Singapore University of Social Sciences (SUSS)

Installation of Microsoft Office 365 Applications
Via Microsoft Office 365
For Students and Associates
Disclaimer

This document is a generic guide of installing Microsoft Office 365 ProPlus applications offered by Microsoft to Students and Part-Time Teaching Faculty (Associates) via Microsoft Office 365.

UniSIM will not be held liable for any damages to your devices, and/or any data loss resulting from the direct or indirect installation on the usage of this guide.

Microsoft have the final rights to add, remove, continue or discontinue any products or features provided in Microsoft Office 365 packages offered to SUSS Students and Part-Time Teaching Faculty (Associates) without prior notification.

Requirements

Before you begin:

1) A Student or Associate MyMail Login username and password.
   • Your username is the login name that you use to login to your Student or Associate Portal post-fix with @unisim.edu.sg (eg. johndoe001@unisim.edu.sg)
   • If you forgot your password, ask for a password reset with MyMail Support (mymailsupport@unisim.edu.sg)

Very Important

2) Before installation of Microsoft Office 365 Suite of Products (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft OneNote), please check that you have the below items or information on hand:
   • a) a stable and relatively fast-speed Internet Connection (1Mbps or higher)
   • b) your current installed Microsoft Office Installation CD/DVD or media kit;
   • c) your current installed Microsoft Office CD-Key or Product Key;
   • d) your laptop is not a company owned laptop;
   • e) you have Full Administrator rights on your computer; and
   • f) your computer meets at least the below requirements as recommended by Microsoft in the below link.

   https://support.office.com/client/What-hardware-and-software-do-I-need4349bb87-531e-4ee9-8019-1d19dfab3a5a

Microsoft may update their webpages from time to time for best user experience. Please go through the links periodically to ensure that your system meets the requirements.
3) You will be required to uninstall any previous versions of Microsoft Office Products you have installed on your computer before you are able to install Microsoft Office 365 Office applications.

   a) Microsoft Office 365 Applications will require constant activation over the Internet. **Activation requires Internet connectivity, but after that, the user only has to connect to the Internet at least once every 30 days to check the status of the subscription.** If the computer goes offline for more than 30 days, Office enters reduced functionality mode until the next time a connection can be made.

   b) Microsoft Office 365 Applications is only available for your usage:
      a. For **Associates**: under contract or employment with SUSS
      b. For **Students**: Active or Deferred until Convocation.
      c. **Alumni** will no longer have access to Microsoft Office 365 features and products

4) Should you ceased to be a Student or Associate with SUSS, you will ceased to have access to Microsoft Office 365 Products offered via SUSS’s collaboration with Microsoft. You will be required to uninstall the product and installed the previous Microsoft Office Product you have owned as stated in Point 2.
Installation of Microsoft Office 365 Applications Via Microsoft Office 365 Portal

1. Proceed to [http://www.suss.edu.sg](http://www.suss.edu.sg). Click on the drop down menu provided at the top of the screen. Select MyMail. Please ensure that your internet browser pop-up blocker is disabled or has exception granted to UniSIM website.

2. Click on I Agree.
Key in your username and password in the format of your full MyMail Email address
(eg. johndoe001@unisim.edu.sg)
Below screen will appear with a link (http://outlook.com/owa/unisim.onmicrosoft.com) to Microsoft Office 365

Click on the link and it will redirect to the below page

Key in username. Username will be your full MyMail email address (eg. johndoe001@unisim.edu.sg)

Press **Tab** button on your keyboard, or click on **Sign In** button.
You will be redirected again and get either 1 of the 2 screens below depending on the type of internet browser you are using.

**Using Internet Explorer, you will get a pop-up screen.**

![Image of Windows Security pop-up]

**Using Firefox, Google Chrome or Safari, you will be redirected to the below SIM University Login Landing Page**

---

SUSS - Restricted
Key in your username with full MyMail email address (eg. johndoe001@unisim.edu.sg)
Key in your password for MyMail (same as your Student / Associate Portal)
Download and Install Office for Windows using Office 365

Upon successful login, you will be redirected to the below screen.

i. Click on Install now to start Installation of Microsoft Office 365 Applications.

ii. A setup file will be downloaded. Take note of the downloaded installation file and execute the file to start installation.

iii. If you don't see the Install now button, contact MyMail Support (mymailsupport@unisim.edu.sg) with the below details:
   a. Full Name
   b. PI Number
   c. MyMail Email address
   d. Provide a screenshot of the issue

iv. Follow the prompts and accept the license agreement

v. When you see “You’re good to go”, Select All Done

Tip: After installing, you can start to use Word, Excel, and the other Office Applications. If you can’t find the applications, learn how to find the Office applications that you just installed.
Download and install Office 2016 for Mac using Office 365

1. Go to Settings > Office 365 Settings > Software.
2. On the Software page, under Install Office 2016 for Mac, select Install to begin downloading the installer package.

![Software page](image1.png)

3. Once the download has completed, open Finder, go to Downloads, and double-click Microsoft_Office_2016_Installer.pkg.

![Downloads](image2.png)

4. On the first installation screen, select Continue to begin the installation process.
5. Enter your Mac login password to complete the installation.
Activate Office 2016 for Mac

After Office 2016 for Mac is installed, Word 2016 for Mac opens so you can activate Office and confirm your subscription. You should only have to do this once.

1. Review the Word 2016 for Mac **What's New** screen, and then select **Get started**.

   ![What's New in Word](image)

2. On the **Sign in to Activate Office** screen, select **Sign In**, and then enter your work or school account.

3. After you sign in, you may see an alert asking for permission to access the Microsoft identity stored in your keychain. Select **Allow** or **Always Allow** to continue.

4. On the next screen, choose an appearance for your Office installation, select **Continue**, and then select the **Start Using Word** button to open the app and complete the Office 2016 for Mac activation.
What to try if you can't install or activate Office 2016 for Mac

Launch an Office app

1. Open Finder and select **Applications** in the sidebar.

2. Find the Office app you want and double-click to open it.
Installation notes
If you are not able to download the package, contact MyMail Support (mymailsupport@unisim.edu.sg) with the below details:

   e. Full Name  
   f. MyMail Email address  
   g. PI Number  
   h. Provide a screenshot of the issue

Can I install Office 2016 for Mac and Office for Mac 2011 on the same computer?

Yes, you can install and use Office 2016 for Mac and Office for Mac 2011 at the same time. However, we strongly recommend that you uninstall Office for Mac 2011 before you install the new version just to prevent any confusion.

To uninstall Office for Mac 2011, follow the steps in Uninstall Office 2011 from a Mac.

How do I pin the Office app icons to the dock?

1. Go to Finder > Applications and open the Office app you want.
2. In the Dock, Control+click or right-click the app icon and choose Options > Keep in Dock.
Setup of Microsoft Office 365 on Mobile Device

To install and setup Microsoft Office 365 applications on your mobile devices, please refer to the link provided by Microsoft.

https://support.office.com/en-us/article/Office-365-mobile-setup-Help-7dabb6cb-0046-40b681fe-767e0b1f014f