

Office 365 Applications

General:

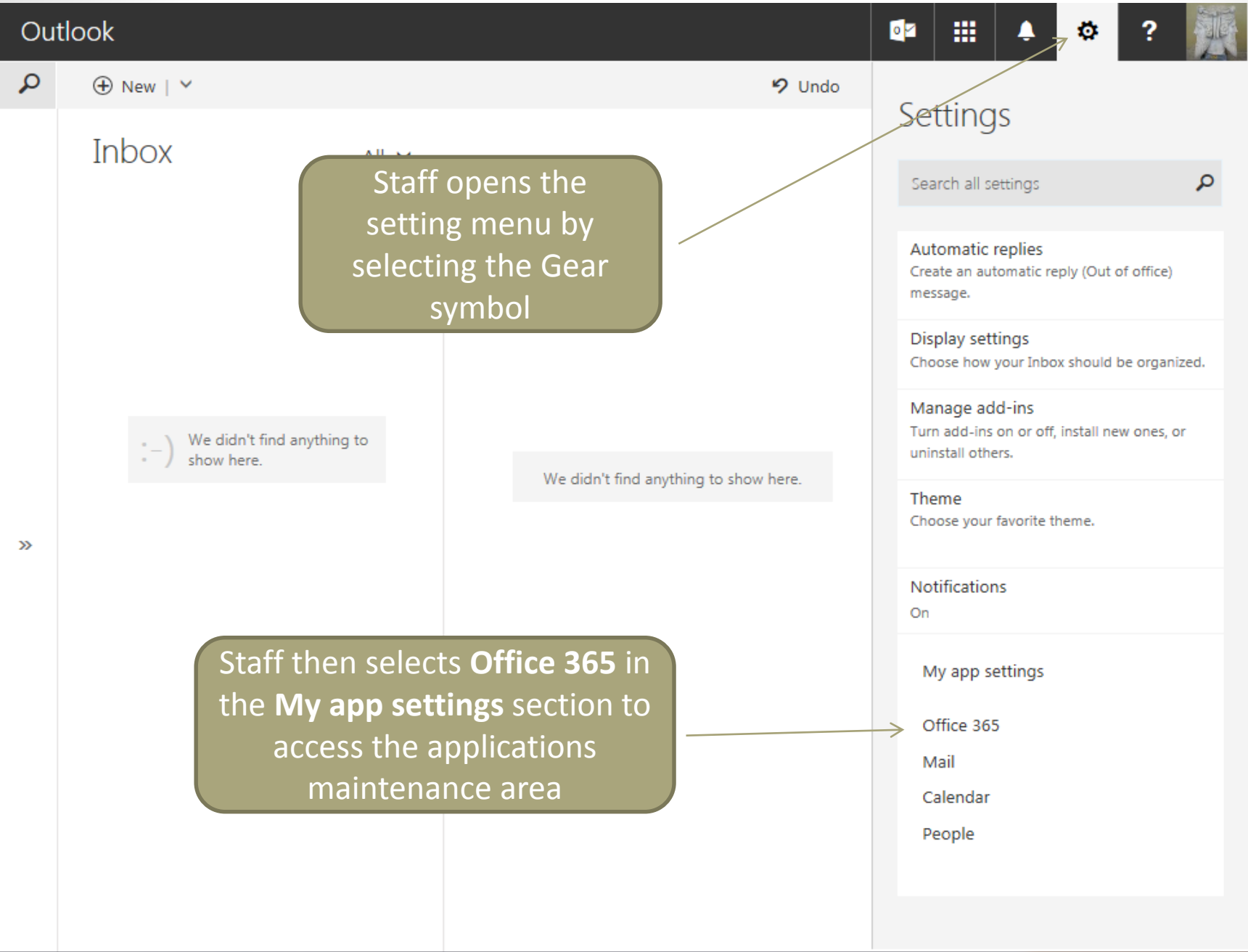
As part of Office 365, subscribers are offered the full suite of Office 365 computer based applications for up to five computers, five phones and five tablets. Although this has benefits, it is unwise to use applications you are not familiar with them unless you have business need to do so and have had training.

