Office 365

Installing and Uninstalling Office from Outlook Web App
(http://email.miami.edu)
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Installing Office from Outlook Web App (http://email.miami.edu)

PC Install

1. In a web browser, go to http://email.miami.edu and provide your canelID and password.
2. Click the **gear icon** in the top right corner and select **Office 365** underneath "Your app settings."
3. On the Settings screen that appears, click **Install Status** on the left.
4. Click **Install desktop applications** on the screen that appears.
5. On the Office page, select a **Language**, and then choose **Install**. By default, the 32-bit version of Office will be installed.

   a. To install the 64-bit version, click **Advanced** and then select 64-bit from the drop down before you choose Install. If you are uncertain, visit [Choose between the 64-bit or 32-bit version of Office](#) for more information.
6. Depending on your browser, either click **Run** at the bottom of the screen or open your Downloads folder and locate the setup file that downloaded.
7. Follow the prompts and accept the license agreement.
8. Your install of Office 2016 is finished when you see the phrase, **You're all set! Office is installed now** and an animation plays to show you where to find Office applications on your computer. Follow the instructions in the window, for example Click **Start > All Apps** to see where your apps are, and select **Close**.

9. Start using an Office application right away by opening any app such as Word or Excel. In most cases, Office is activated once you start an application and after you agree to the License terms by clicking **Accept**.
Mac Install

1. In a web browser, go to [http://email.miami.edu](http://email.miami.edu) and provide your caneID and password.

```
UM Single Sign-On

You have requested access to UM Single Sign-On which requires University of Miami authentication.

**CaneID**
sibis
Forgot your CaneID?

**Password**
************
Forgot your Password?

Sign in

Your CaneID Account
Change Your Password
Change Your Security Question

Help Topics
Help with CaneID

For security reasons, log out of UM Single Sign-On and quit your web browser when you are done accessing service that require CaneID authentication.

Be wary of any program or web page that asks you for your username and password. Secure University of Miami web pages that ask you for your username and password will generally have URLs that begin with “https://caneid.miami.edu” or “https://caneidhelp.miami.edu”. In addition, your browser should visually indicate that you are accessing a secure page.
```
2. Click the **gear icon** in the top right corner and select **Office 365** underneath "Your app settings."
3. On the Settings screen that appears, click **Install Status** on the left.
4. Click **Install desktop applications** on the screen that appears.
5. On the Office page, select **Install** to begin downloading the installer package.
   a. To install the 64-bit version, click **Advanced** and then select 64-bit from the drop down before you choose Install. If you are uncertain, visit [Choose between the 64-bit or 32-bit version of Office](#) for more information.

![Office Installer](image)

6. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft_Office_2016_Installer.pkg**. (The name might vary slightly.)

![Finder Downloads](image)
7. On the first installation screen, select **Continue** to begin the installation process.

8. Review the software license agreement, and then click **Continue**.
9. Select **Agree** to agree to the terms of the software license agreement.
10. Choose how you want to install Office and click **Continue**.
11. Review the disk space requirements or change your install location, and then click **Install**.
   - **NOTE**: If you want to only install specific Office apps and not the entire suite, click the **Customize** button and uncheck the programs you don’t want.
12. Enter your Mac login password, if prompted, and then click **Install Software**. (This is the password that you use to log in to your Mac.)
13. The software begins to install. Click **Close** when the installation is finished. If Office installation fails, see **What to try if you can’t install or activate Office 2016 for Mac using Office 365 for business.**
Uninstalling Office

**PC Uninstall**

1. If you are using Windows 10, right-click the **Start** button (lower-left corner), and choose **Control Panel**. If you are using Windows 7, Click **Start > Control Panel > Programs**.
2. Select Programs and Features.
3. Right-click your Microsoft Office product, and choose **Uninstall**.
4. Follow the instructions on the screen.
Mac Uninstall

1. Place text here. Open Finder > Applications.
2. Command ⌘ +click to select all of the Office 2016 for Mac applications.
3. Ctrl+click an application you selected and click Move to Trash.

4. In Finder, press ⌘ +Shift+h.
5. On the Finder menu at the top, click View > as List, and then click View > Show View Options.
6. In the View Options dialog box, select Show Library Folder and save.

7. Back in Finder, open Library > Containers and ctrl+click each of these folders and Move to Trash. Not all of these folders may be present.
   - com.microsoft.errorreporting
   - com.microsoft.Excel
   - com.microsoft.netlib.shipassertprocess
   - com.microsoft.Office365ServiceV2
   - com.microsoft.Outlook
   - com.microsoft.Powerpoint
   - com.microsoft.RMS-XPCService
   - com.microsoft.Word
   - com.microsoft.onenote.mac
8. Click the back arrow to go back to the Library folder and open Group Containers. Ctrl+click each of these folders if present, and Move to Trash.
   - UBF8T346G9.ms
   - UBF8T346G9.Office
   - UBF8T346G9.OfficeOsfWebHost
9. In Finder, press ⌘ + Shift + C to be taken to your computer’s hard drive.
10. Select Macintosh HD > Library > Preferences.
11. Locate the file titled com.microsoft.office.licensingV2.plist. Right click on the file and select Move to Trash. Not all computers may have this file.
12. If you put any of the Office applications in your dock, go to each one and ctrl + click > Options > Remove from Dock.

13. Restart your Mac to complete the uninstall.