



UNIVERSITY OF WISCONSIN
WHITEWATER

Instructional, Communication
& Information Technology



September 25, 2015

Microsoft Office 365 ProPlus (Office 2016) For Macs

Installation Guide for Mac Computers

OVERVIEW

Office 365 ProPlus is available to all active UW-Whitewater students, staff, and faculty members for free on up to 5 devices (PC and Mac). This guide will walk you through the steps to install Office 365 on your Mac device. More information on Office 365 ProPlus can be found by going to: <http://www.uww.edu/icit/4u/proplus>

Note: Office 365 ProPlus should NOT be installed on UWW office or lab machines.

Note: Your Office 365 ProPlus license will only remain active while you are an active student, staff, or faculty member at UW-Whitewater. Once you are no longer active, your Office license will be deactivated and you will no longer be able to use Office 365 ProPlus on your computer unless you purchase a license. Students will have a 30 day grace period if not enrolled in the next semester. Staff and faculty will have a 120 day grace period. UWW alumni do not qualify for a free Office 365 Pro Plus subscription.

Note: To keep your Office 365 ProPlus license active, your computer must be able to connect to the internet at least once every 30 days for license verification. Your Office 365 ProPlus license will deactivate if your machine is not able to contact the Microsoft license server within 30 days.

Installing Office 365

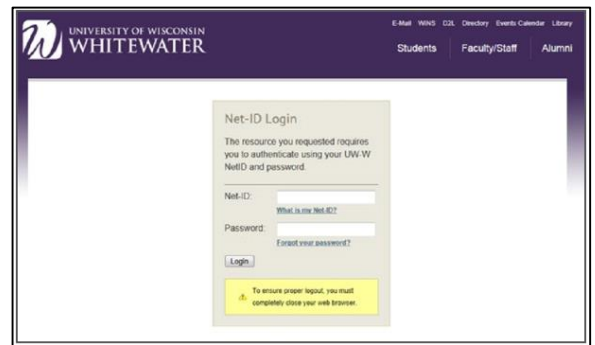


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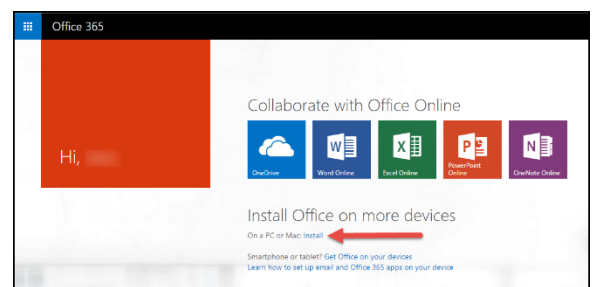
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Step 1. Using a web browser, go to go.uww.edu/proplus.

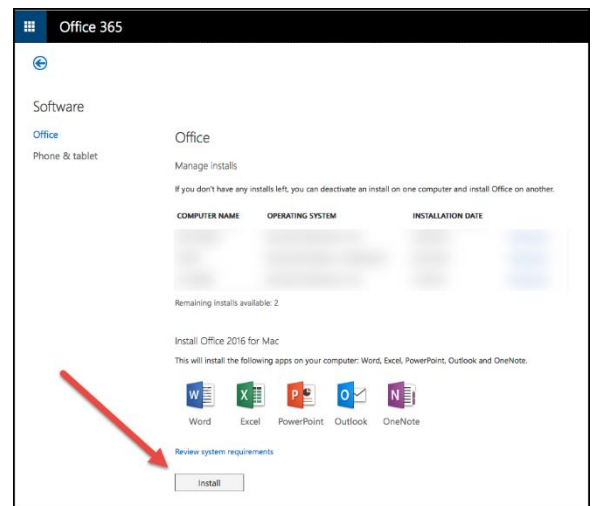
Step 2. Enter your Net-ID and password. Then click the **Login** button.



Step 3. Click the **Install** link to be directed to the download page. If you do not see this page please skip to the next step.

