

Office 365 ProPlus

Install / Uninstall Manual (For Android)

Ver. 1.0

Information Systems Administration Office

August 1, 2018

CONTENTS

1 . Introduction	2
2 . Installing Office 365 ProPlus.....	3
2 - 1 . Accepting Software Licensing Agreement.....	3
2 - 2 . Downloading and Installing Office Apps	3
3 . Uninstalling Office 365 ProPlus	9
3 - 1 . Uninstalling Office Apps	9

1 . Introduction

About Office 365 ProPlus

The web interface for Office 365 can be used as a way to distribute and license activation for the latest Office products, for which installation onto PCs owned by currently enrolled students, as well as onto the home PCs of faculty and staff is permitted.

- Each individual account is permitted installations onto 5 PCs (or Macs), 5 tablets, and 5 smartphones.
- Installation onto a PC, tablet or smartphone owned by another individual is a violation of the licensing agreement, and is so prohibited.
- License activation recurs every 30 days, so a regular connection to the internet is required.

Eligible Users

- Students, faculty and staff who belong to the APU.

Eligibility Period

- The period the user has Eligible User status.
- Students who graduate, faculty and staff who move on from their positions, or other such individuals will lose their eligibility as users.

Other

- A feature of Office 365 is that it is cloud-based; accordingly, it may occur that the settings interface will be altered by Microsoft.

2 . Installing Office 365 ProPlus

2 - 1 . Accepting Software Licensing Agreement

(1) Launch your browser and go to the Office 365 site at <https://portal.office.com/>. Next, input [your email address], and click [Sign in] to display the Ritsumeikan “Sign-in” page.

Be sure to click on items to be observed for installing Office products outlined in red below, and to review the content of “Items to be Observed for Installing Office Products” and the “Software Licensing Agreement” on the columns page.

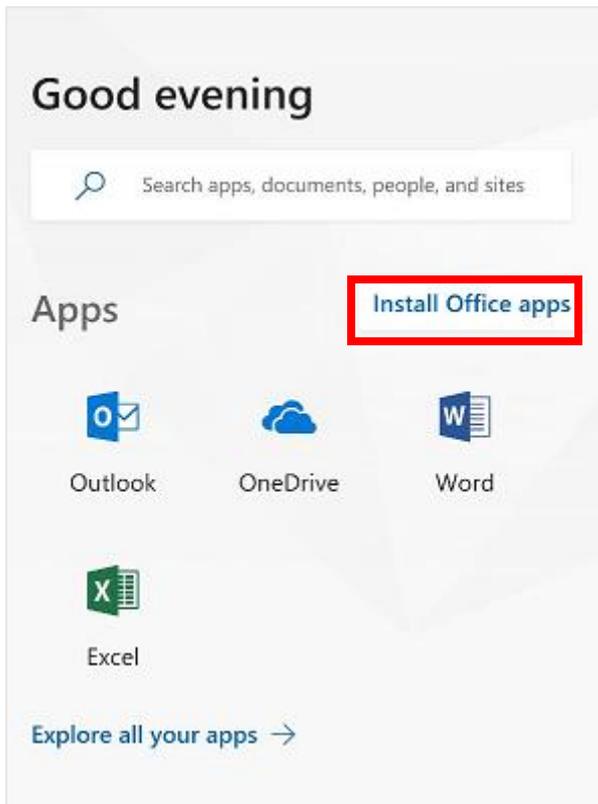


2 - 2 . Downloading and Installing Office Apps

(1) After reviewing the content of the Software Licensing Agreement, enter your [password] and click [Sign in].



(2) Select [Install Office apps] on the screen.



(3) Select the apps you want to install.

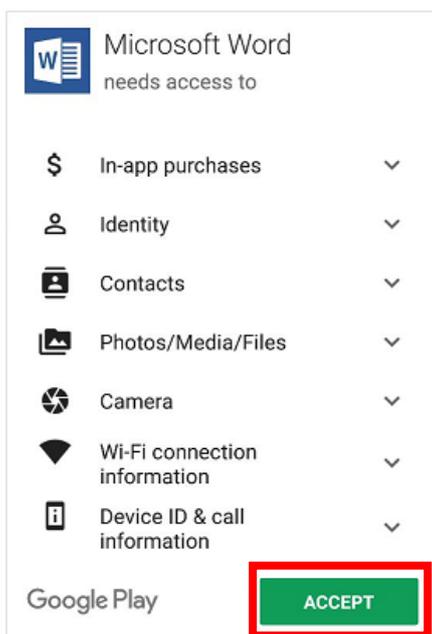
NOTE: In the example WORD is being selected.