- **Office General Applications / Tools**
 - Includes: Excel, Outlook, PowerPoint, Word, OneDrive
 - **All staff should use**
- **Office Specialized Applications**
 - Includes: MS Access
 - **Specialized needs use**
- **Collaboration Applications / Tools**
 - Includes: Skype for Business, OneNote
 - **Part of collaboration rollout activities**

Installing Applications

Installing Applications

Downloading Applications



Staff opens the setting menu by selecting the Gear symbol

Staff then selects **Office 365** in the **My app settings** section to access the applications maintenance area

The screenshot shows the Office 365 Settings interface. On the left is a blue navigation pane with the following items: My account, Personal info, Subscriptions, App permissions, Install status (highlighted with a white arrow), and Settings. The main content area is titled 'Settings' and contains several sections: Theme (Default theme), Start page (Mail), Notifications (On), Software (Install software), Password (Change your password), and Contact preferences (Off). On the right side, there is a secondary 'Settings' section with a text box that reads: 'Want to change a setting? When you're on the settings page, you can make your updates there.' A callout box with a dark green background and white text is positioned over the 'Install status' menu item and the 'Software' section. The callout text says: 'Staff selects Install status to view where they have copies installed'. A thin white arrow points from the callout box to the 'Install status' menu item.

Office 365 My account

Install status

Install status

Manage your PC and Mac installs here.

[Install desktop applications](#)

Office

Detected installs: 2

DTS011309733553 Microsoft Windows 8.1 Enterprise	DTSR90067E4 Microsoft Windows 7 Enterprise
Deactivate	Deactivate

Visio

Detected installs: 2

DTSR90067E4 Microsoft Windows 7 Enterprise	HHSLR5GM5A Windows
Deactivate	Deactivate

Settings

Staff can move to the install application screen by selecting this link

Staff can see all applications and the machine name on which they are installed

Staff can deactivate licenses on machines they are deposing of to reclaim those licenses

The screenshot shows the Office 365 installation settings page. On the left, a navigation pane lists 'Software', 'Office', 'Tools & add-ins', 'Visio', 'Skype for Business', and 'Phone & tablet'. The main content area is titled 'Office' and includes options to 'Manage installed apps', 'Want to deactivate an app? Install status.', and 'Install Office'. A list of applications is displayed with their respective icons: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, InfoPath, and OneDrive for Business. Below the application list, there are settings for 'Language' (set to English (United States)) and 'Version' (set to 32-bit (Recommended) Advanced). A note states: 'Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit.' At the bottom, there are links for 'Review system requirements' and 'Troubleshoot installation', and an 'Install' button. On the right, a 'Settings' sidebar is visible with a search bar and sections for 'Theme', 'Start page', 'Notifications', 'Password', and 'My app settings'. The 'My app settings' section includes links for 'Office 365', 'Mail', 'Calendar', and 'People'.

Staff can select to **Install** to trigger the Office 365 installation on a desktop or laptop

Or choose another application install on a phone or tablet

The screenshot shows the Office 365 settings interface. At the top, there is a blue header with the Office 365 logo and navigation icons. On the left, a sidebar lists categories: Software, Office, Tools & add-ins, Visio, Skype for Business, and Phone & tablet. The main content area is titled 'Visio' and includes a 'Manage installs' section. Under 'Manage installs', there are two options: 'Install Visio 2013' and 'Install Visio 2016'. The 'Install Visio 2016' section contains a message about early access, a feedback request, and a language selection dropdown menu currently set to 'English (United States)'. Below the language selection is an 'Install' button. On the right side, a 'Settings' panel is visible with a search bar and sections for Theme, Start page, and Notifications. A large, semi-transparent olive-green callout box is overlaid on the right side of the page, containing two lines of text: 'If staff chooses another application that install screen appears' and 'Staff starts the process by selecting **Install**'. Two arrows originate from this callout box: one points to the 'Install Visio 2016' section, and the other points directly to the 'Install' button.

The screenshot shows the Office 365 settings interface. On the left, a navigation pane lists categories: Software, Office, Tools & add-ins, Visio, Skype for Business, and Phone & tablet. The 'Phone & tablet' category is selected. The main content area is titled 'Choose your phone or tablet' and is divided into two columns: 'Phone' and 'Tablet'. Under 'Phone', the options are Windows Phone, Windows Phone 10, iPhone, Android phone, BlackBerry®, Nokia (Symbian OS), and Other. Under 'Tablet', the options are Windows tablet, iPad, and Android tablet. A search bar is located at the top right of the settings area. A right-hand sidebar shows various settings categories like Theme, Start page, Notifications, Password, and My app settings. A callout box at the bottom of the screen contains text explaining the selection process.

