

# Install Office 365 Desktop Apps on a Mac

## Installing Office 365 on your personal Mac

*Note: You must have activated your account and set up security questions in order to use this service, you can do so at <https://go.shu.ac.uk/activate>*

*If you have Office already installed, please ensure this is removed before you begin.*

As a student or staff member at Sheffield Hallam University, you are entitled to a free subscription to Office365 for as long as you are studying or working with us.

The subscription will allow you to install applications on up to 5 devices, including mobile devices, for your personal use.

Applications available on the plan for Macs include:



Microsoft  
PowerPoint



Microsoft Word



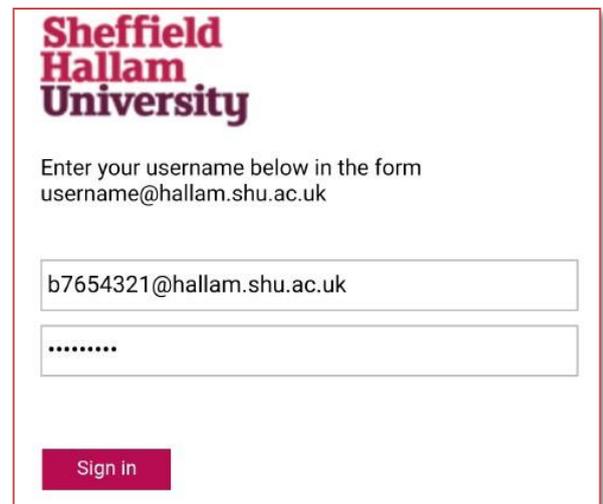
Microsoft Excel



Microsoft  
OneNote

### How to Install

1. Open a web browser.
2. Go to <http://go.shu.ac.uk/office365>
3. Enter your username in the format  
username@hallam.shu.ac.uk.  
(e.g b7654321@hallam.shu.ac.uk)
4. Enter your SHU password and sign in.  
*You will be directed to the Office365 homepage*



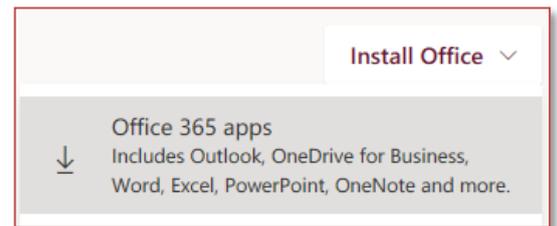
The screenshot shows the login page for Sheffield Hallam University's Office 365 service. At the top left is the university's logo. Below it, the text reads "Enter your username below in the form" followed by the email format "username@hallam.shu.ac.uk". There are two input fields: the first contains the example username "b7654321@hallam.shu.ac.uk" and the second contains a series of dots representing a password. A red "Sign in" button is located at the bottom of the form.

**For more help  
contact [IT Help](#)**

**Audience:**  
Students and staff

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5. Click 'Install Office'.



6. Click 'Office 365 apps' from the drop down menu.

*A file will begin installing in the dock. Once complete, the icon will change.*



7. Click the icon and select the .pkg file you are presented with.

*A Microsoft Office installer will open.*

8. Click 'Continue' to begin working through the installation process and follow the corresponding instructions.

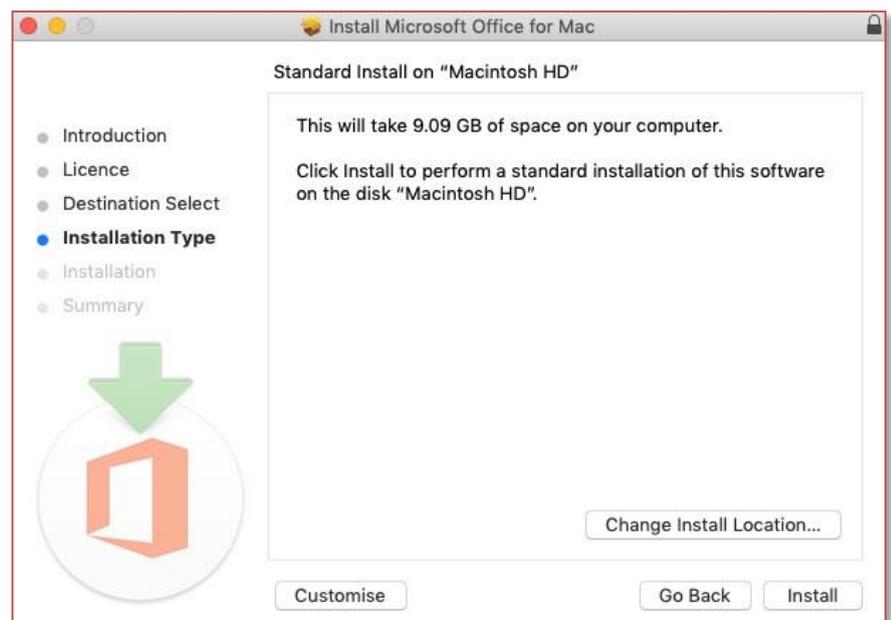
*Please ensure the licence terms are read and understood before accepting.*

*Once you reach the 'Installation Type' section, you will be given the option change the location of the install. Please ensure you have enough space in the selected location.*

*You must also stay connected to the Internet to allow Office to complete the install. This can take up to 2 hours depending on your connection speed. Please ensure you are on a stable wifi or wired connection.*

9. Click 'Install'.

*You will be presented with an admin log in box; this is **not** your SHU log in.*



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10. Please enter the admin account username and password for your Mac.



11. Click 'Install Software'.

*Once the installation is complete, you will see 'The installation was successful'*

12. Click 'Close'.

*If you enter your applications folder, you will now see the Microsoft Office apps. Please note: SHU email is through Gmail. Outlook cannot be used for this.*



13. Please open one of the applications to complete activation.

*You will be asked to enter a Microsoft username.*

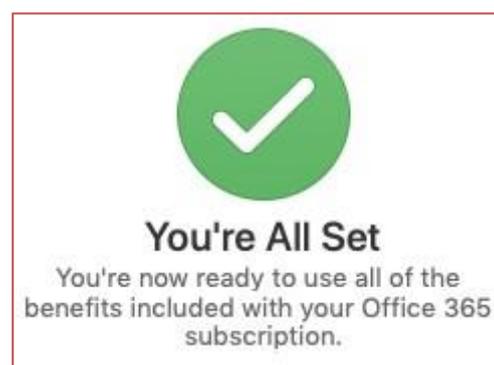
14. Enter in format 'username@hallam.shu.ac.uk' e.g. b7654321@hallam.shu.ac.uk.

*You will be directed to a SHU log in screen once more.*

15. Enter the same username again along with your SHU password.

16. Click Sign in.

*Once you have activated one, all your Microsoft Office applications will be activated automatically.*



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