

How to install Office 365 ProPlus on Windows

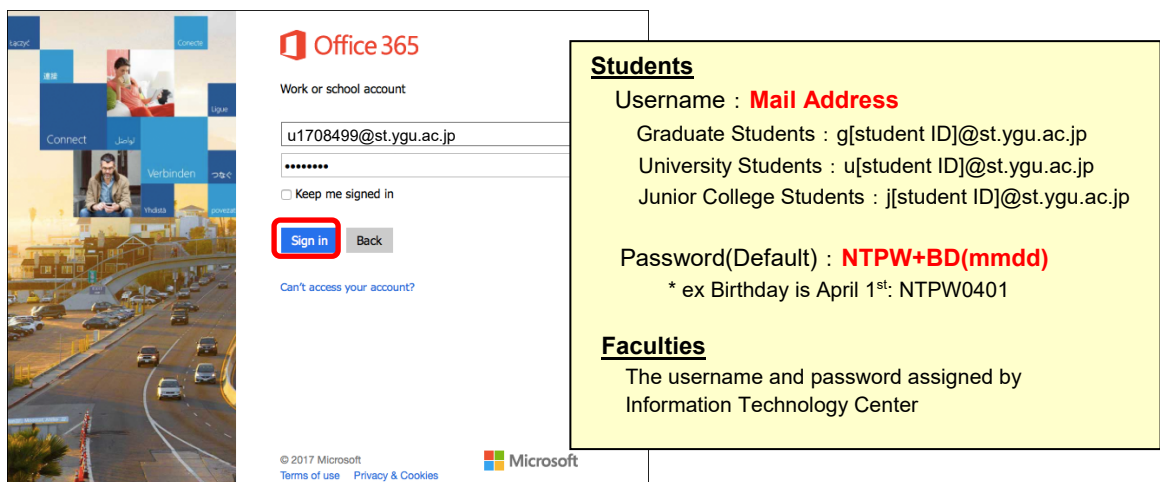
July,2017

Yamanashi Gakuin Information Technology Center

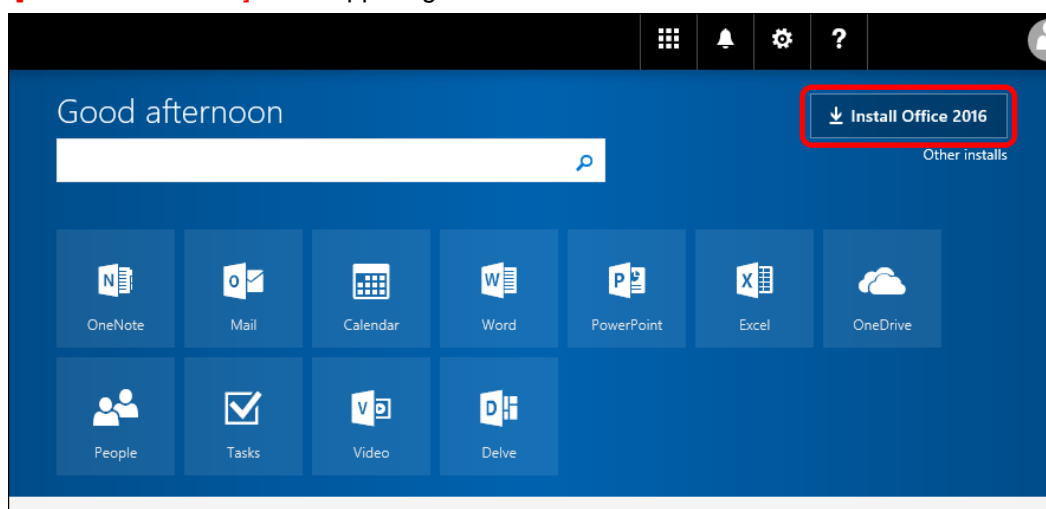
1. Open the Office365 site.
The URL is <http://portal.office365.com/>.



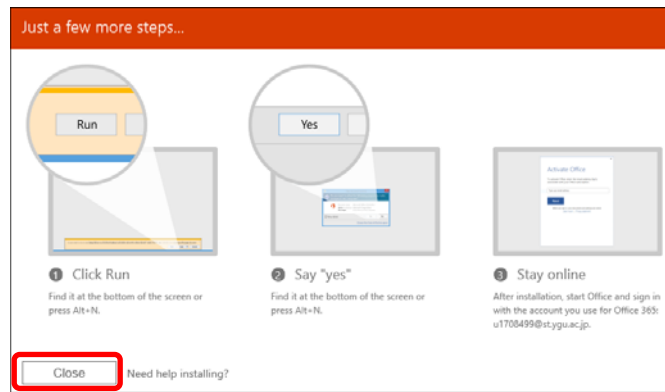
2. Sign in to Office 365.