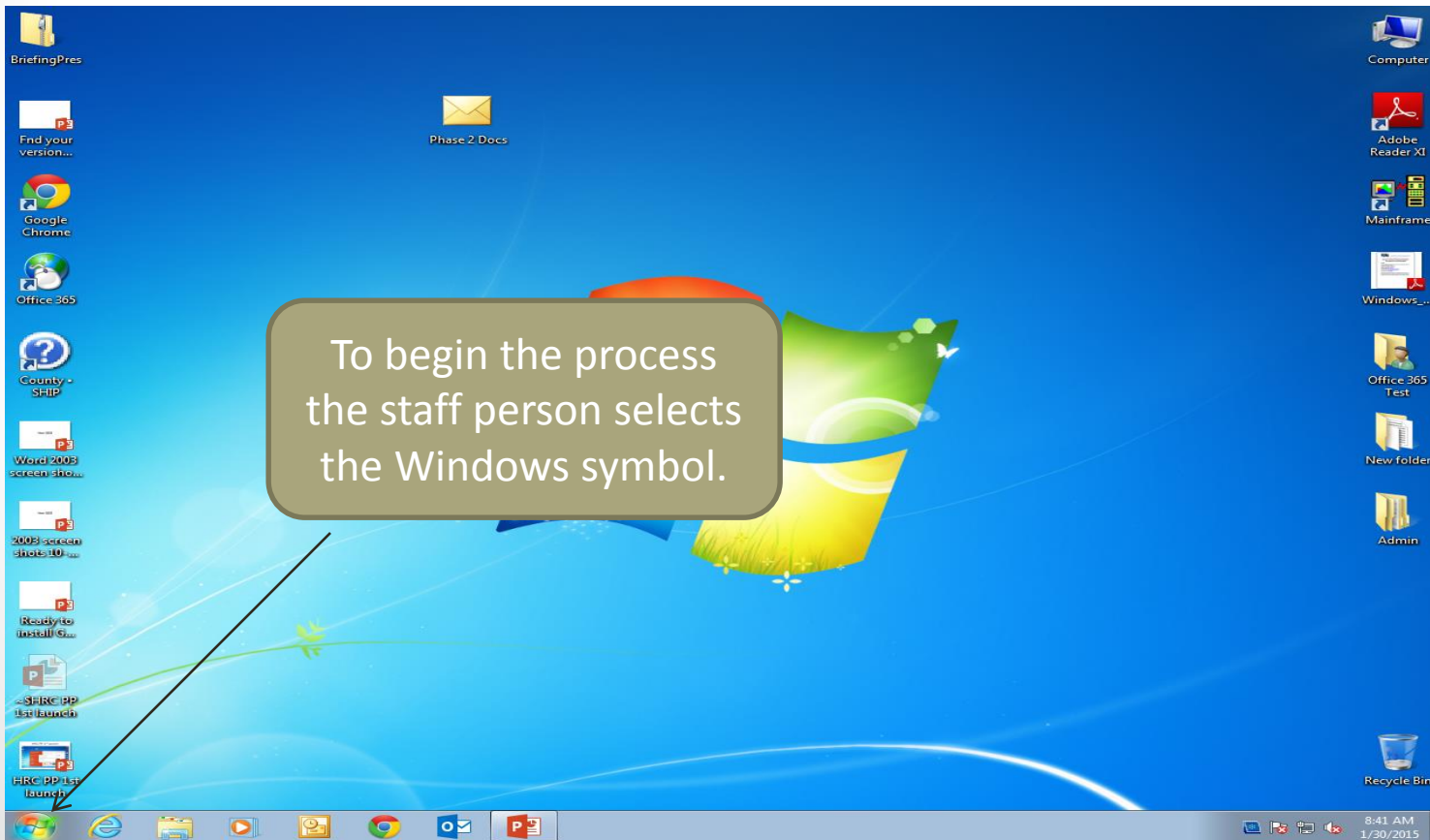
Should Staff select Phone and Tablet install they are brought to a selection screen to choose the type of device they want to install on