(4) Upon arriving at the Google Play Store, tap on [INSTALL].



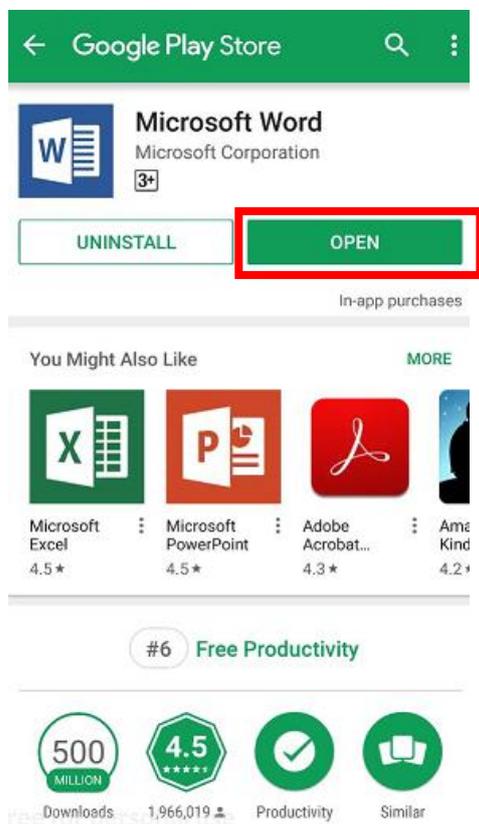
(5) Tap [ACCEPT].



(6) Wait until the installation is complete.



(7) Once the installation is complete, tap [OPEN].

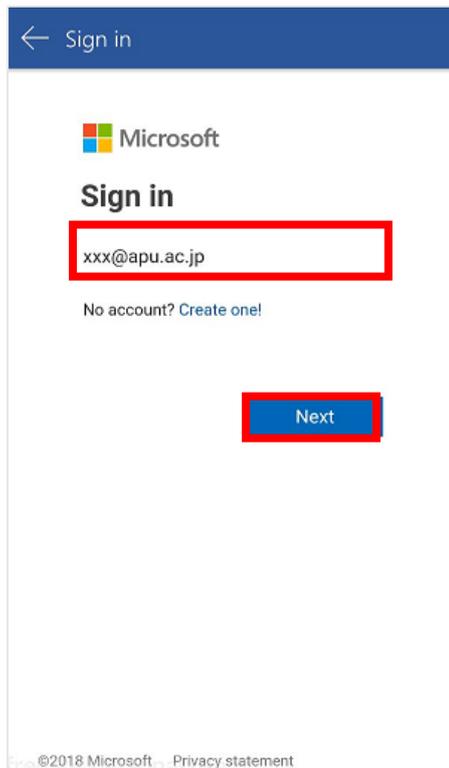


(8) Once the app launches, tap on [Sign in].

NOTE: In some cases loading may take a while.



(9) Enter your email address, and tap [Next].

