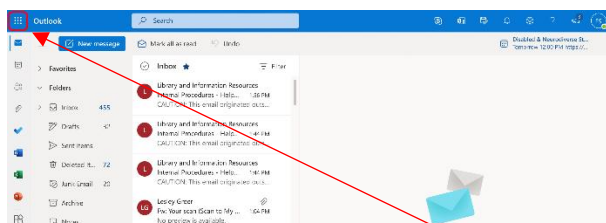
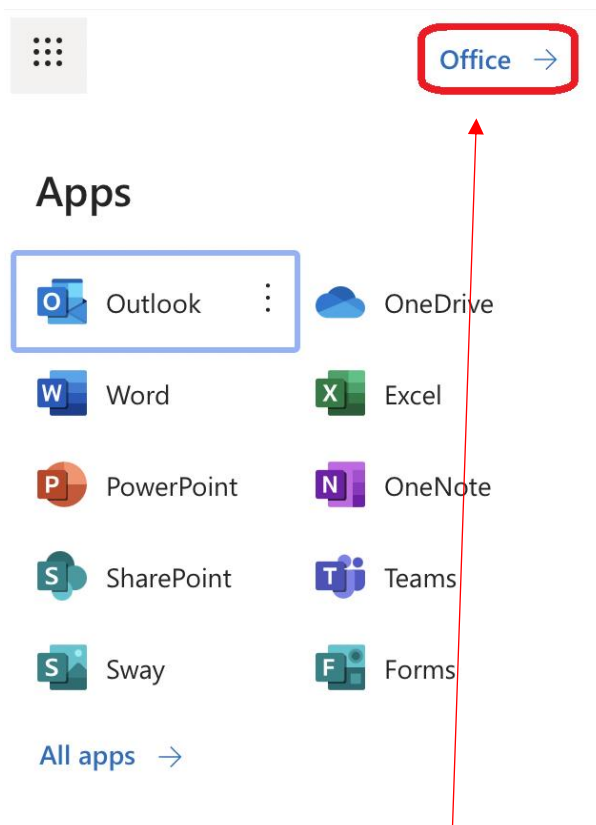


Downloading and Installing Office 365 ProPlus on Mac

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. In your email account, click on the app launcher icon.



2. In the menu column, click on Office.

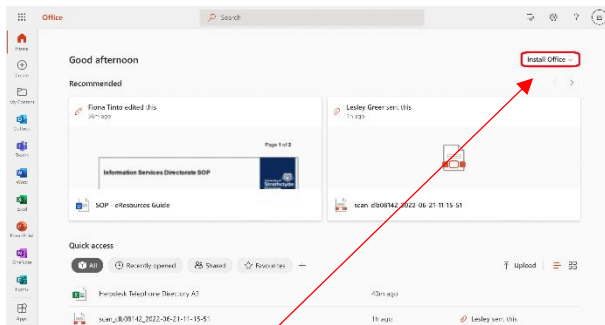
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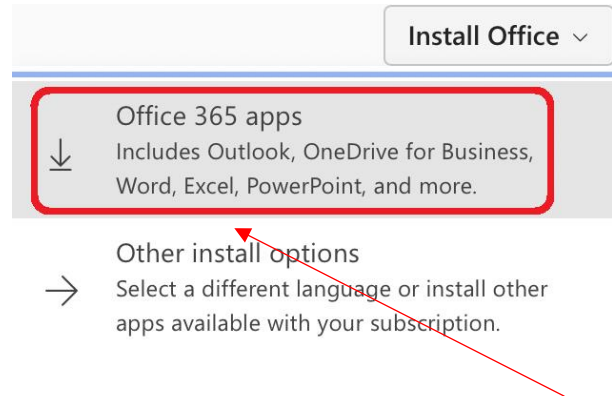
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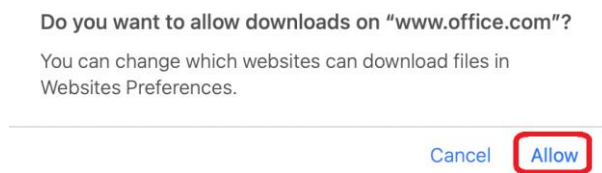
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3. Click on Install Office.