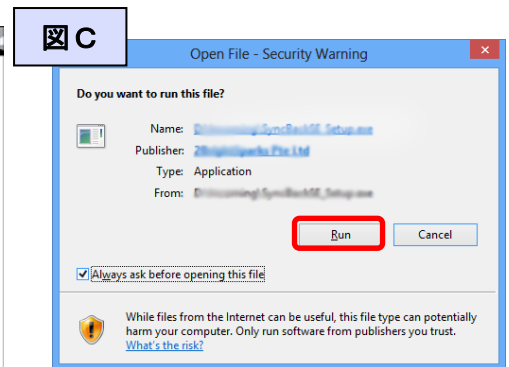
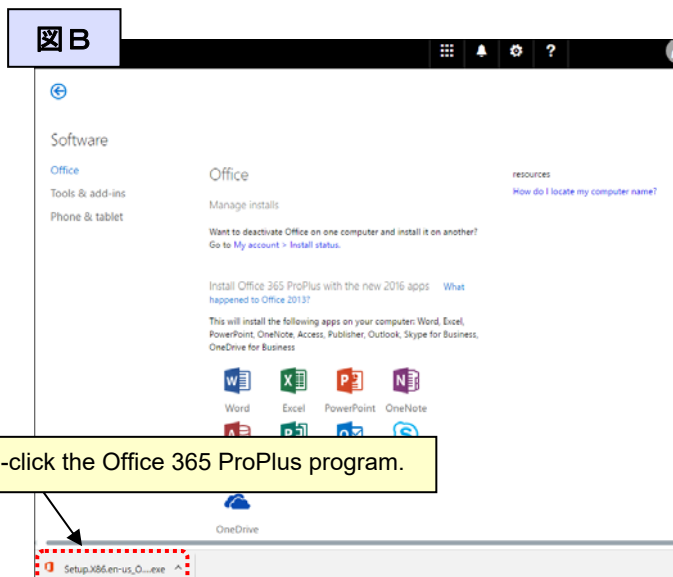
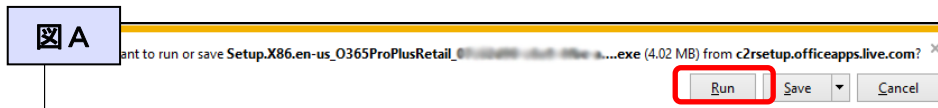
3. Click **[Install Office 2016]** at the upper right corner of the screen.



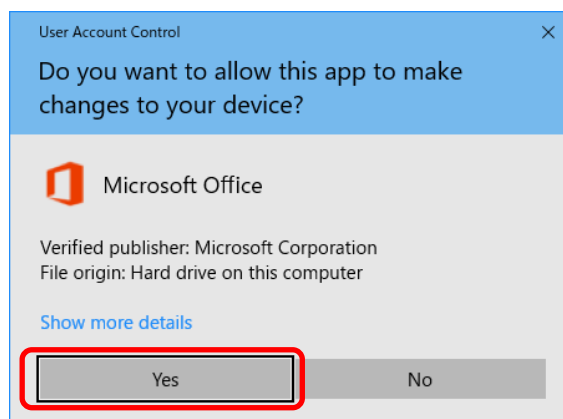
4. If "Just a few more steps ..." is displayed, choose **[Close]**.



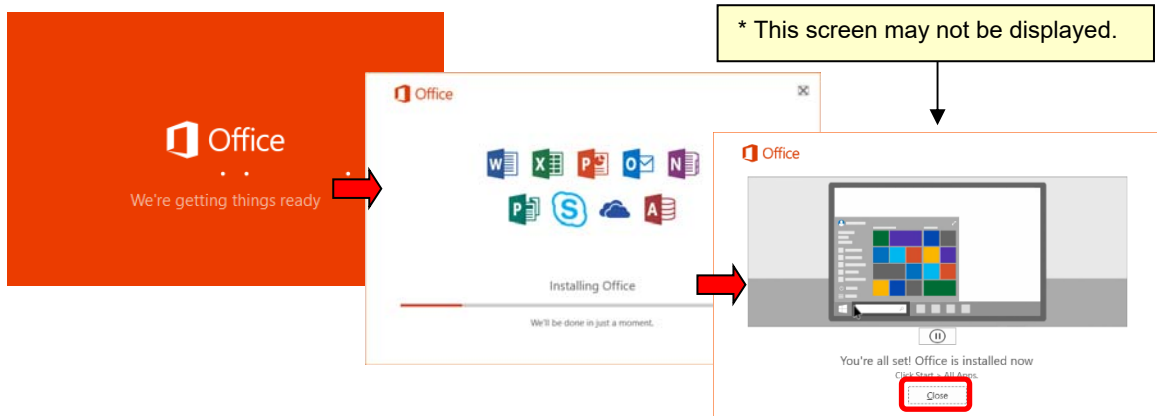
5. The installer will be downloaded. When a dialog is displayed, select **[Run]**. (Figure A).
If the dialog of "Figure A" does not appear, double-click the Office 365 ProPlus program. (Figure B)
In that case, if you receive a security warning, select **[Run]**. (Figure C)



6. If "User Account Control" is displayed, select **[Yes]**.



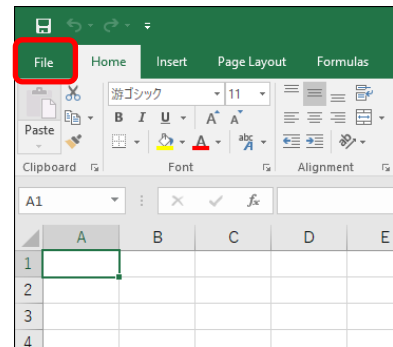
7. Office download begins. Installation will begin after the indicator reaches 100%. Wait until installation is completed and click **[Close]**.