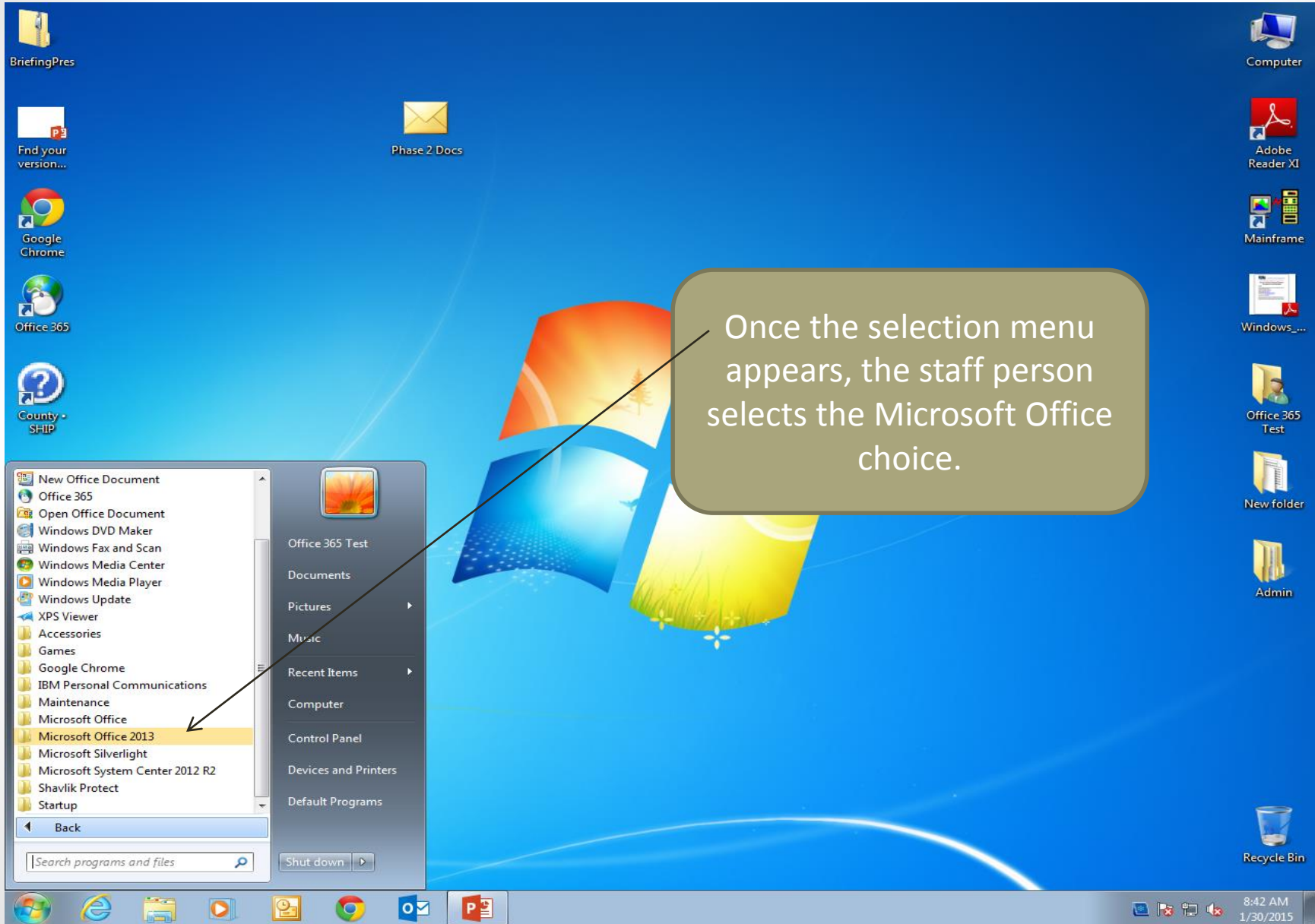
They then select that choice and follow the instructions on the pages displayed.

Activating applications

The upgrade software will be downloaded and activated on your primary computer.

If you decide to load software on other machines you are able to do this. When you do the software will be loaded but needs to be activated before use.





