

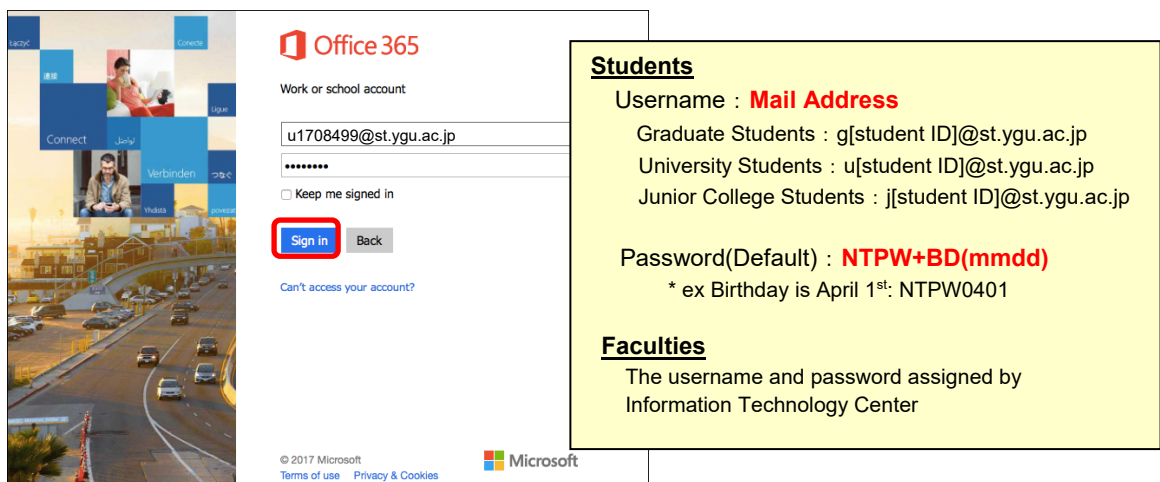
How to install Office 365 ProPlus on MacOS

July,2017
Yamanashi Gakuin Information Technology Center

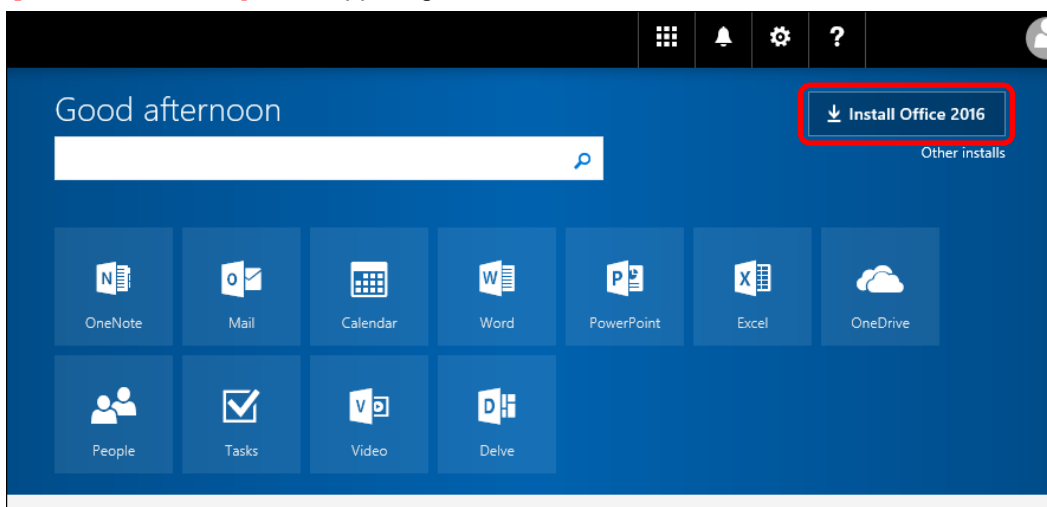
1. Open the Office365 site.
The URL is <http://portal.office365.com/>.