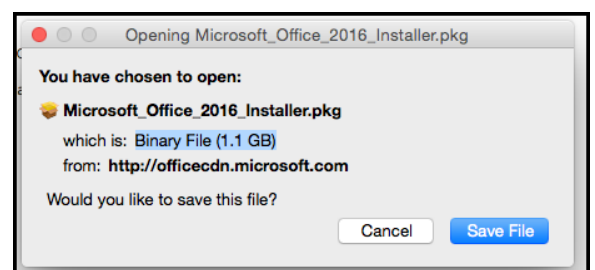


Step 4. Click the **Install** button to begin the Office 365 installation.



Step 5. Once the Office 365 (2016) file is done downloading, double-click the file to launch the application.

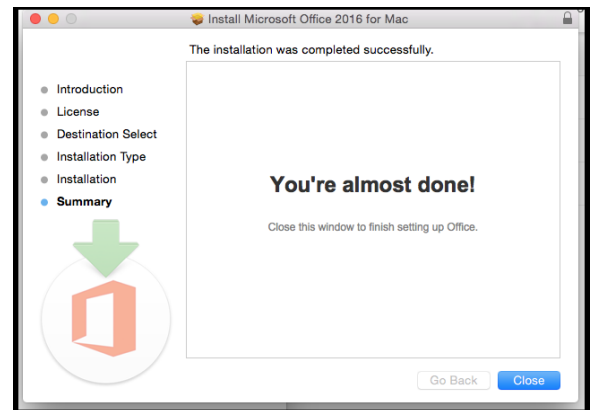
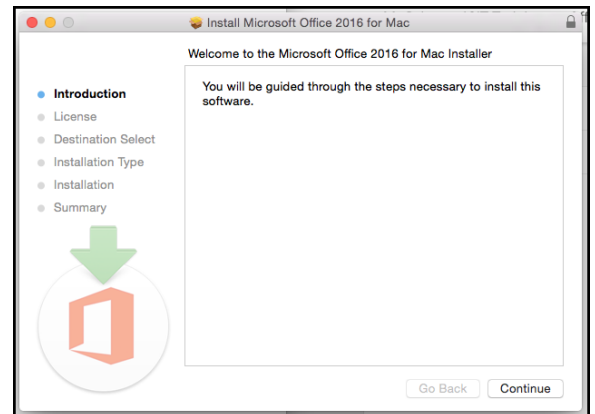
Step 6. Double-click the "Office Installer" icon to begin the installation.



Step 7. The installer will walk you through a number of steps to install Office 365 ProPlus on your computer. Click **Continue** and **Next**, as asked, to walk through the installation wizard.

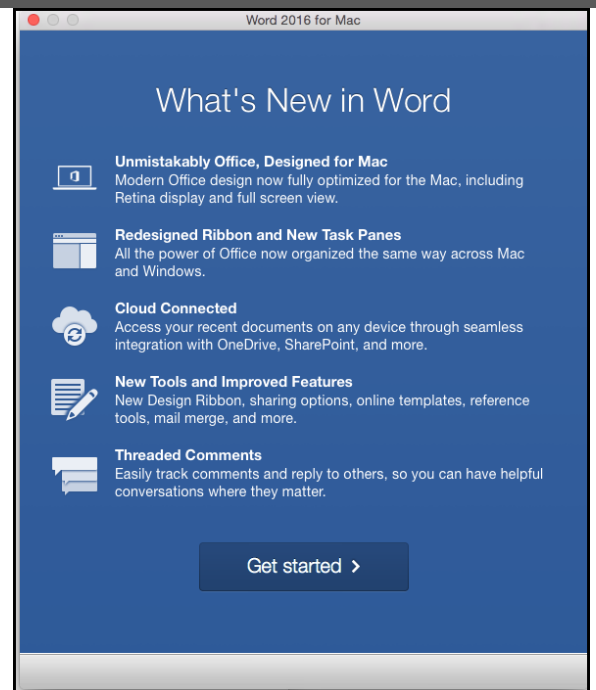
If prompted to accept a license agreement please do so to continue the installation.

