

Microsoft Office Professional Plus 2016 Installation Manual

[Manual overview]

Microsoft Office Professional Plus 2016 can only be installed on university-owned Computers.

This manual explains the procedure for Office Professional Plus 2016 software installation, across the university.

Please refer to the download manual (published separately) for downloading the installer file.

Installer file can be downloaded from

<https://sw-ds.cc.kyushu-u.ac.jp/>

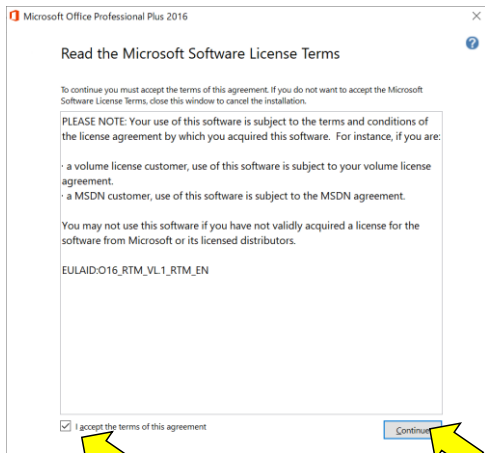
Installer file download manual is available at

https://soft.iii.kyushu-u.ac.jp/ms/pdf/DownloadStation_manual.pdf

Notes

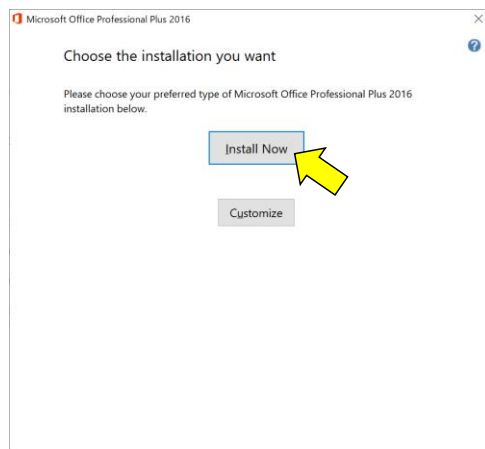
Microsoft Office 2016 versions will not be properly installed if another Office Product (e.g., Office 365 ProPlus) is already installed.

Please uninstall any other Office products, in advance.

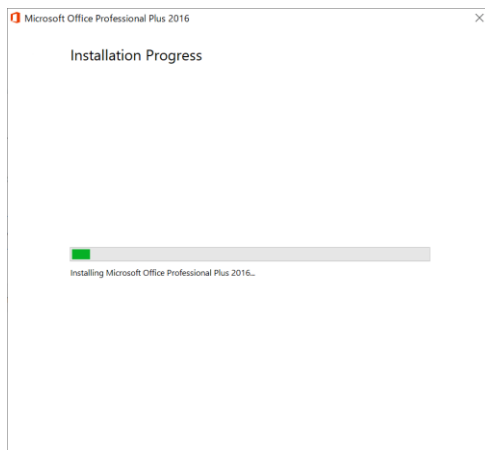


Step 1

① The license terms for Office Professional Plus 2016 will be displayed following the download manual (published separately). This includes the Certification Program execution step). Check the agreement and click the "Continue" button.

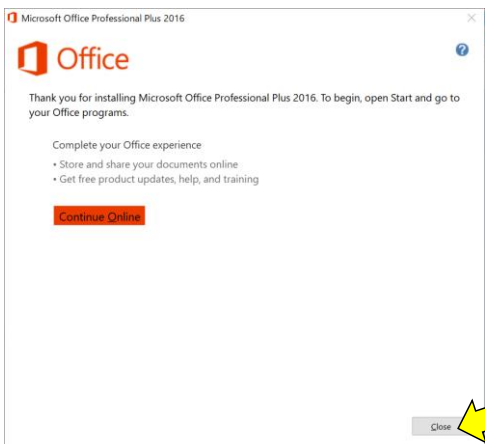


② After the screen reaches the installation type selection screen, click the "Install Now" button.