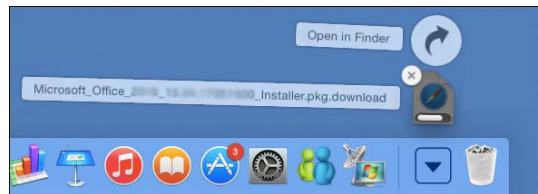
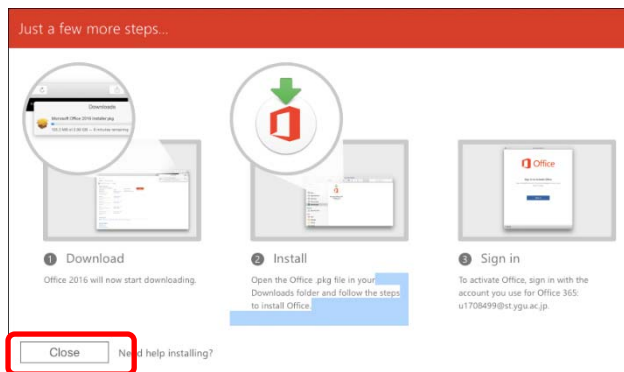
2. Sign in to Office 365.



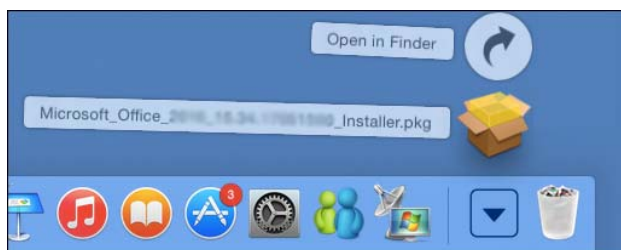
3. Click **[Install Office2016]** at the upper right corner of the screen.



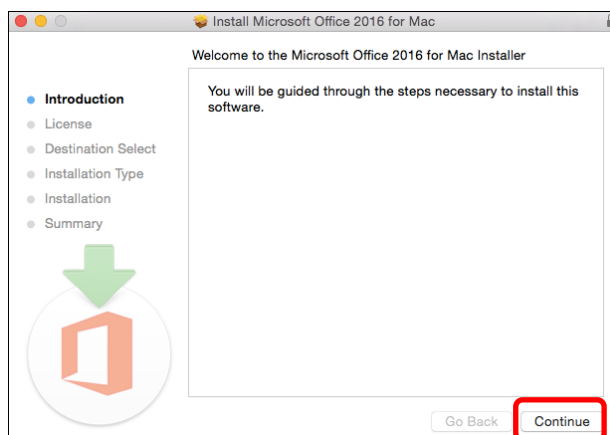
4. If "Just a few more steps ..." is displayed, choose **[Close]**.



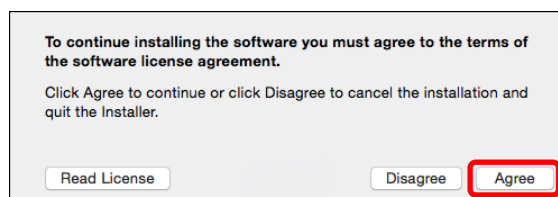
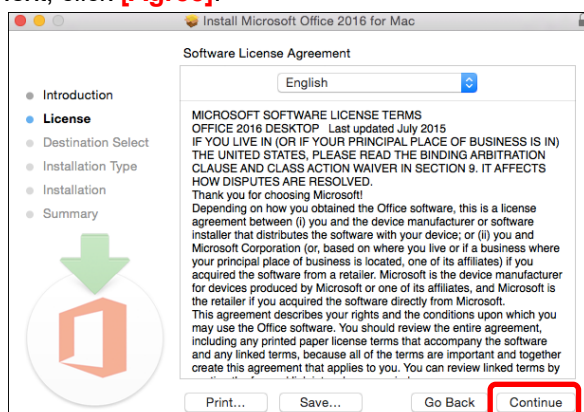
5. When the download is completed, double-click to run the Office 365 ProPlus program. (Usually found in the Dock Downloads)



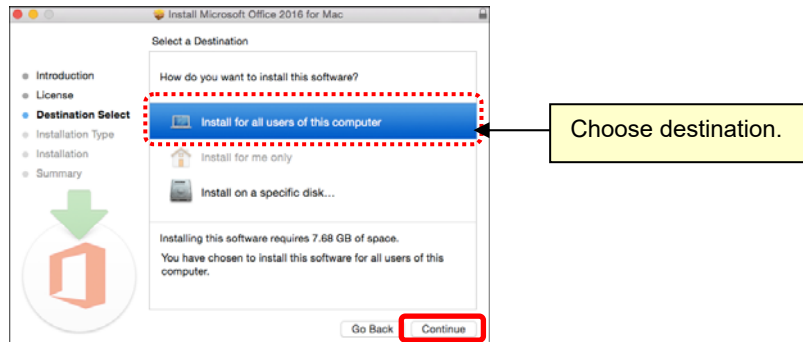
6. click **[Continue]**.