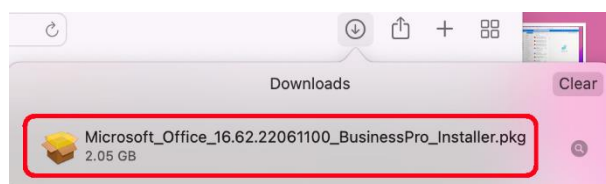
4. In the drop-down menu, click on Office 365 apps.



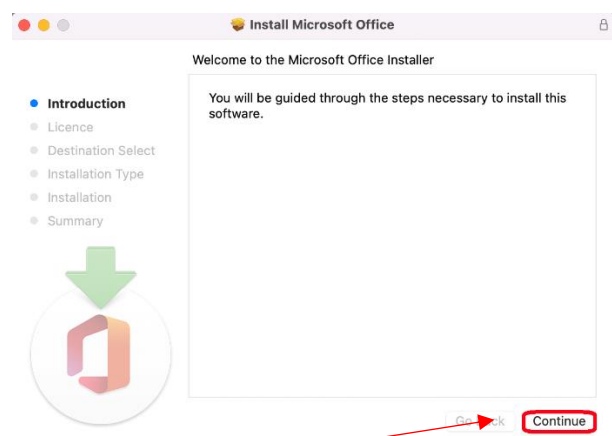
5. In the pop-up box, click on Allow.



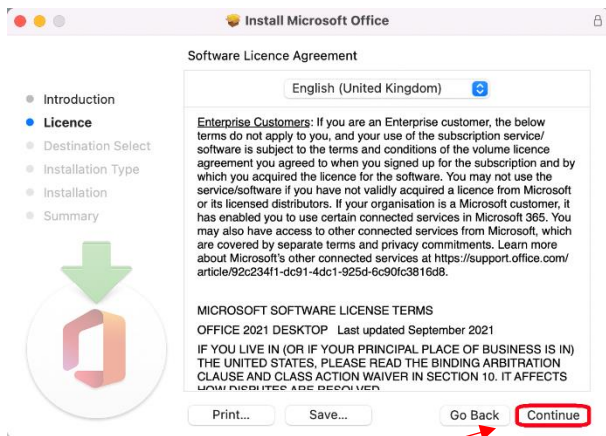
6. Once the download is complete, click on the Downloads icon.



7. In the drop-down menu, click on Microsoft_Office_16.62.22061100_BusinessPro_Installer.pkg.



8. In the Office 365 ProPlus installation wizard, click on Continue.



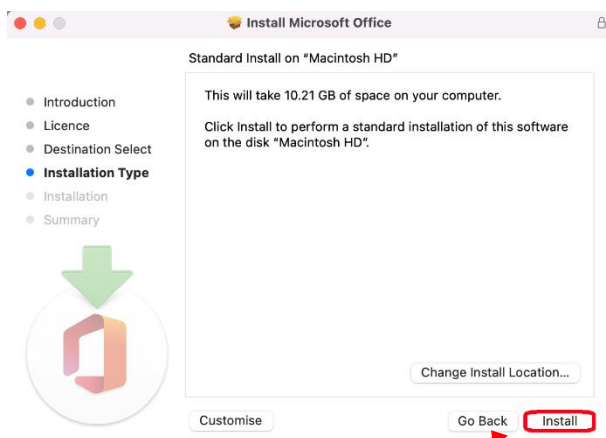
9. Click on Continue.

To continue installing the software you must agree to the terms of the software licence agreement.

