

Installing Office on Macs running OS X 10.10 (Yosemite) onwards

<u>Notes</u>

For More Help:

You can install Office for Mac 2016 on OS X 10.10 and later. For older versions of OS X see *Installing Office on Windows or Mac*

Do not begin an installation if you are unable to remain connected to a wired or Wi-Fi connection for the duration. The installation process requires you to be online the whole time.

Do not attempt if you are using mobile data unless you have a very large or unlimited download allowance and are stationery with a very good consistent signal.

- 1. Go to http://go.shu.ac.uk/office365
- Enter your username in the format <u>username@hallam.shu.ac.uk</u> where username is your normal university login
- 3. Enter your password and sign in



password reset questions in order to access Office 365.

0114 225 3333

Last revised: 25/08/2015 | Audience: Students and staff

ITHelp@shu.ac.uk

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- 1. Go to Settings > Office 365 Settings > Software.
- 2. On the *Software* page, under *Install Office 2016 for Mac*, select *Install* to begin downloading the installer package.

OIC	- 10
Omce	Office
Project	
Visio	Install Office 2016 for Mac
	This will install the following apps on your computer: Word, Excel, PowerPol
OneDrive	
Tools & add-ins	
Desktop setup	Word Excel PowerPoint Outlook OneNote
Phone & tablet	Review system requirements
	Install

Once the download has completed, open *Finder*, go to *Downloads*, and double-click *Microsoft Office 2016 Installer.pkg*.

Applications	Name
🔜 Desktop	😻 Microsoft Office 2016 Installer.pkg
Documents	
🛅 Install New	
Downloads	
Devices	
Macintosh HD	



3. On the first installation screen, select *Continue* to begin the installation process.



4. Enter your Mac login password to complete the installation.

LicenseDestinat	Username:	Mac User
Destinat		
	Password:	••••••
 Installati 		
Installat		Cancel Install Software
Summar		
$\left(1 \right)$		
		Go Back Continue



5. After Office 2016 for Mac is installed, Word 2016 for Mac opens so you can activate Office. You should only have to do this once. Review the Word 2016 for Mac What's New screen, and then select *Get started.*

000	Word 2016 for Mac	
	What's New in Word	
	Unmistakably Office, Designed for Mac Modern Office design now fully optimized for the Mac, including Retina display and full screen view.	
	Redesigned Ribbon and New Task Panes All the power of Office now organized the same way across Mac and Windows.	
6	Cloud Connected Access your recent documents on any device through seamless integration with OneDrive, SharePoint, and more.	
	New Tools and Improved Features New Design Ribbon, sharing options, online templates, reference tools, mail merge, and more.	
7	Threaded Comments Easily track comments and reply to others, so you can have helpful conversations where they matter.	
	Get started >	

- 6. On the Sign in to Activate Office screen, select *Sign In*, and then enter your university user name and password as you did earlier.
- 7. After you sign in, you may see an alert asking for permission to access the Microsoft identity stored in your keychain. Select *Allow* or *Always Allow* to continue.
- 8. .On the next screen, choose an appearance for your Office installation, select *Continue*, and then select the *Start Using Word* button to open the app and complete the Office 2016 for Mac activation.

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