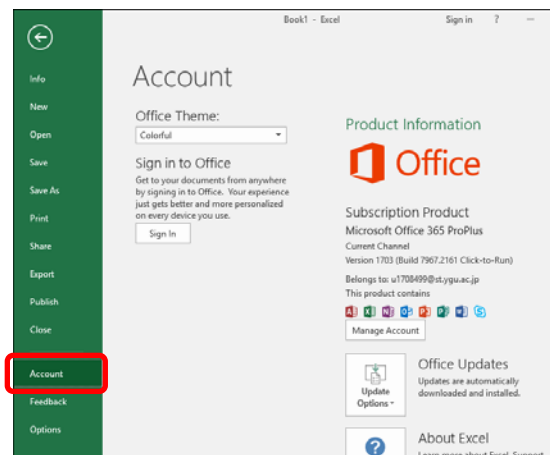
[Note] * As a guide, it takes several minutes to 10 minutes to start the download, and it takes about 10 to 20 minutes to complete the installation. (It may take time depending on the network environment etc.)

8. All newly-installed Office applications must now be activated. Open one of the Office products.

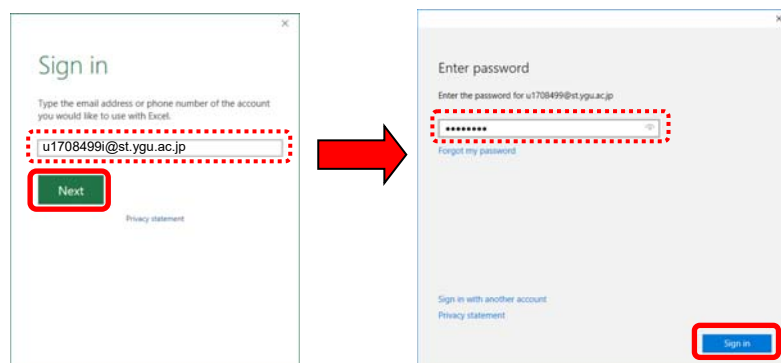
- ① Start Excel or Word or PowerPoint, and click **[File]** at the upperleft of the screen.



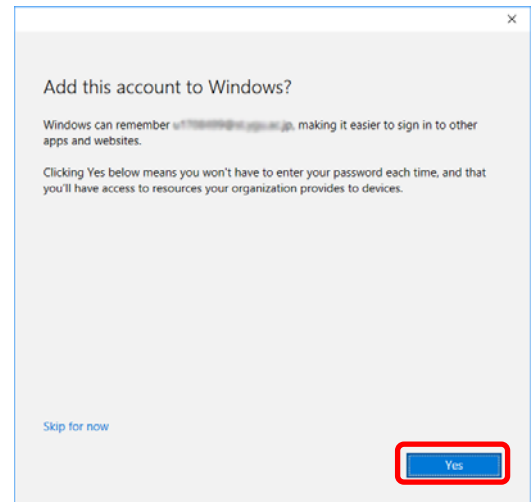
- ② Click **[Account]**.



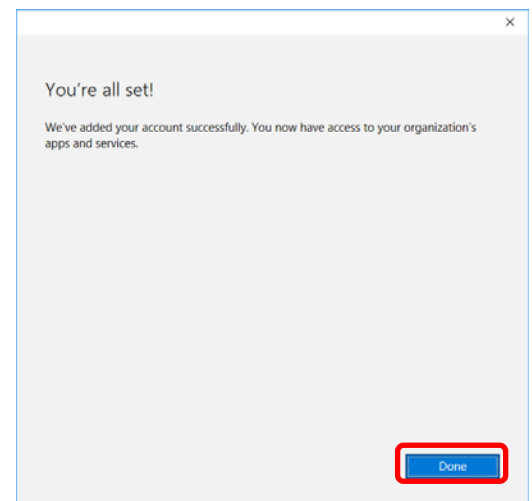
- ③ On the sign in screen, enter **the e-mail address** you used to sign in to Office 365 and click **[Next]**. Enter **the password** on the next screen and click **[Sign in]**.



- ④ When “Add this account to Windows?” is displayed, click **[Yes]**.



- ⑤ When "You're all set!" is displayed, click **[Done]**.



You need to complete this procedure just once for each device. You can access the Account menu of any piece of software and register the entire suite.

About the installation method of MacOS, 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/>