Quickstart Guide for Installing OneDrive and Office 365 ProPlus

ONEDRIVE FOR BUSINESS

With OneDrive, you have 1TB of space to store files.   You can access these files from a variety of systems and devices – OneDrive apps are available for Windows, Macs, iPhone, iPad, and Android. You can also access your OneDrive through a Web browser.   OneDrive folders and files can be shared with others, and you can share (and mark read-only or editable) objects at both the folder and file level. (You may already have your own One-Drive – this one is a separate, University-affiliated account for OneDrive for Business.) Windows 10 users already have OneDrive installed on their systems, so may not need to go through the download steps but will need to set it up with their WSU OneDrive account.

Individual areas and departments may wish to establish guidelines for use of OneDrive by their faculty and staff. Please contact your local IT unit for advice and assistance.

To get OneDrive Desktop Sync App for your Windows PC or Mac, go to:

> https://onedrive.live.com/about/en-us/business/

then click on the Download tab, then click the Download button (or select one of the other devices listed).   OneDrive apps for other devices may also be obtained through the Apple App Store, Google Play, and Windows App Store.   Use your NID@wsu.edu and NID password credentials to set up your OneDrive.

When you set up OneDrive for Business, you will see the drive identified as **Washington State University (email.wsu.edu)** to differentiate this from any personal OneDrive accounts you may already have.

You may already have the OneDrive client installed on your system (and comes pre-installed on Windows 10). In most cases the above download and installation works without any issues, but you may find you have to uninstall the old version before the new version can be installed.

For more information on the features of OneDrive and how to use them, go to:

> https://products.office.com/en-us/onedrive-for-business/top-features

Accessing your OneDrive via a browser

To access your OneDrive via the web, go to:

> https://emailwsu-my.sharepoint.com/

and enter your NID@wsu.edu email address, then you'll be redirected to sign in again with your NID and Password.

OFFICE 365 PRO PLUS

You now have access to install Office 365 ProPlus applications on your systems, both University-owned and personal devices for doing University work. This covers: Word, Excel, Outlook, PowerPoint, OneNote, Skype for Business (plus Publisher and Access for Windows PC systems). Each user can install Office on 5 PCs or Macs, and 5 tablets (Windows, iPad, and Android), and 5 phones.   The most current versions are the Office 2016 versions, but as a subscription service, updates to the various applications will occur on a regular basis so you can stay with the most current versions.

The Office 365 ProPlus subscription does <u>not</u> include Visio or Project.   These are available separately (as either a standalone version or subscription version) for Windows PCs. You may have to use Visio or Project 2013 (Standalone) with Office 365 2016 ProPlus, or (admittedly confusing), use Visio or Project 2016 (Standalone) with Office 365 2013 ProPlus.   See compatibility chart in the note at the end of this document.

There are some additional add-ons and applications available, depending on device used: InfoPath 2013 (Windows only), Sway, Class Notebook (add-on to OneNote), Forms, and Power BI (Basic).

Office Online is also available with these subscriptions, which will allow you to create and edit Word, OneNote, PowerPoint, and Excel documents from a browser, with access to your OneDrive storage. (The Office Online versions of these applications may not have all the advanced features of the installed applications.) Browsers supported are: Edge, Internet Explorer 10 or later, Firefox, Chrome, and Safari. Additional tools available with Office Online are: Sway, Class Notebook (add-on to OneNote), and Forms. Power BI is also available from the Office Online apps screen.

If you have older versions of Excel, one set of newer add-in features available for both standalone Office 2016 and Office 365 ProPlus include some additional tools for discovery and analysis of data that you may find useful: Power Query, Power Pivot, Power View and Power Map.

Prior to running the installation below, you should close out of all currently running Office Applications, including Outlook.

To install Office 365 ProPlus on your Windows or Mac system, point your web browser to:

> Office365.wsu.edu

and log in with your WSU NID and password.   Office 365 apps for other devices may be obtained through the Apple App Store, Google Play, and Windows App Store.

If you need a copy of **InfoPath**, there is a link to the InfoPath 2013 installation under the **Tools & Add-ins** pane of the Software install page.

Your system needs to have sufficient disk space and memory to run these applications, so you may need to do some housecleaning first.

NOTE FOR WINDOWS USERS: The default install for Office 365 apps for Windows is 32-bit. If you currently use 64-bit Office Applications, you may wish to select the 64 bit install. See below for selecting 64-bit install (or installing Office 2013 instead of Office 2016 versions).

You and your group may need to decide whether you wish to install Office 365 apps as a replacement to your existing standalone Office applications. Most installs have required uninstalling your old copy of Office Professional applications before running the new installation. (Some Windows and Office Home or Starter editions may be able to co-exist with Office 365. For each instance, trying running the Office 365 installer – it will alert you to any conflicting applications that you will need to uninstall.) Please contact your local IT unit for advice and assistance.

Also, as Skype for Business 2016 (SfB) is also part of the Office 365 suite, you will need to uninstall any existing copy of SfB first before running the Office 365 install.

After installation, your Office 365 applications will be activated on first use. If you are upgrading from older versions of Outlook, when you start the new Outlook the first time it will run some one-time processes to optimize your mailbox and local folders. Depending on the size of your mailbox this may take some time to complete (15 to 30 minutes or more). You can continue to use Outlook during this time.