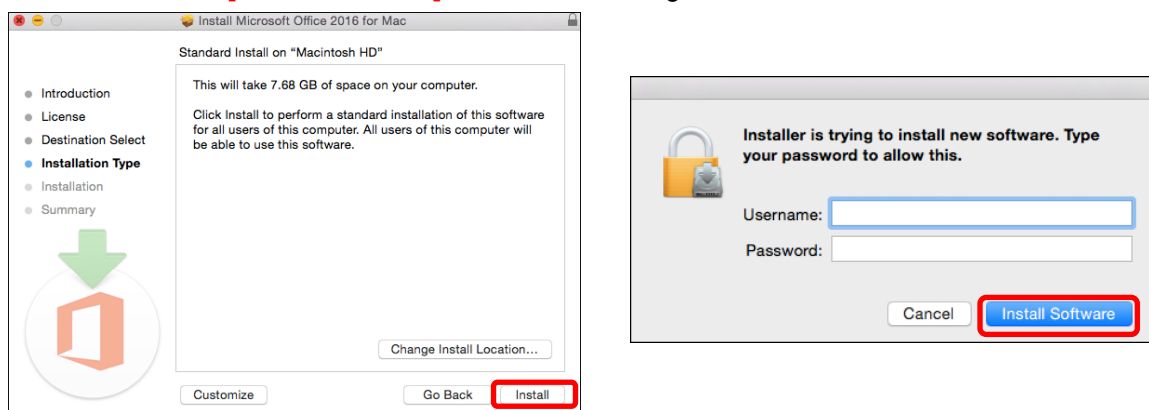
7. Read the Software License agreement, click **[Continue]**. Next, click **[Agree]**.



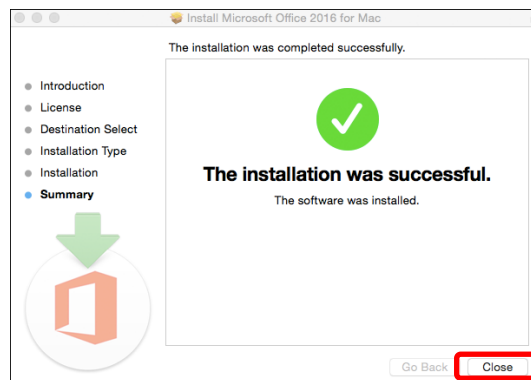
8. When “Select a Destination” is displayed, choose **destination** and click **[Continue]**.
(In most cases you will want to select "Install for all users of this computer".)



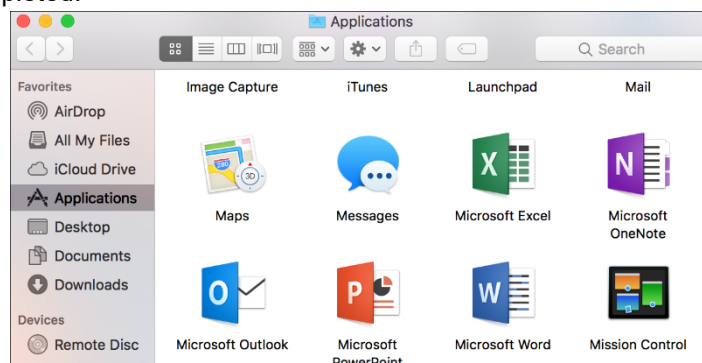
9. When “Standard Install on “Machintosh HD”” is displayed, click **[Install]**.
When “Type your password to allow this” is displayed, enter the Admin **Username and Password of your Mac** and click **[Install Software]**. Installation will begin.



