Install Office 365 on a Personal/Home Apple Computer

- 1. If you have a previous version of Office please uninstall it (see instructions)
- 2. Log into the Microsoft online portal (see the How to get it section)
- 3. From the top right corner select Install Office and then Office 365 apps



4. If asked, allow downloads from office.com

Do you want to allow downloads on "www.office.com"?

You can change which websites can download files in Websites Preferences.



5. The Office 365 download will begin automatically



6. When completed, **open the Office .pkg file in your Downloads folder** and follow the default steps to **install Office**.

0	😺 Install Microsoft Office	
	Welcome to the Microsoft Office Installer	
Introduction	You will be guided through the steps necessary to install this software.	
License		
Destination Select		
Installation Type		
Installation		
Summary		
	Go Back Continue	

7. When the installation of Microsoft Office is complete, **open one of the Office applications** (Word, Excel, PowerPoint), **select the Sign in section** and **sign in** with the same credentials you used for the portal.



	Word
	Concordia UNIVERSITY
S	ign in
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	•••••
	Sign in
Re Co	eset password Intact the IT Service Desk

8. You have now full access to the desktop version of Office 365 for Mac