Accessing Office Online

To use Office Online, go to:

> https://www.office.com/

and signon with your NID and Password. Once signed in you will see a set of icons for using the online browser-based versions of OneDrive, Word, Excel, PowerPoint, OneNote etc.

64-BIT WINDOWS INSTALLATION VERSION:

If you are currently able to run 64-bit Office Applications for Windows, you may wish to select the 64-bit Office 365 ProPlus installation. (Depending on your versions of Word, you should be able to find which edition you are running on the About page under Help or under your Account settings.)

Go to your Office 365 portal page then click on the Other installs link in the upper right (**not** the Install Office 2016 button above it).   You'll then see:
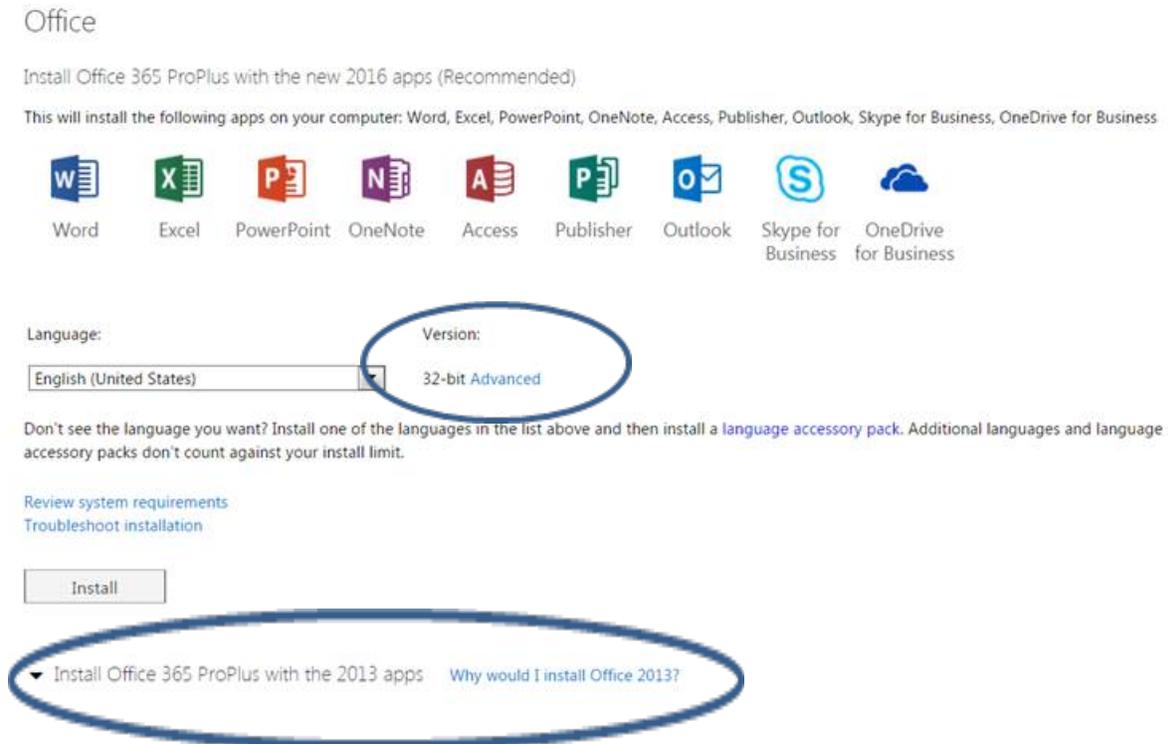
You'll see the Version defaults to 32-bit.   Click on the Advanced link next to it, then select the 64-bit version, then click the Install button below that section.

Installing Office 2013 Applications

You also have the option to install Office 365 ProPlus using 2013 applications instead of Office 2016. There is a link next to the install option that explains some circumstances where you may wish to install this older version. Click on the 'Install Office 365 ProPlus with the 2013 apps' drop-down arrow, select the 32-bit or 64-bit version, then click the Install button below that.

NOTE: COMPATIBILITY OF OFFICE 365 CLICK-TO-RUN (C2R) VERSIONS AND STANDALONE INSTALLATIONS (MSI) OF OFFICE PROFESSIONAL VERSIONS FOR VISIO AND PROJECT.

At this time, we are faced with the following situation in regards to Visio and Project compatibility with Office 365 ProPlus.   Note that you may have to use 2013 or 2010 versions of Visio or Project in conjunction with Office 365 2016, or conversely, use Office 365 2013 and then run the Visio or Project 2016 version.

			Office Version				
			C2R		MSI		
			2016 release of Office 365 ProPlus or Business	2013 release of Office 365 ProPlus or Business	Office Professional Plus or Standard 2016	Office Professional Plus or Standard 2013	Office Professional Plus or Standard 2010*
Project/Visio Version	C2R	2016 release of Pro for Office 365	Yes	No	No	Yes	Yes
		2013 release of Pro for Office 365	No	Yes	Yes	No	Yes
	MSI	Professional or Standard 2016	No	Yes	Yes	Yes	Yes
		Professional or Standard 2013	Yes	No	Yes	Yes	Yes
		Professional or Standard 2010*	Yes	Yes	Yes	Yes	Yes

* Mainstream support for 2010 products ends October 13, 2105