10. When the installation is complete, click **[Close]**.

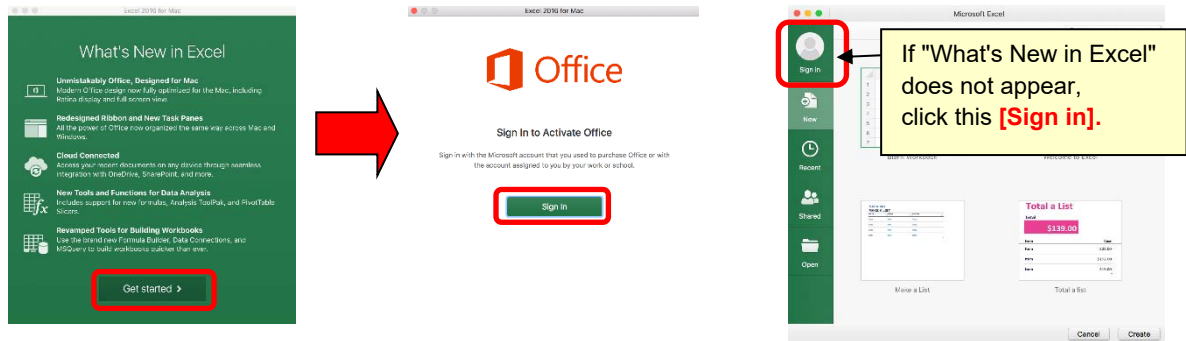


11. When Office icons (Excel, Word, PowerPoint...) are added in “Applications”, the installation of Office is completed.

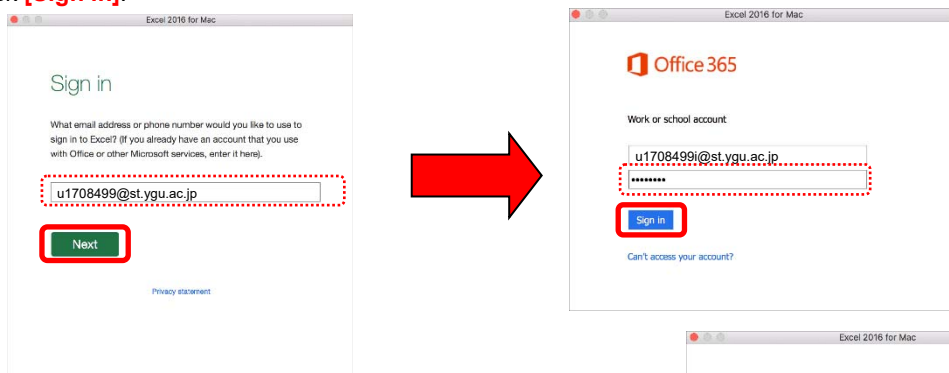


12. Sign-in work is required only on initial start-up. (Explained in the procedure in Excel)

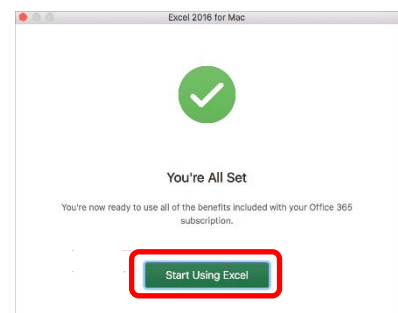
- ① When you start up Excel, "What's New in Excel" is displayed, and click **[Get Started]**.
Next, when "Sign in Activate Office" is displayed, click **[Sign in]**.
If "What's New in Excel" does not appear, click **[Sign in]** on the upper left of the screen.



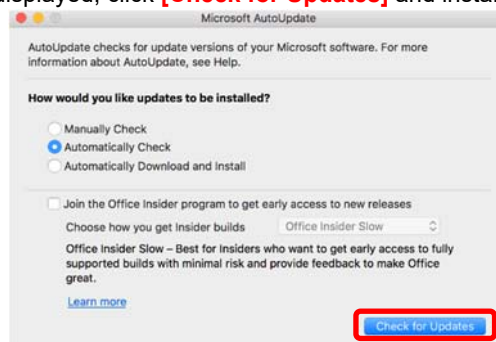
- ② When "Sign in" is displayed, enter **the mail address used to sign-in to Office365** and click **[Next]**.
Next, when the password input screen is displayed, **enter the password for sign-in to Office365**, and click **[Sign in]**.



- ③ When the sign-in is completed, the screen on the left is displayed.
Click **[Start Using Excel]**.



- ④ If "Microsoft AutoUpdate" is displayed, click **[Check for Updates]** and install the necessary updates.



About the installation method of Windows, Tablet and Smartphone (iOS, Android), check at following "How to use Office 365 ProPlus".

How to use Office 365 ProPlus

<http://www.ygu.ac.jp/computer/office365/en/>