Once the installation is complete you will see an “Installation successful” page. Click the **Close** button to complete the installation and close out the installation wizard.

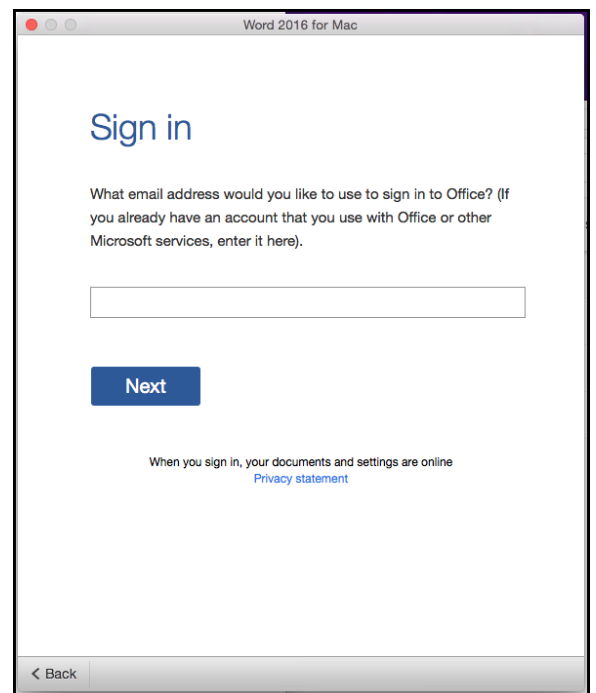


Activating Microsoft Office 365

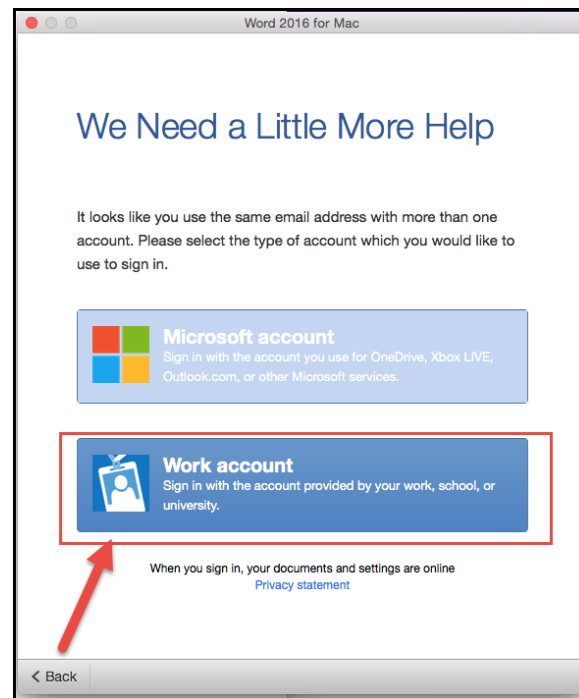
- Step 1.** Launch any Microsoft Office application, such as Word.
- Step 2.** Click the **Get started** button, then the **Sign in** button to continue.



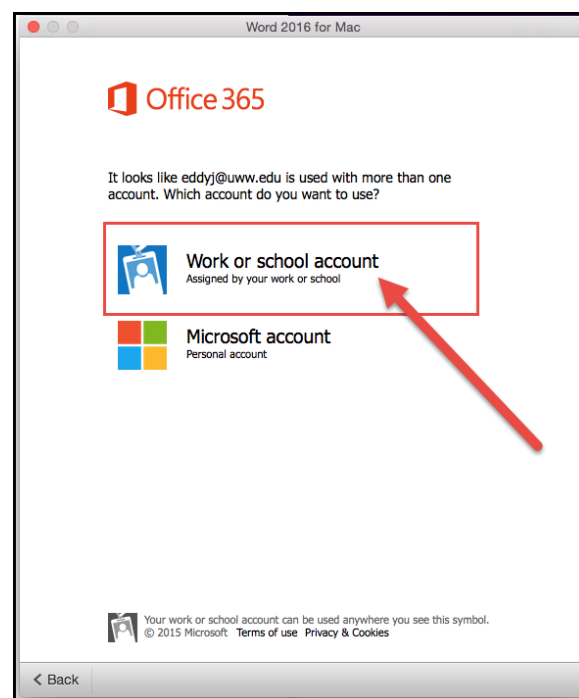
- Step 3.** Enter your UWW email address then click **Next** to continue.



