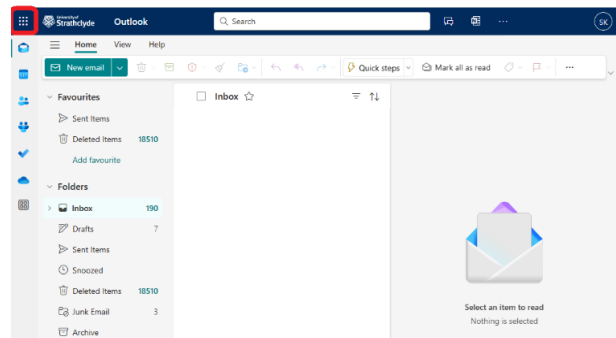
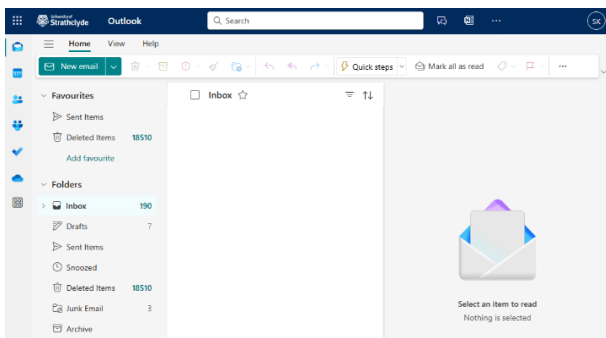
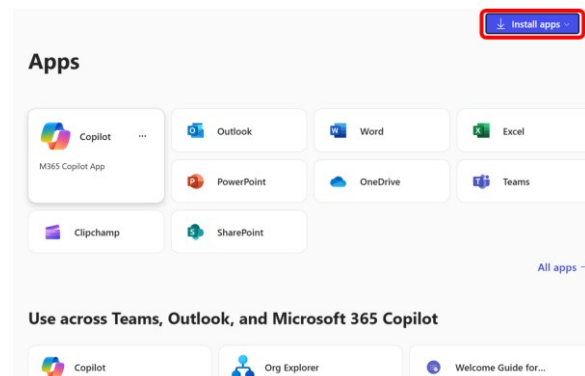
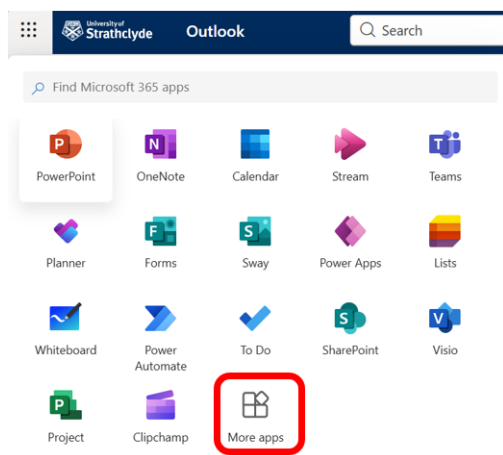


Downloading and Installing Office 365 ProPlus on Mac

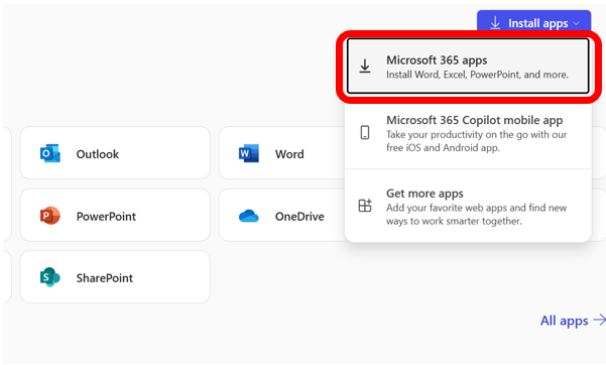
You can download Office 365 ProPlus from your email account. The following instructions show the steps for downloading and installing on a Mac laptop. Different versions of Mac may vary slightly in layout, but the process will remain the same.