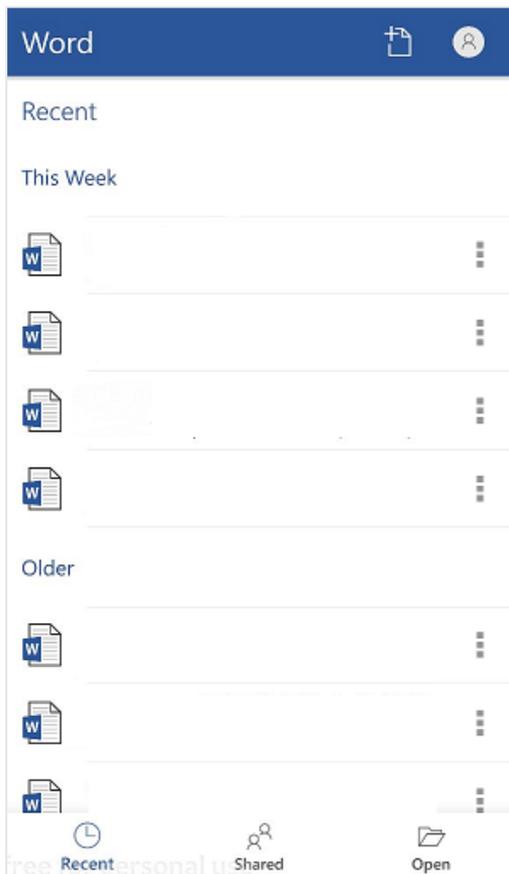


(10) Select [Accept]. Upon arriving at the Ritsumeikan page, enter your password and tap [Sign in].

NOTE: In some cases loading may take a while.



(11) Once loaded, the app will launch.



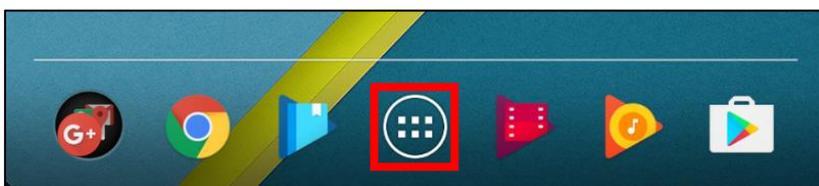
This completes the installation process for the app.

The uninstall procedures for various installed Office apps follow below. Do not perform unless carrying out an uninstall.

3 . Uninstalling Office 365 ProPlus

3 - 1 . Uninstalling Office Apps

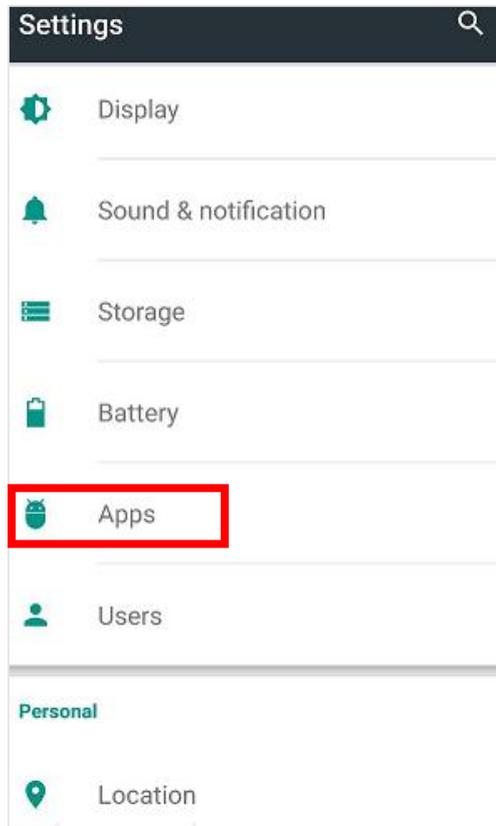
(1) Tap on the drawer icon.



(2) Tap on [Settings].

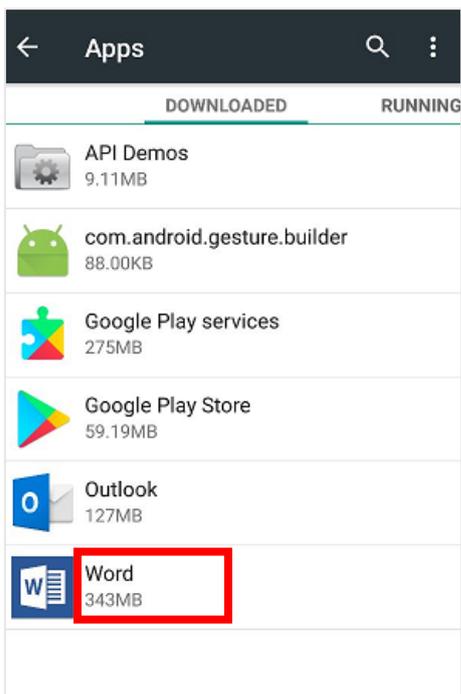


(3) Tap on [Apps].

