

## Office 365 for Faculty and Staff FAQ

Brad Christ - 2019-12-06 - Comments (0) - Office 365

### **\*Important\***

**Do NOT install Office 365 applications on your university owned computer. It will break any other installed Office applications.**

**Only install Office 365 on your personal computer(s).**

### **Other Frequently Asked Questions:**

**What is the difference between the Office license I can buy at <https://sou.onthehub.com/> and this license?**

The license from our [Work At Home Site](#) is a permanent license. The license for Office 365 is only valid while you are employed by the university.

**What is included with Office 365 ProPlus subscription license?**

- - - Office 365 ProPlus for PC
    - Office 365 ProPlus for Mac
    - Office for mobile

**How many machines/devices can I run this subscription on?**

Each subscription license allows you to run Office on up to five machines being Mac or PC. You can also run Office for iPad on up to 5 mobile devices.

**Is this a full version Office and available for offline use?**

Yes, this is full Office on the PC, Mac, tablet, mobile, and all are available for offline use.

**Do I have to sign into Office 365 to use any of these applications with Office 365 ProPlus?**

Yes, you must sign in to use these applications.

**How long do I get to use Office 365 ProPlus?**

Your license for Office Pro Plus is valid while you are employed by SOU. Microsoft does **not**

provide licenses for retired employees or alumni.

### **How is this different from Office 2016 Professional Plus?**

The Office 2016 applications are exactly the same however there are some differences including patching, license sign in for usage, and Click-to-run ([C2R](#)) technology for rapid installs (2 minutes for quick usage).

### **What applications come with Office 365 ProPlus for PC?**



Word 2016

Excel 2016

PowerPoint 2016

OneNote 2016

Access 2016

Publisher 2016

Outlook 2016

Skype for Business 2016

InfoPath 2016

### **What comes with Office 365 ProPlus for Mac?**

Word 2016

Excel 2016

PowerPoint 2016

OneNote 2016

Outlook 2016

### **What comes with Office Mobile for iOS?**

Word Mobile

Excel Mobile

PowerPoint Mobile

OneNote and Lync Mobile available as separate download.

See [here](#) for more options.

### **What comes with Office Mobile for Android?**

Word Mobile

Excel Mobile

PowerPoint Mobile

OneNote and Lync Mobile available as separate download

See [here](#) for more options.

### **What are the PC requirements for Office 365 ProPlus?**

- Windows 7+
- 32-bit Office can be installed on 32-bit or 64-bit operating systems and 64-bit Office can only be installed on 64-bit operating systems.
- 1 GHZ or faster x86 or 64-bit processor with SSE2 instruction set.
- 2 GB RAM recommended for graphics features, Outlook Instant Search, and certain advanced functionality.
- 3 gigabytes of available hard disk space.
- 1280 x 768 or higher resolution monitor

### **What are the Mac requirements for Office 365 ProPlus?**

- A Mac computer with an Intel processor.
- Mac OS X version 10.5.8 or later.
- 1 GB of RAM recommended.
- 2.5 GB of available hard disk space.
- HFS+ hard disk format (also known as Mac OS Extended or HFS Plus).
- 1280 x 768 or higher resolution monitor

### **What are the requirements for Office Mobile for iPhone and iPad?**

All devices above must be running iOS 6.1 minimum

### **What are the Android requirements for Office Mobile for Android?**

Android OS 4.0 or greater

### **Where can I get training on Office 365 ProPlus?**

There is some excellent end user training on Office available from Microsoft [here](#).