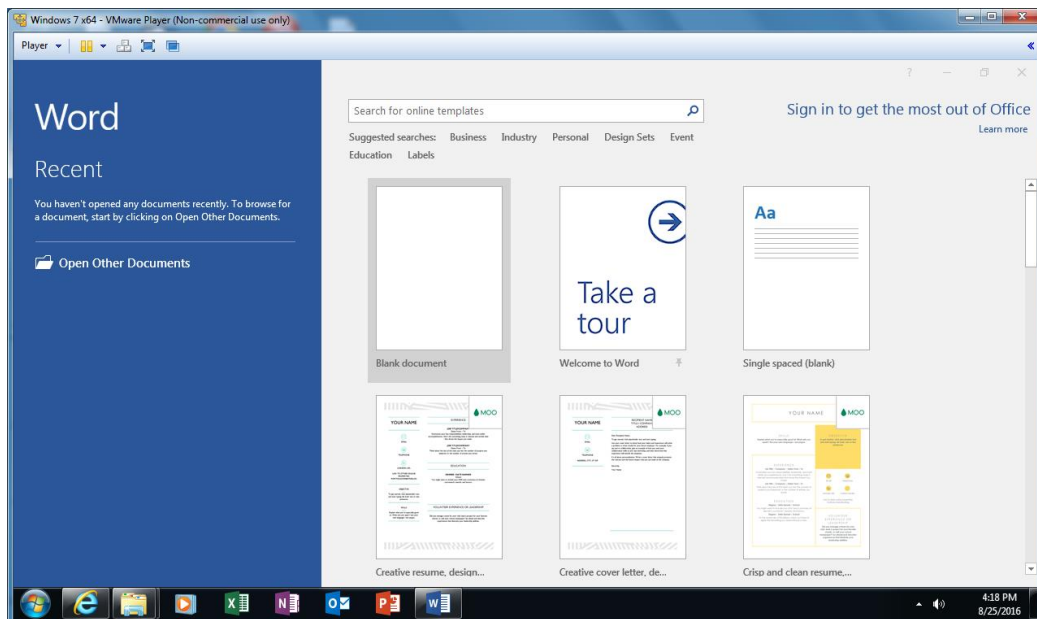
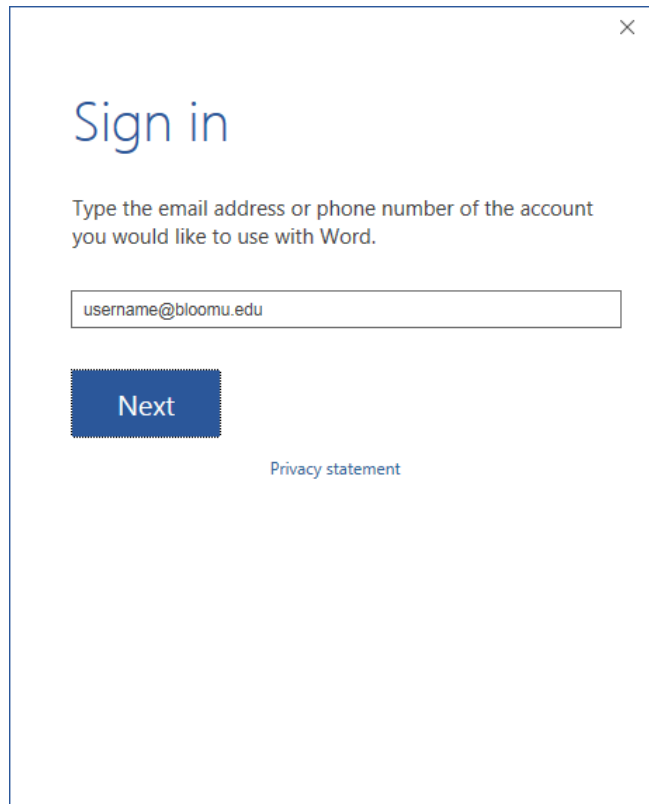


Figure 10: Open Microsoft Word and Sign in.

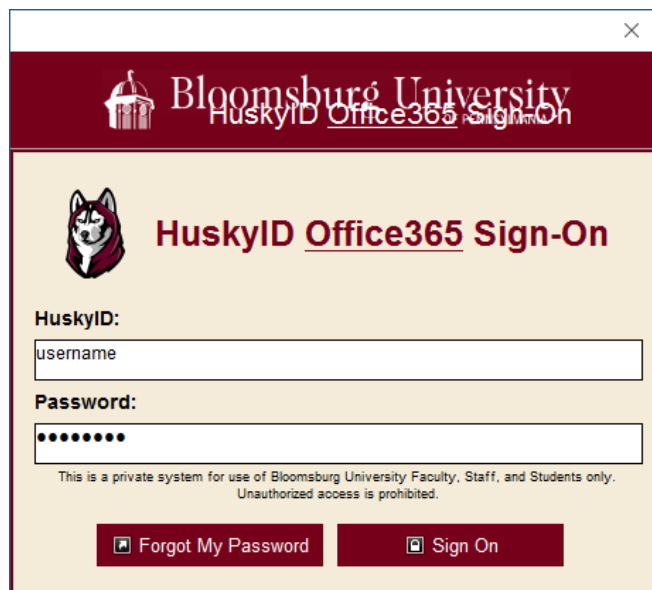
11. Enter your full bloomu.edu email address and click **Next**.