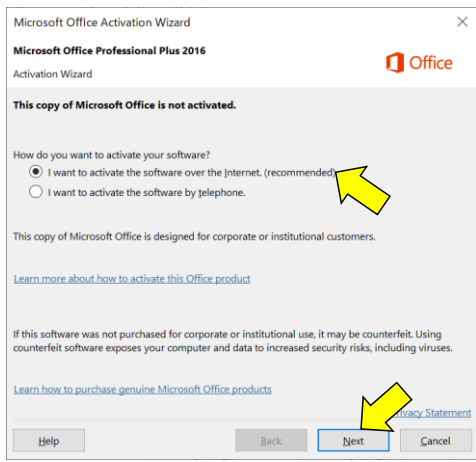
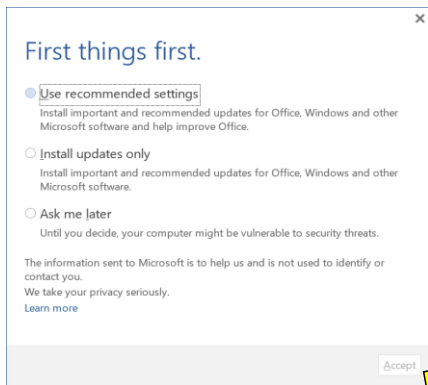


Step 2

① Installation of Office Professional Plus 2016 will begin. Please wait until the progress bar reaches the right-hand side.

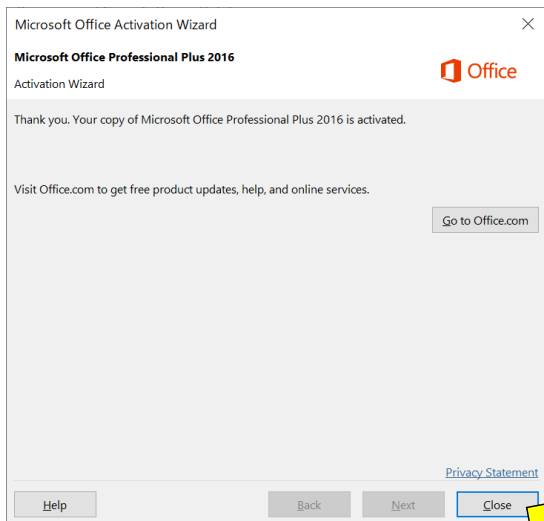


② After the installation completion screen is displayed, click the "Close" button.



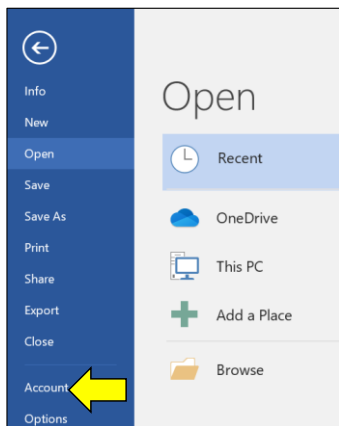
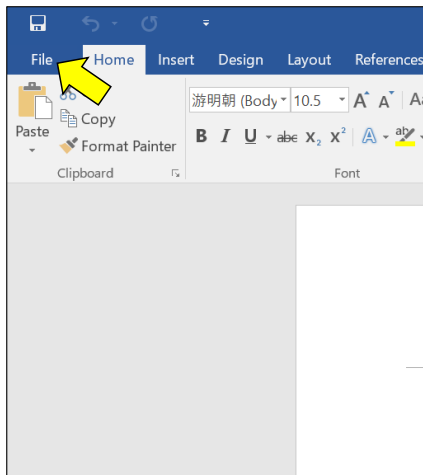
Step 3

- ① Open an Office application, such as MS word or Excel, from the installed Office package.
- ② An update program setting window will be displayed.
- ③ Select the desired settings and click the "Accept" button.
- ④ Further, the "Activation Wizard" will be displayed. Select "I want to activate the software over the Internet. (recommended)" and click the "Next" button.



Step 4

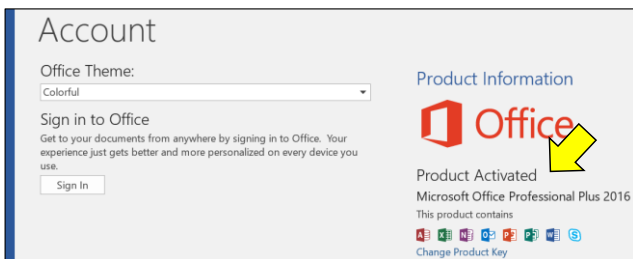
- ① A message indicating the license authentication completion will be displayed. Click the "Close" button and exit the wizard.



Step 5

① Restart the application, open either a new or existing file, and click on "File" at the upper left corner of the screen.

② Click "Account" in the menu.



Step 6

① Please ensure that "Product Activated - Microsoft Office Professional Plus 2016" is displayed in the Product Information section.

This concludes the installation procedure of Office Professional Plus 2016.