Step 4. If prompted to select a “Microsoft account” or “Work account”, select **Work Account**.



Step 5. If prompted to select a “Work or school account” or a “Microsoft account”, select **Work or school account**”.

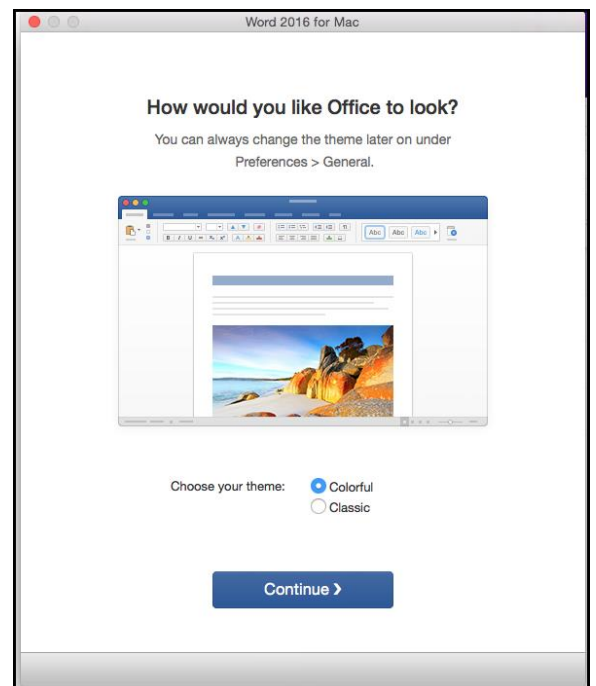


Step 6. Enter your Net-ID and password, then click the **Login** button to continue.



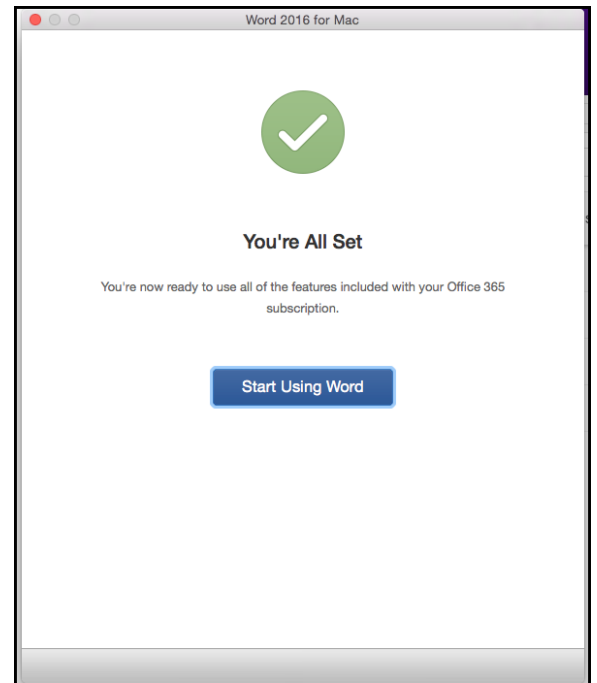
The screenshot shows a web browser window titled "Word 2016 for Mac" displaying the University of Wisconsin-Whitewater Net-ID Login page. The page has a dark purple header with the university's logo and name. Below the header, a light gray box contains the "Net-ID Login" form. The form includes a message: "The resource you requested requires you to authenticate using your UW-W NetID and password." There are two input fields: "Net-ID:" and "Password:". Below the "Net-ID:" field is a link "What is my Net-ID?". Below the "Password:" field is a link "Forgot your password?". A "Login" button is positioned below the password field. At the bottom of the form box, a yellow warning box states: "To ensure proper logout, you must completely close your web browser." Below the form box, a footer contains copyright information and several links: "Map & Directions", "Contact UW-W", "Employment", "Emergency Info", "University Bookstore", "Accessibility", "UW-W Weather", and "Language Translation". A "< Back" button is located at the bottom left of the window.