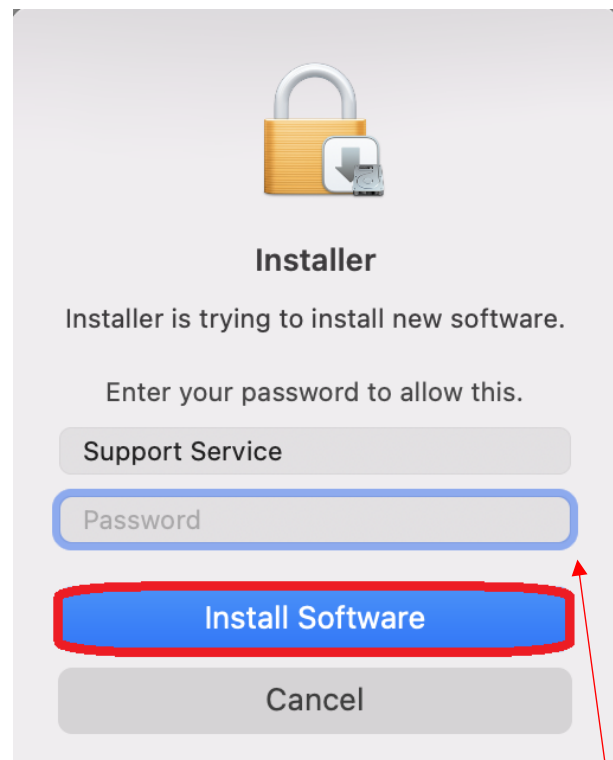
Click Agree to continue or click Disagree to cancel the installation and quit the Installer.



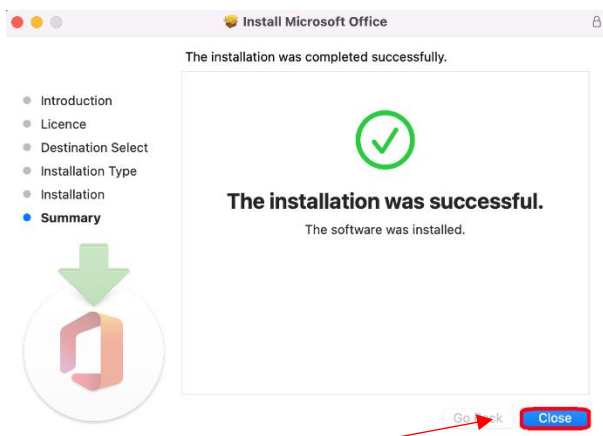
10. In the pop-up box that appears, click on Agree.



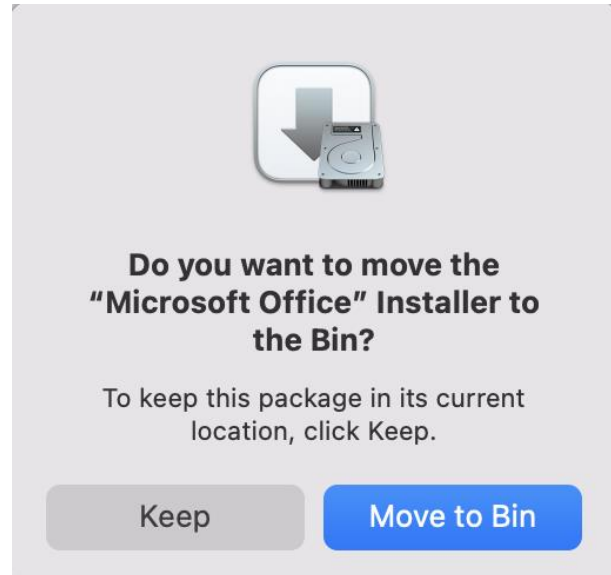
11. Click on Install.