The screenshot shows a Windows 7 desktop with a blue background. The Start menu is open, displaying a list of applications. The applications are categorized into folders: Accessories, Games, Google Chrome, IBM Personal Communications, Maintenance, Microsoft Office, Microsoft Office 2013, and Office 2013 Tools. The applications listed are: Access 2013, Excel 2013, InfoPath Designer 2013, InfoPath Filler 2013, Lync 2013, OneDrive for Business 2013, OneNote 2013, Outlook 2013, PowerPoint 2013, Publisher 2013, Send to OneNote 2013, and Word 2013. The Start menu also shows other system elements like Office 365 Test, Documents, Pictures, Music, Recent Items, Computer, Control Panel, Devices and Printers, and Default Programs. The taskbar at the bottom shows icons for Internet Explorer, File Explorer, Windows Media Center, Google Chrome, Outlook, PowerPoint, Excel, and Word. The system tray in the bottom right corner shows the date and time: 9:20 AM, 1/30/2015.

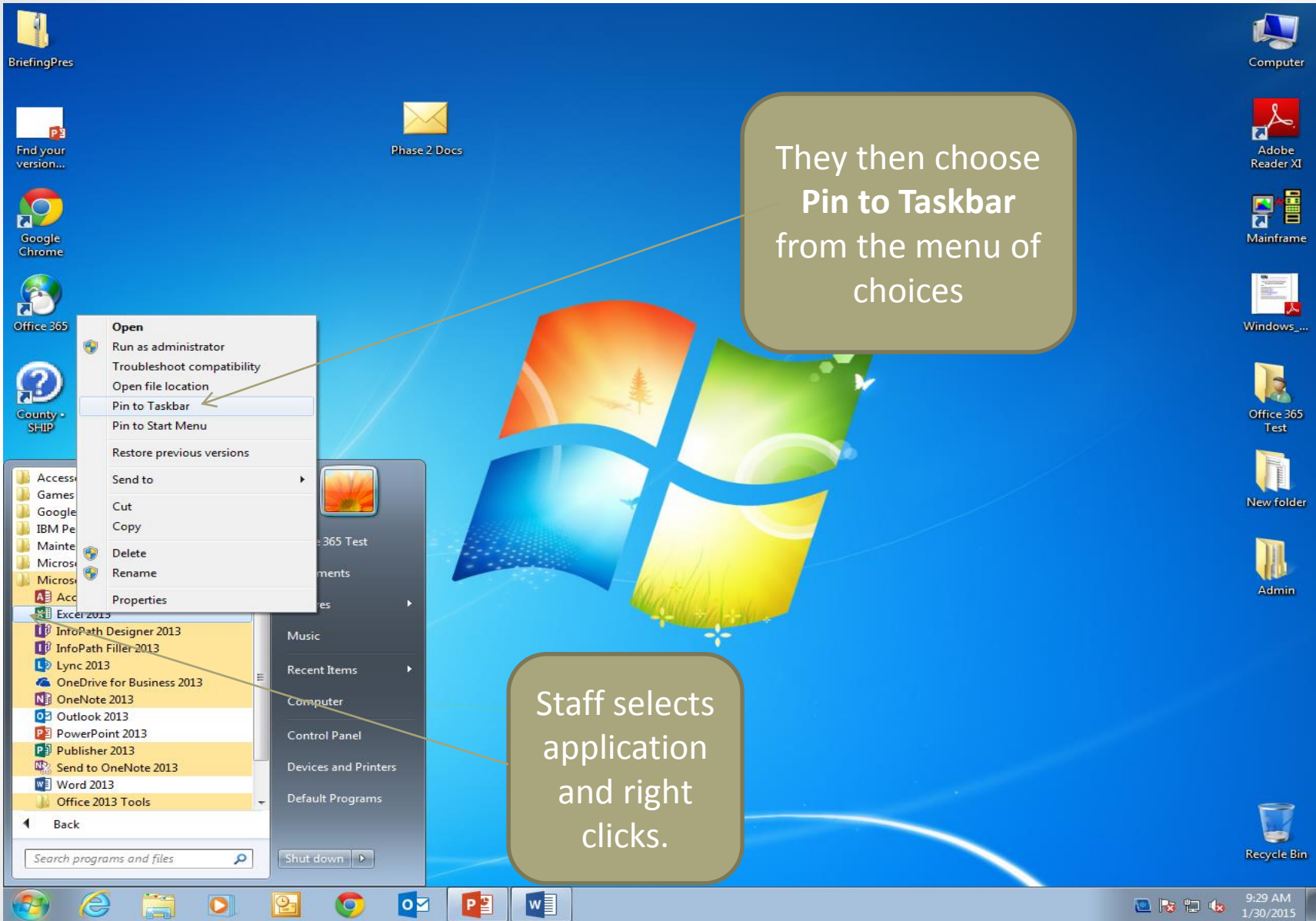
Once selected, a list of all Office elements is displayed