Step 7. Select the “Office look” that you would like to use, then click the **Continue** button.

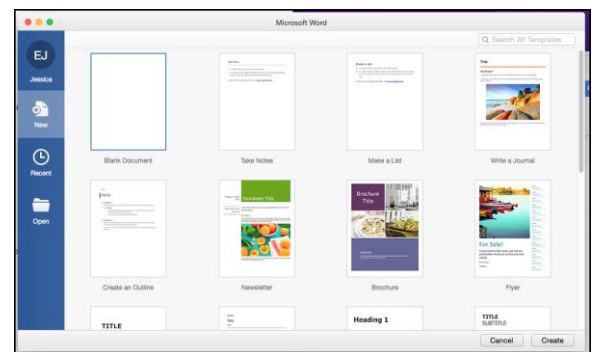


The screenshot shows a "Word 2016 for Mac" window displaying a theme selection screen. The title is "How would you like Office to look?". Below the title, it says "You can always change the theme later on under Preferences > General." In the center, there is a preview of a document window showing a landscape image. Below the preview, there are two radio button options: "Colorful" (which is selected) and "Classic". At the bottom, there is a large blue button labeled "Continue >".

Step 8. Click the **Start Using Word** button to open Microsoft Word.



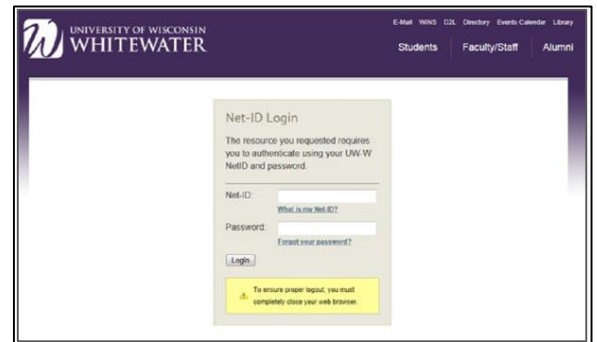
Microsoft Office 2016 should now open for you. Select a template or an option from the left toolbar to open a Word document.



Installing OneNote

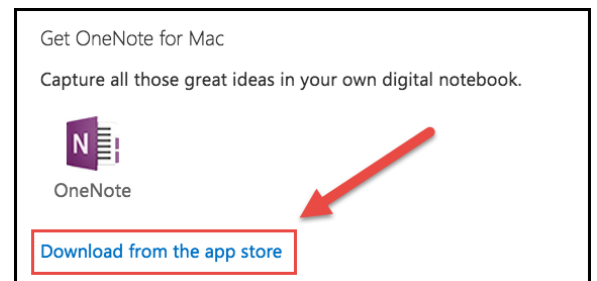
Step 1. Using a web browser, go to go.uww.edu/proplus.

Step 2. Enter your Net-ID and password. Then click the **Login** button.

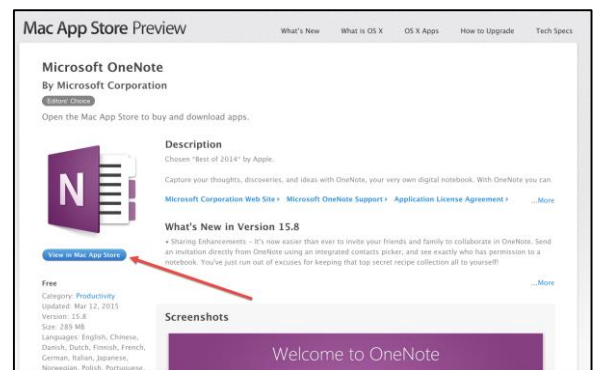


Step 3. Scroll to the bottom of the page to locate OneNote.