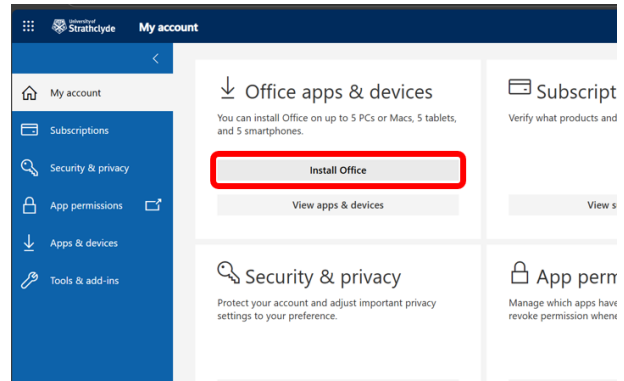
1. Login to your [Strathclyde email account](https://outlook.office365.com/) at <https://outlook.office365.com/>
2. Select the app launcher icon at the top left.



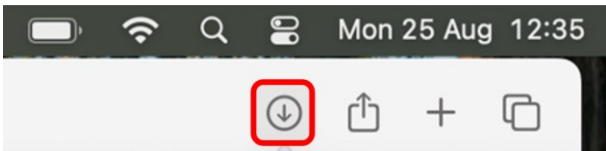
3. Select the **More apps** icon.
4. Select the **Install apps** at the top right.



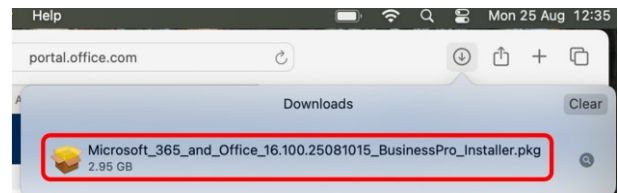
5. Select **Install 365 apps**.



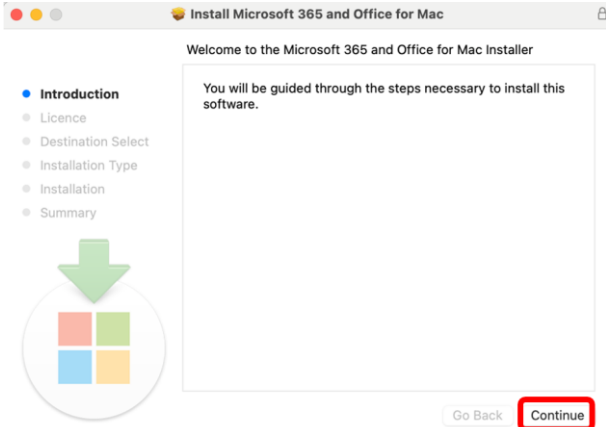
6. Select **Install Office**.



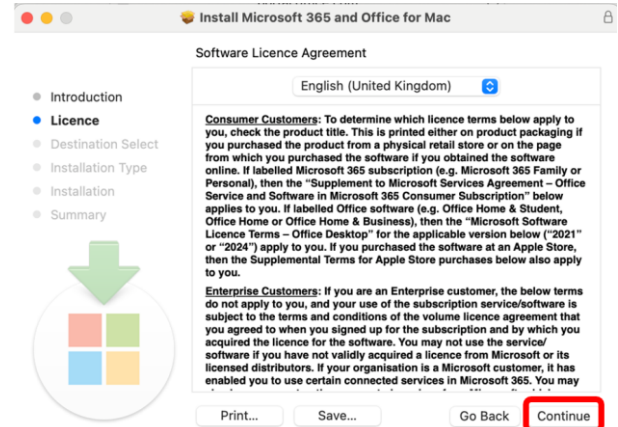
7. Select the recent downloads icon in your browser.



