# Office 365 ProPlus

**Available for PC or MacBook - Maximum 5 Devices**

For installation on PC, please follow these guidelines.

**Requirement for a device**
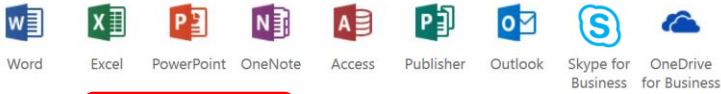
| (OS) | **Windows 7 or Higher** |
|---|---|
| Internet | **Must connect to the internet during the installation** |
| Other | **Must uninstall the earlier version of Office** |

1. Go to http://portal.office.com/OLS/MySoftware.aspx

2. Log in by Email **@microsoft.au.edu** which starts with u̲ or g̲ follow by student ID for example **g5739055@microsoft.au.edu** and enter by password which is provided by the university

3. The system will show the installation page, please scroll down and install Office Pro Plus version 2016

   3.1  Select language

   3.2  Select bit for your windows version

   *(Check bit by  Start > Control Panel > System and Security > System)*

   3.3  Click "**Install**" to download installation file

Microsoft

Office

Install Office 365 ProPlus with the new 2016 apps (Recommended)

Note: Your admin has enabled First Release, so you get early access to the latest Office features. If you have feedback or problems, please contact your admin.

| Word | Excel | PowerPoint | OneNote | Access | Publisher | Outlook | Skype for Business | OneDrive for Business |

Language:

select language

Version:

select 32/64 bit
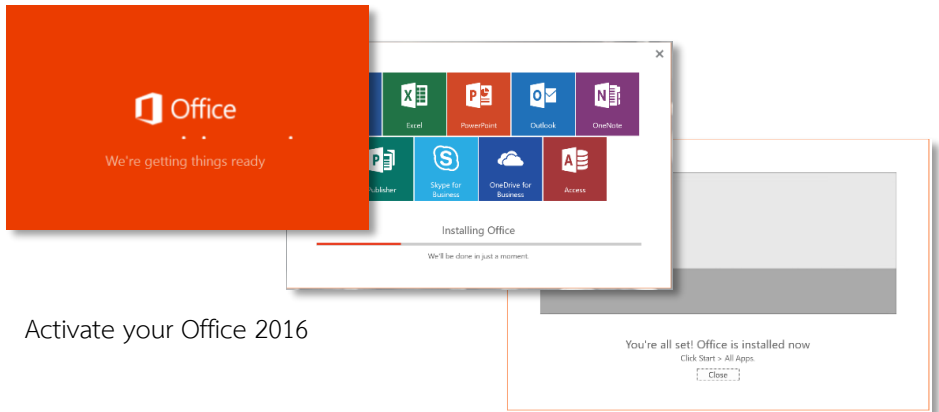
English (United States)

32-bit (Recommended) Advanced

Don't see the language you want? Install one of the languages in the list above and then install a language accessory pack. Additional languages and language accessory packs don't count against your install limit.

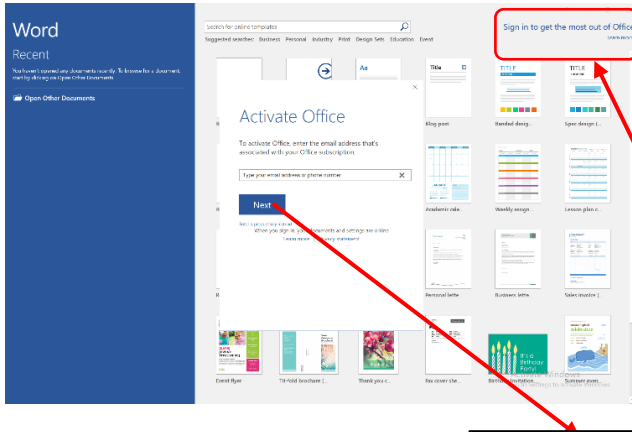Review system requirements
Troubleshoot installation

click "Install"

Install

4.  Click "Run" for installation, it takes time, depend on your internet speed



Office
• • •
We're getting things ready

| Excel | PowerPoint | Outlook | OneNote |
| Publisher | Skype for Business | OneDrive for Business | Access |

Installing Office

We'll be done in just a moment.

You're all set! Office is installed now
Click Start > All Apps.
Close

5.  Activate your Office 2016

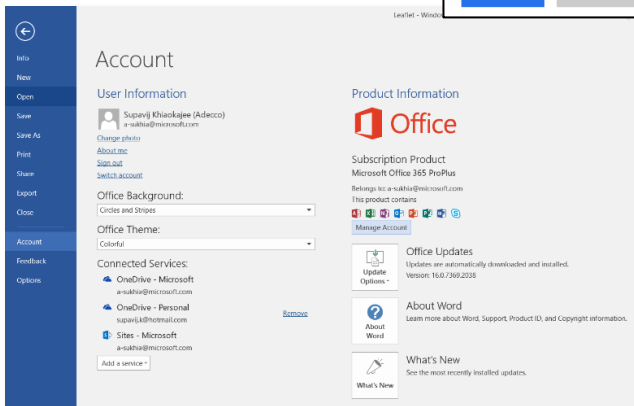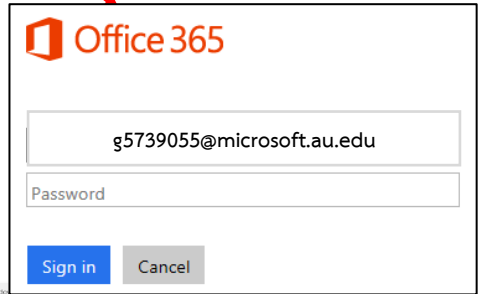6. The system will show "activate office" then enter your email



@microsoft.au.edu

click "next"

*If it is not appear the picture like this, please click "sign in" on right above side*

7. Put "email" and "password" then click "sign in" to activate

8. The program will be installed completely, please activate by go to File >> Account

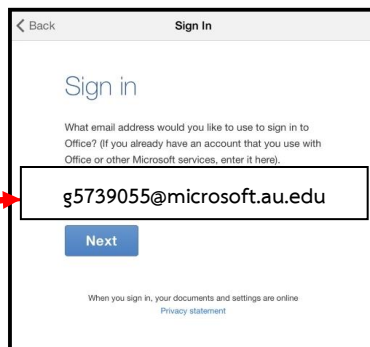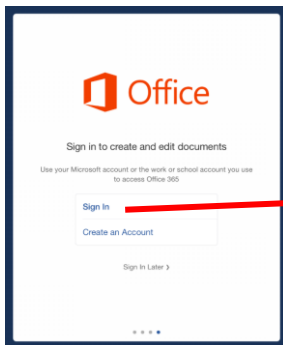## Installation for Microsoft Office Application on iPad



> Requirement: iPhone 4 or Higher
>
> iOS: 8.0 or Higher

1. click "**App Store**" on iPad

2. search "Microsoft Office"

3. select application in Microsoft Office (such as Word) to install
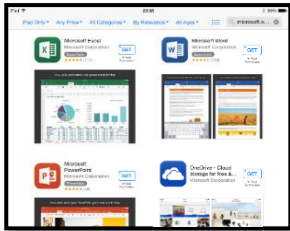


4. back to Application on iPad such as Word 

5. click Sign-in by your email account **@microsoft.au.edu**