12. You may be asked to enter your device password. Enter your details, then click on Install Software.



13. Click on Close.



14. Select if you want to keep the installer.

Microsoft AutoUpdate



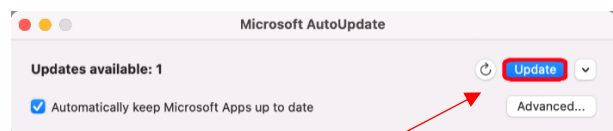
Required Data Notice

Microsoft AutoUpdate helps update your Microsoft applications for Mac. We collect required diagnostic data to keep Microsoft AutoUpdate secure, up-to-date and performing as expected on the device it is installed on. This data relates to the basic functioning of Microsoft AutoUpdate and does not include your name, file contents or information about apps unrelated to the Microsoft applications it helps keep up-to-date. The applications Microsoft AutoUpdate services may provide you with an option to send optional diagnostic data to Microsoft. If you opt-in to sending optional diagnostic data that choice will also apply to Microsoft AutoUpdate.

[Learn More >](#)



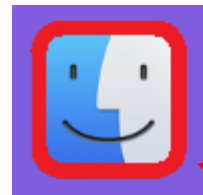
15. Click on OK.



16. Click on Update.



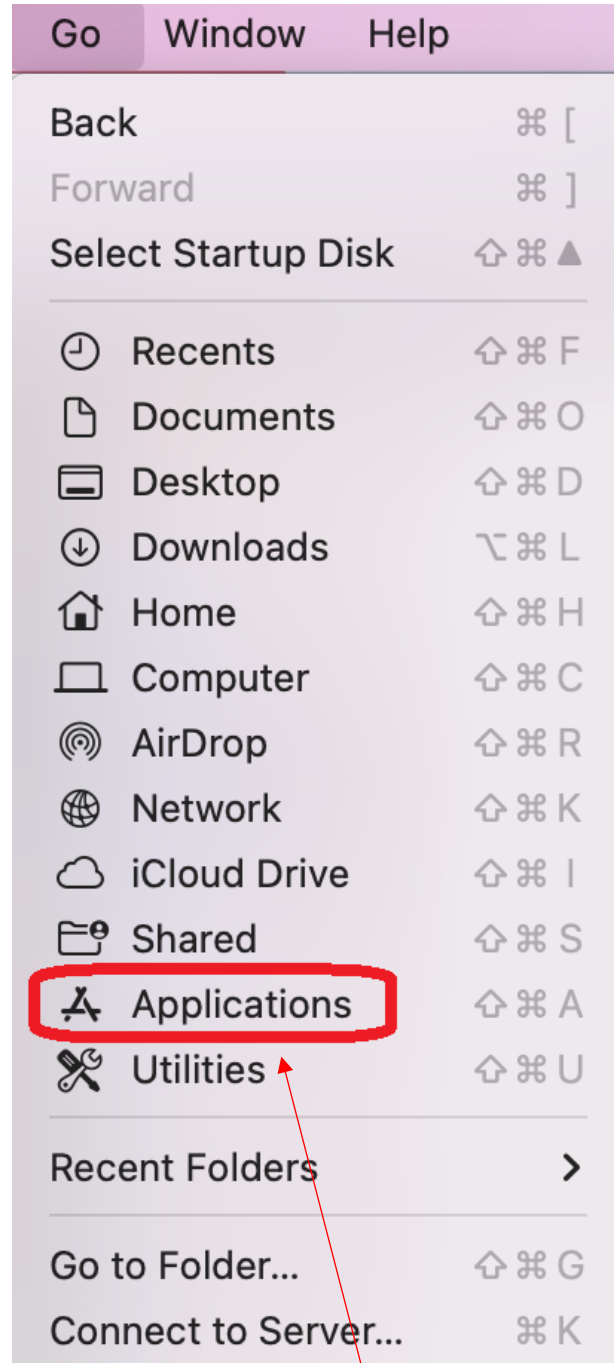
17. Close off the Office 365 ProPlus installation wizard.