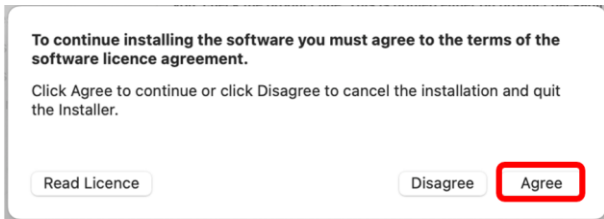
8. Select the **Microsoft 365 and Office Installer** file to open it.



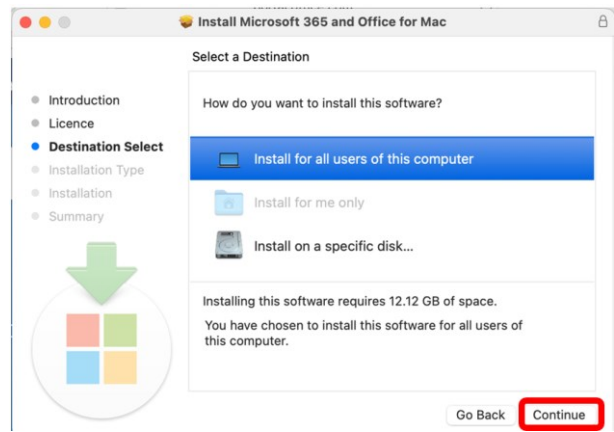
9. Select **Continue**.



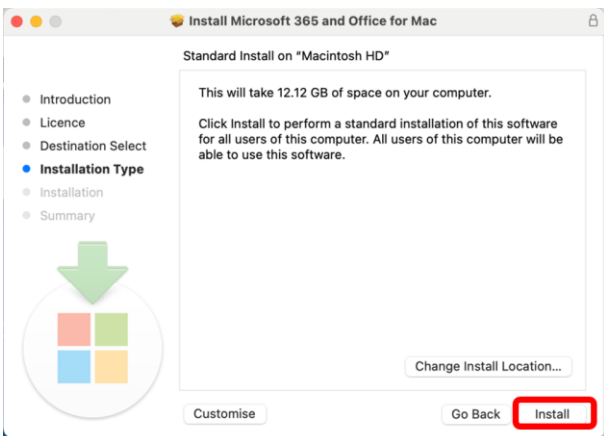
10. Select **Continue**.



11. Select **Agree**.



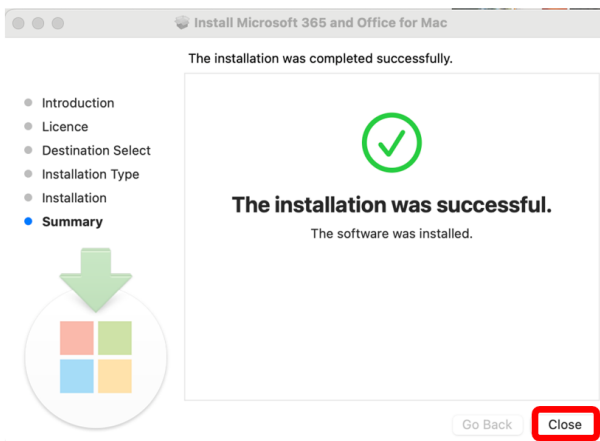
12. Select an install option, then **Continue**.



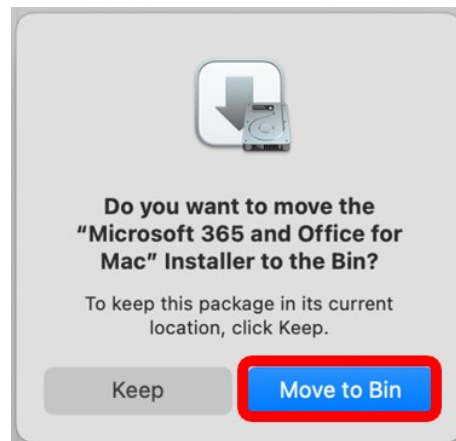
13. Select **Install**.