The un-highlighted applications are those which have been activated and should look like this list

To activate an application you select it and it will become unlighted and active

Note: Unless activated the applications will not operate

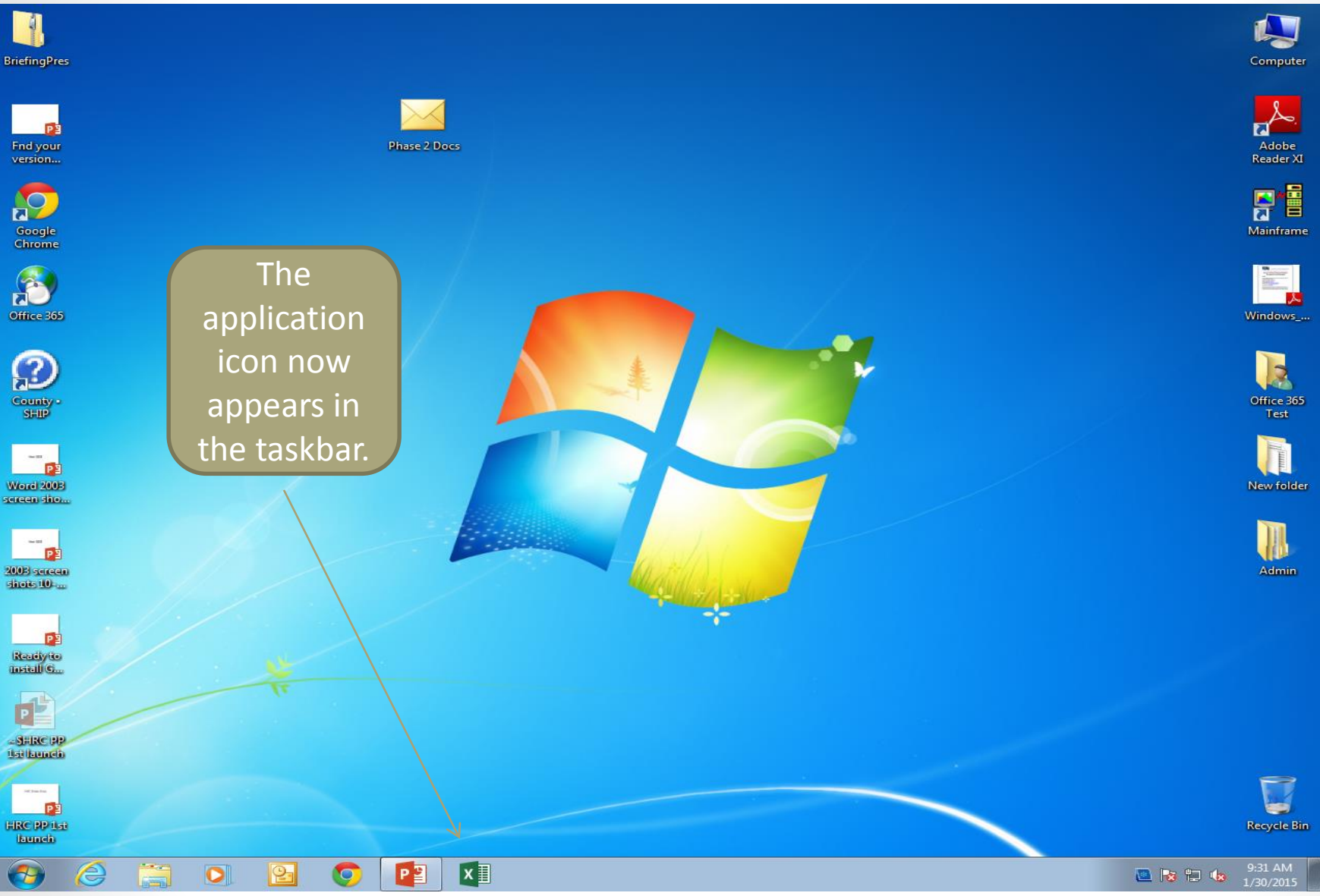
Pinning applications icons to the desktop



They then choose
Pin to Taskbar
from the menu of
choices

Staff selects
application
and right
clicks.

The application icon now appears in the taskbar.



Right click
on icon and
select
'unpin from
task bar'