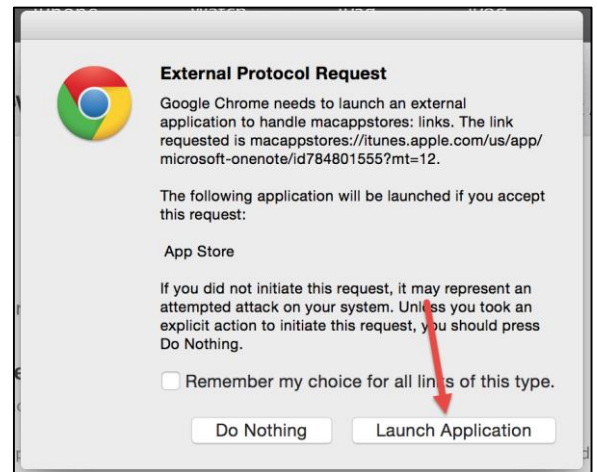
Step 4. Click the "Download from the app store" link to launch the app store browser.



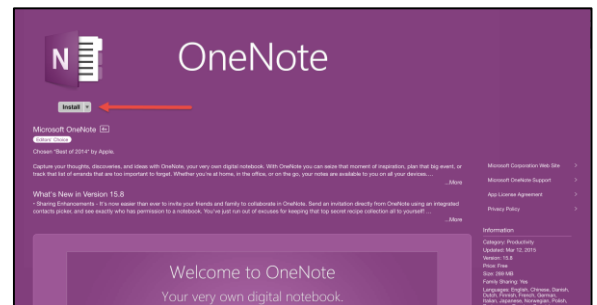
Step 5. Click the **View in Mac App Store** button to launch the app store application on your computer.



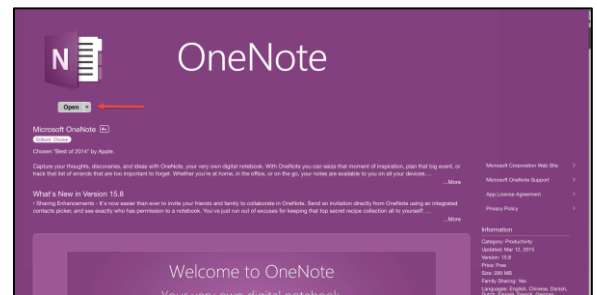
Step 6. If you receive an “External Protocol Request” message, click **Launch Application** to continue.



Step 7. Click the **Install** button to begin the OneNote installation on your computer.

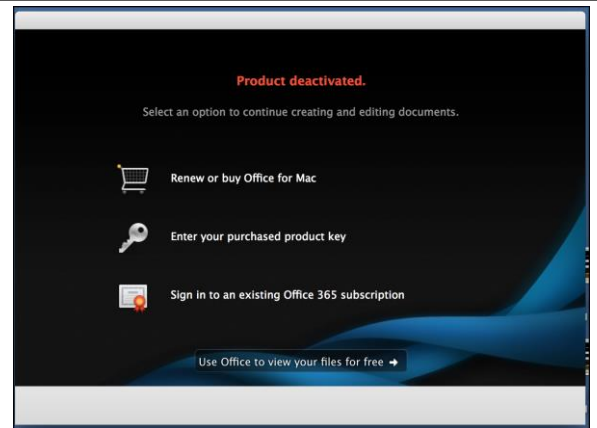


Step 8. Once the install is complete, click the **Open** button to open OneNote.



Office Deactivation

Your Office 365 ProPlus license will only remain active while you are an active student, staff, or faculty member at UW-Whitewater. Once no longer active, your Office license will be deactivated and you will no longer be able to use Office 365 ProPlus on your computer unless you purchase a license through Microsoft.com.



Need Additional Help?

Email helpdesk@uww.edu