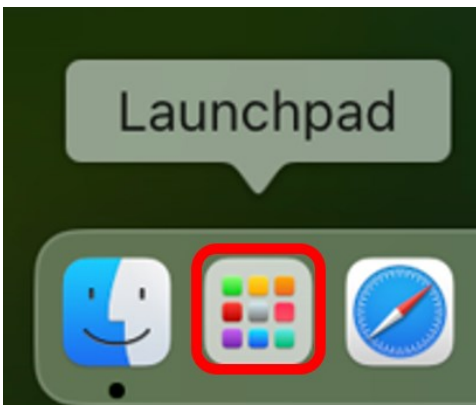
14. Enter your device username and password and select **Install Software**.



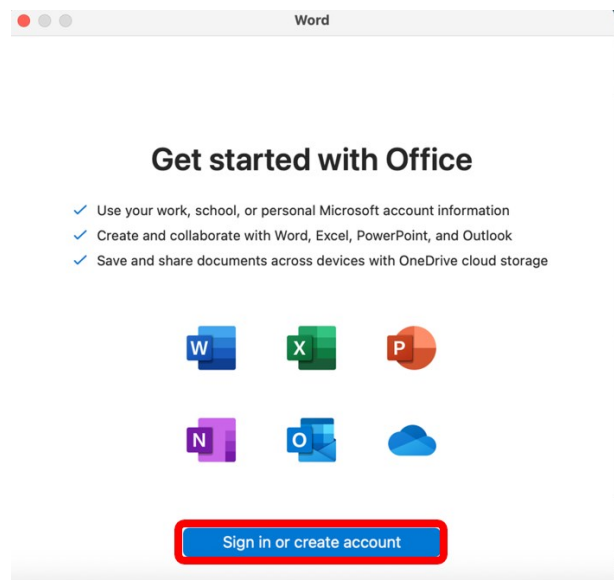
15. Select **Close**.



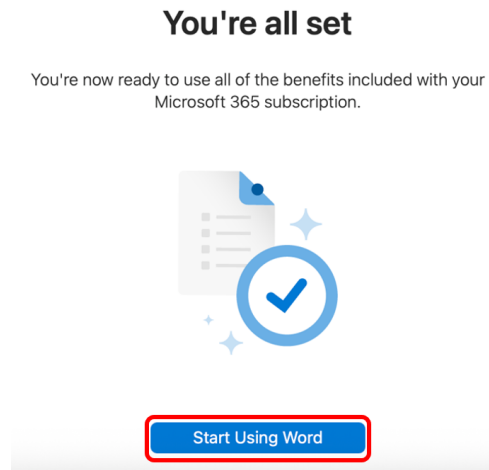
16. Select **Move to Bin**.



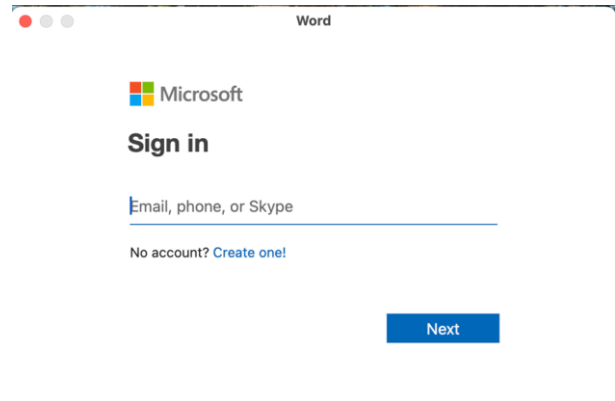
17. Select the Launchpad and open **Word**.



18. Select **Sign in or create account**. Enter your university email address and password when prompted.



19. Select **Start using Word**



20. If prompted enter your university email address and password again.

This software can be used while you are a registered student at the University. To validate the Microsoft Office license, the device must connect to the internet at least once every 30 days. When you are no longer a registered student the Office suite will enter a state of reduced functionality until you purchase a license from Microsoft.

Was this information helpful?

CONTACT US

Email: help@strath.ac.uk **Call:** 0141 548 4444