

# 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



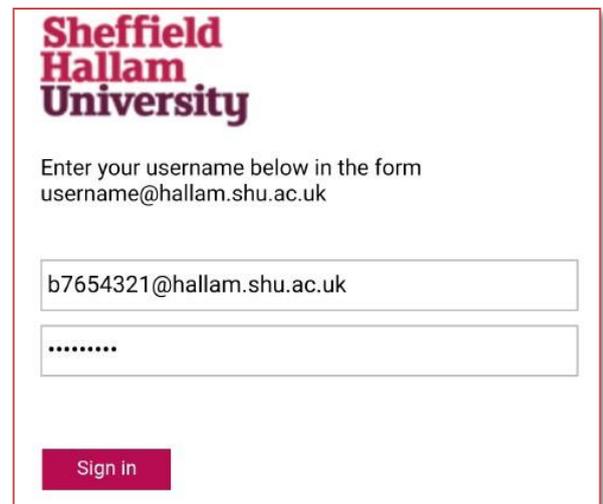
Microsoft Excel



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*



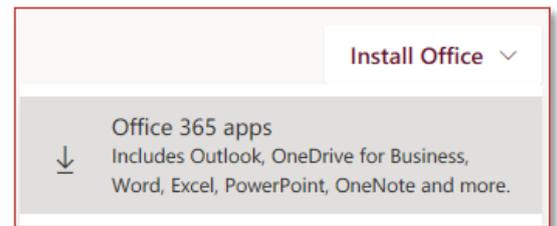
The screenshot shows the Sheffield Hallam University logo at the top. Below it, the text reads: "Enter your username below in the form username@hallam.shu.ac.uk". There are two input fields: the first contains the example username "b7654321@hallam.shu.ac.uk" and the second contains a series of dots representing 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.

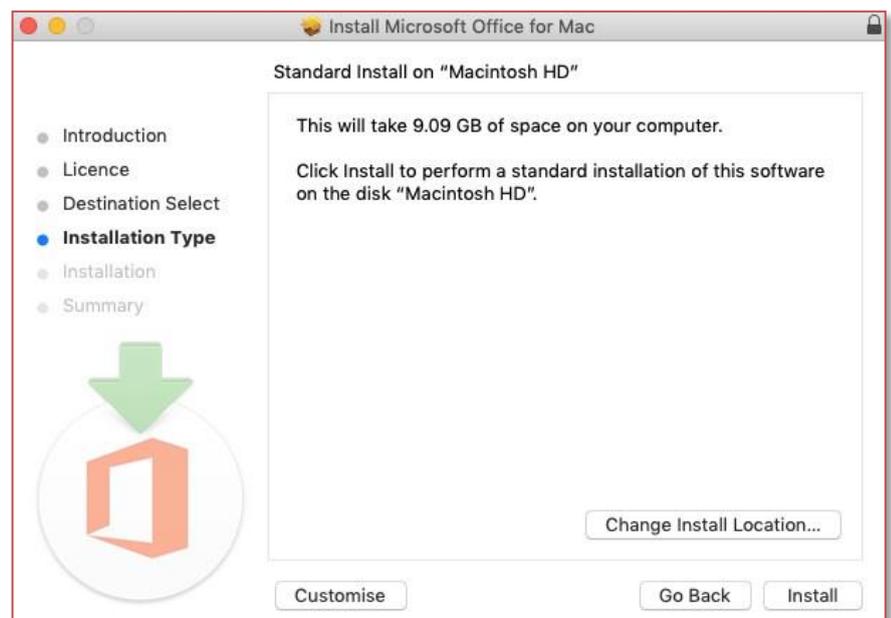
*Please ensure the licence terms are read and understood before accepting.*

*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.*

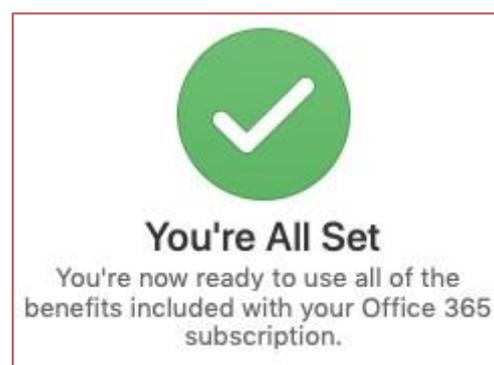
14. Enter in format 'username@hallam.shu.ac.uk' e.g. b7654321@hallam.shu.ac.uk.

*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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