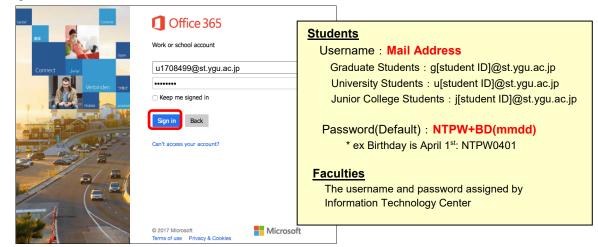
July,2017 Yamanashi Gakuin Information Technology Center

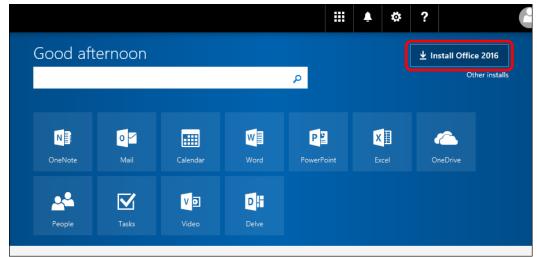
1. Open the Office365 site.

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].

Close	Contract of the second of	Sign in Vitologia Sign in with the activate Office Jain in with the activate ouse for Office Jain UTORHYHDHXguae.jp.	Open in Finder Microsoft_OfficeInstaller.pkg.download Image: Comparison of the second
Close Neid help installing?			

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



6. click [Continue].

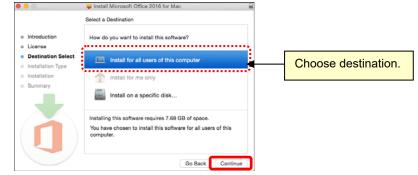
0	🥪 Install Microsoft Office 2016 for Mac			
	Welcome to the Microsoft Office 2016 for Mac Installer			
Introduction	You will be guided through the steps necessary to install this software.			
License				
Destination Select				
Installation Type				
Installation				
Summary				
1				
	Go Back Continue			

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

•••	•				
Software License Agreement					
Introduction	English	٥			
License	MICROSOFT SOFTWARE LICENSE T				
Destination Select	OFFICE 2016 DESKTOP Last update IF YOU LIVE IN (OR IF YOUR PRINCI	PAL PLACE OF BUS			
Installation Type	THE UNITED STATES, PLEASE READ CLAUSE AND CLASS ACTION WAIVE				
Installation	HOW DISPUTES ARE RESOLVED. Thank you for choosing Microsoft!				
Summary	Depending on how you obtained the Of				
	agreement between (i) you and the device manufacturer or software installer that distributes the software with your device; or (ii) you and Microsoft Corporation (or, based on where you live or if a business where your principal place of business is located, one of its affiliates, if you acquired the software from a retailer. Microsoft is the device manufacturer for devices produced by Microsoft or one of its affiliates, and Microsoft is the retailer if you acquired the software directly from Microsoft. This agreement describes your rights and the conditions upon which you may use the Office software. You should review the entire agreement, including any printed paper license terms that accompany the software and any linked terms, because all of the terms are important and together create this agreement that applies to you. You can review linked terms by				
	Print Save	Go Back	Continue		



8. When "Select a Distination" 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.

		0
8	🥪 Install Microsoft Office 2016 for Mac	
	Standard Install on "Macintosh HD"	
Introduction	This will take 7.68 GB of space on your computer.	
License	Click Install to perform a standard installation of this software	
Destination Select	for all users of this computer. All users of this computer will be able to use this software.	Installer is trying to install new software. Type
Installation Type		your password to allow this.
Installation		
Summary		Username:
		Password:
		Cancel Install Software
	Change Install Location	
	Customize Go Back Install	

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)

 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.

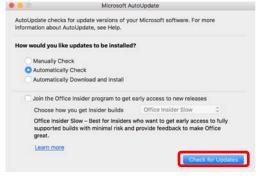


When "Sign in" is displayed, enter the mail address used to sign-in to Office365 and click [Next]. Next, when the password input screen is displayed, enter the password for sign-in to Office365, and click [Sign in].

	Excel 2016 for Mac		🗢 🕸 🕸	Excel 2016 for Mac	
	Sign in		1 Offic	ce 365	
	What email address or phone number would you like to use to sign in to Exert? (If you already have an account that you use with Office or other Microsoft services, enter it here). u1708499@st.ygu.ac.jp Next		Work or school		
	Privacy statement				
				Excel 2016 for Mac	
When the sign-in is completed, the screen on the left is displayed. Click [Start Using Excel].					
				You're All Set	
				You're now ready to use all of the benefits included with y subscription.	our Office 365
				Start Using Excel	

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

3



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/