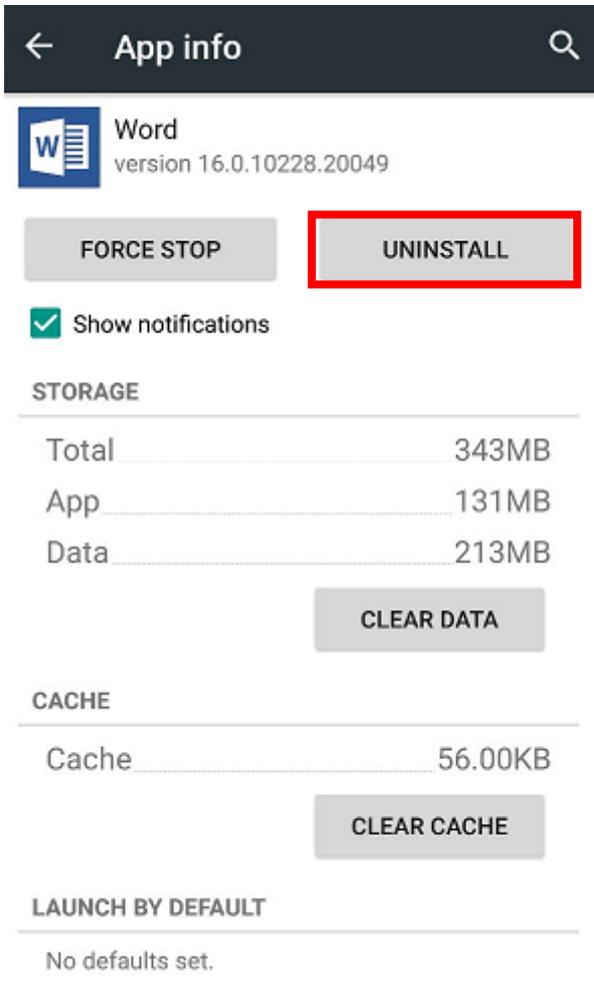


(4) Tap on the app you want to uninstall.

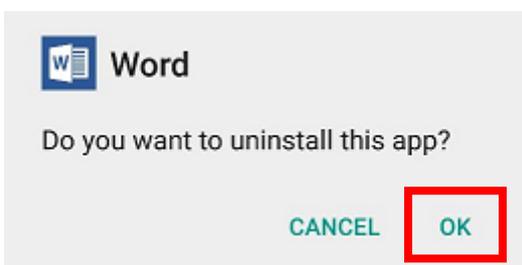
NOTE: In the example WORD will be uninstalled.



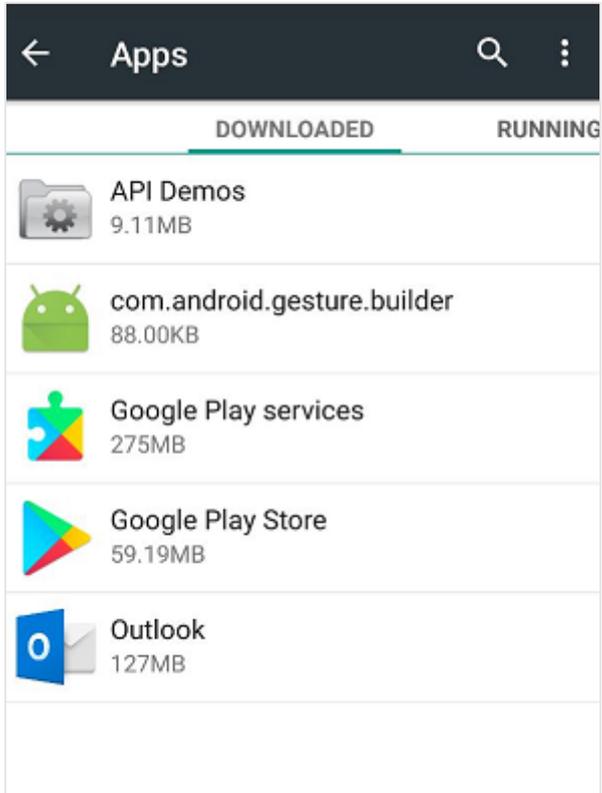
(5) Tap on [UNINSTALL].



(6) Tap [OK].



(7) Confirm that the app has been uninstalled.



This completes the uninstallation process for the app.