Instructions for Installing Office 365

Subscription License

UAlbany faculty, staff, and students are entitled to install and use Office 365 ProPlus on their Windows and/or Mac computers while they have UAlbany Mail email accounts. Please click here for additional information.

Faculty and staff should not perform this installation on a computer that is supported and managed by their Technical Coordinator.

Instructions

1. Log in to Outlook Web App (OWA) on your Windows 7, Windows 8, or Mac computer.

2. Click on the gear icon in the right corner.

3. Scroll down and select Office 365 Settings.

4. Click on Install and manage software.
5. You will see the following screen. Click on **Install** to begin installing the latest version of Office on your computer.

**Office 365 versus Office 2016/2013**

Office 365 is cloud-based and requires a monthly subscription, which University at Albany offers to those with active email accounts. Office 2016 or older versions require a one-time fee, but you do not have to pay for a renewal each year. For most classroom uses, there is little difference in the functions between the two programs, although there might be a slight variation in the look-and-feel when using a cloud-based product. The advantages of Office 365 are that you can access files from multiple devices, you get access to new features as they become available, and it is compatible with file-sharing programs like Sharepoint and Yammer. The advantage of the stand-alone version of Office (e.g. 2016, 2013) is that you only need to pay for it once. After paying for the program, you never need to renew it; in contrast although Office 365 is free while you are a University at Albany student you will lose the subscription access upon graduation. The bottom line is that it does not matter which version you own for the purposes of the MPA program, as each version will offer the features you need to complete the coursework.

**For Additional Information on 365 versus 2013/2016**

The materials were adapted from [University at Albany’s Wiki page](#) about Office 365 Wiki.

If you want to learn more about the different versions, see:

- [Microsoft’s webpage](#) on what is new and improved in Office 2016 and 365
- [Tech Radar’s comparison](#) between the two programs

**For Mac Users**

The Office programs work similarly on a Mac. If you are a Mac user and decide to work on your own machine, you should be able to get the same functions. However, there may be a slightly different look-and-feel and at times there may be slight compatibility issues when sharing files between PC and Mac users. For example, an Excel spreadsheet created and formatted on a Mac may look slightly different on a PC. These are minor issues. We teach Excel using PCs, so if you are an avid Mac user be aware that you may need to make some slight adaptations completing assignments on your own computer.