18. On the taskbar, click on the Finder icon.



19. Click on Go.



20. In the drop-down menu, click on Applications.

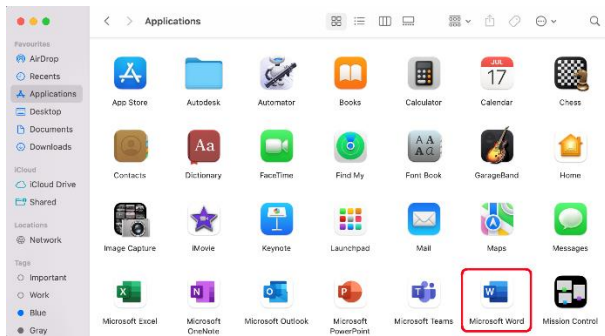
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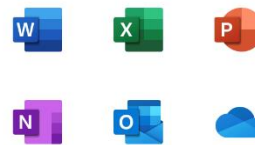


21. In the Applications folder, double-click on Microsoft Word.



Get started with Office

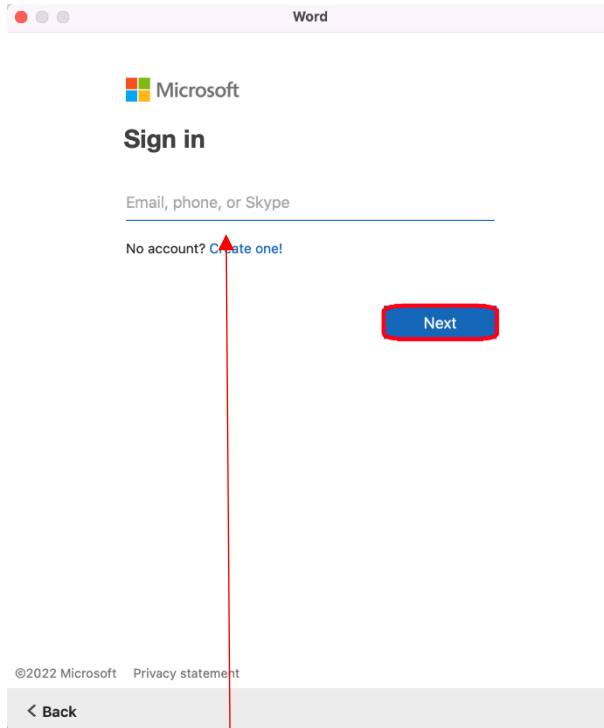
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22. Click on Sign in or create account.



Microsoft

Sign in

Email, phone, or Skype

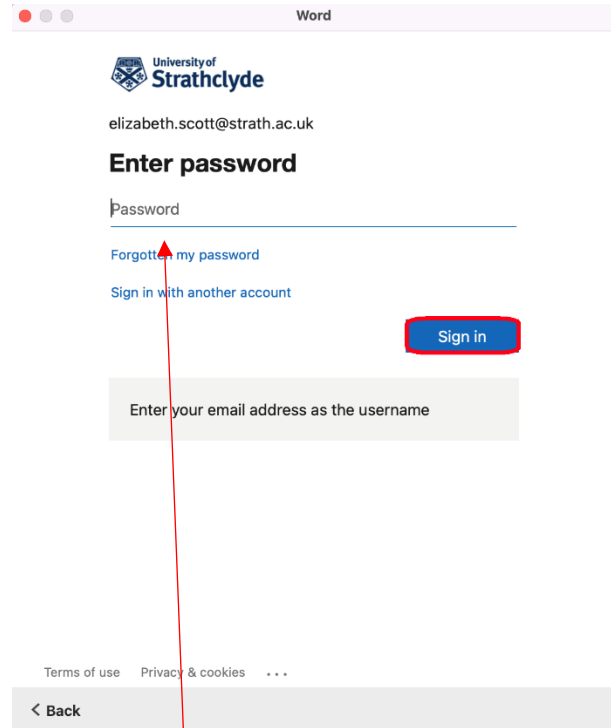
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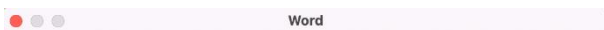
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24. Enter your password, then click on Sign in.



You're all set

You're now ready to use all of the benefits included with your Microsoft 365 subscription.



Start Using Word



25. Click on Start Using Word.

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?

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