A screenshot of a Microsoft Word sign-in dialog box. The title is "Sign in". Below the title, it says "Type the email address or phone number of the account you would like to use with Word." There is a text input field containing "username@bloomu.edu". Below the input field is a blue button labeled "Next". At the bottom right, there is a link for "Privacy statement".

Figure 11: Specify your email address and click "Next".

12. You will be directed to the Bloomsburg University Sign-On prompt to activate your copy of **Microsoft Office 2016 for PC**. Enter your username and password and click **Sign On**.



A screenshot of the Bloomsburg University HuskyID Office365 Sign-On prompt. The top header features the Bloomsburg University logo and the text "Bloomsburg University HuskyID Office365 Sign-On". Below this is a section with the HuskyID logo and the text "HuskyID Office365 Sign-On". There are two input fields: "HuskyID:" with "username" entered, and "Password:" with a masked password of seven dots. Below the password field is a disclaimer: "This is a private system for use of Bloomsburg University Faculty, Staff, and Students only. Unauthorized access is prohibited." At the bottom, there are two buttons: "Forgot My Password" and "Sign On".

Figure 12: Bloomsburg University 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 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.

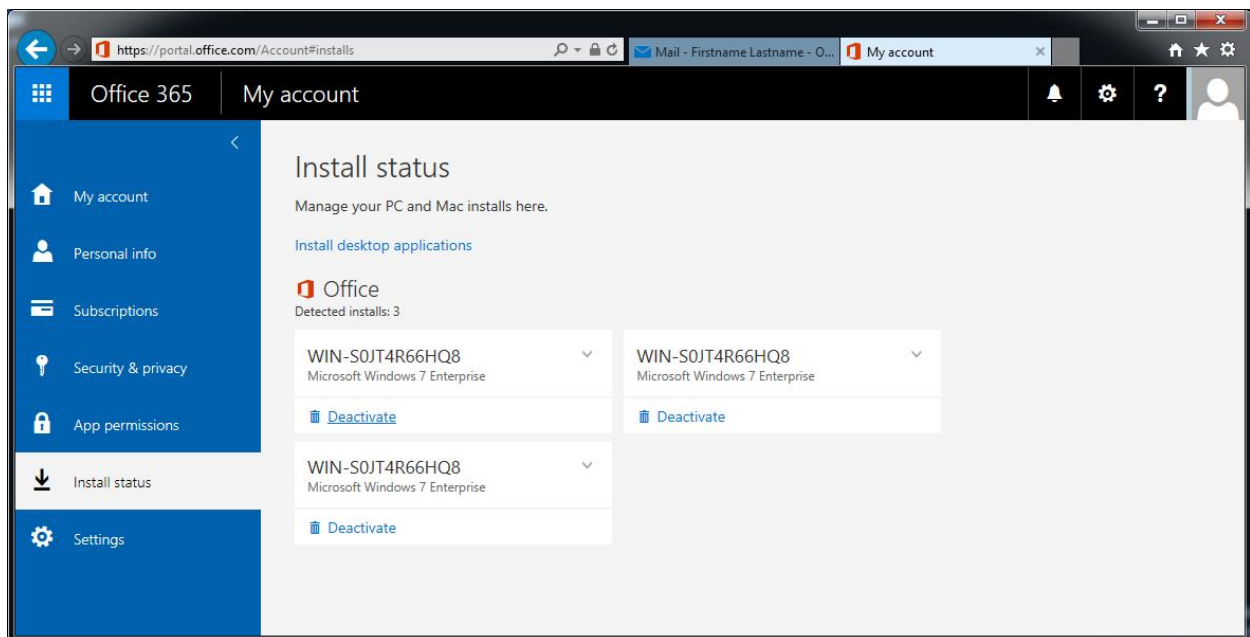


Figure 13: The “Install Status” page, used to deactivate licenses

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.

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 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.

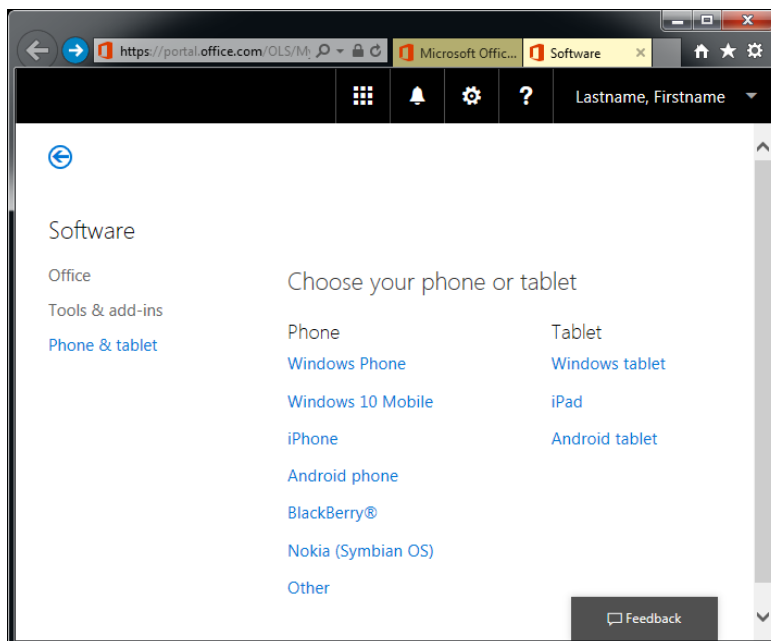


Figure 14: Phone & Tablet

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 [modern authentication is enabled](#) to successfully activate/sign-in.