Sheffield Hallam University

Installing Office 365

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

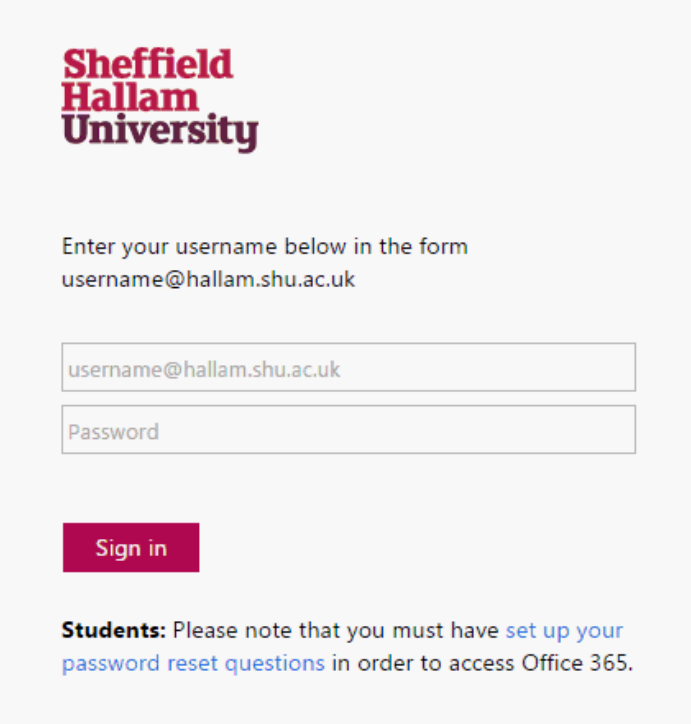
Notes

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
2. Enter your username in the format username@hallam.shu.ac.uk where username is your normal university login
3. Enter your password and sign in



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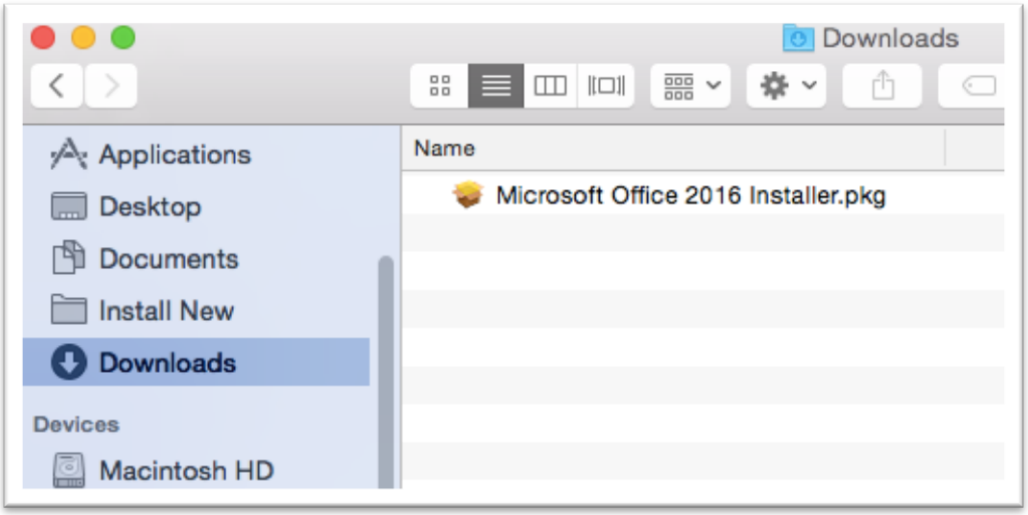
1. Go to Settings > Office 365 Settings > Software.
2. On the *Software* page, under *Install Office 2016 for Mac*, select *Install* to begin downloading the installer package.

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



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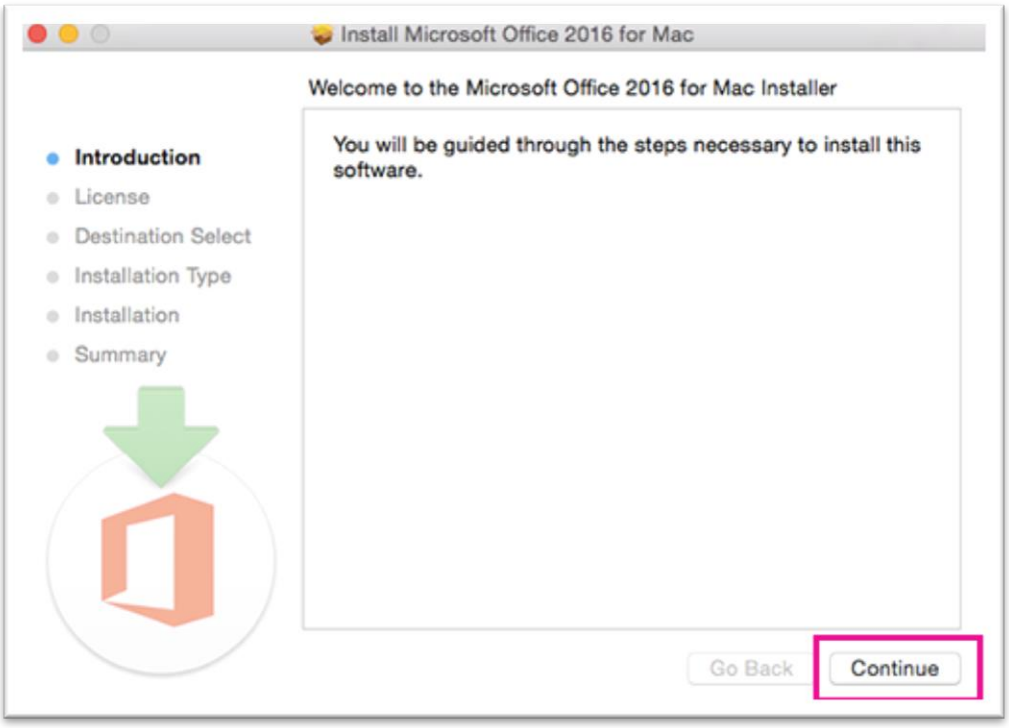
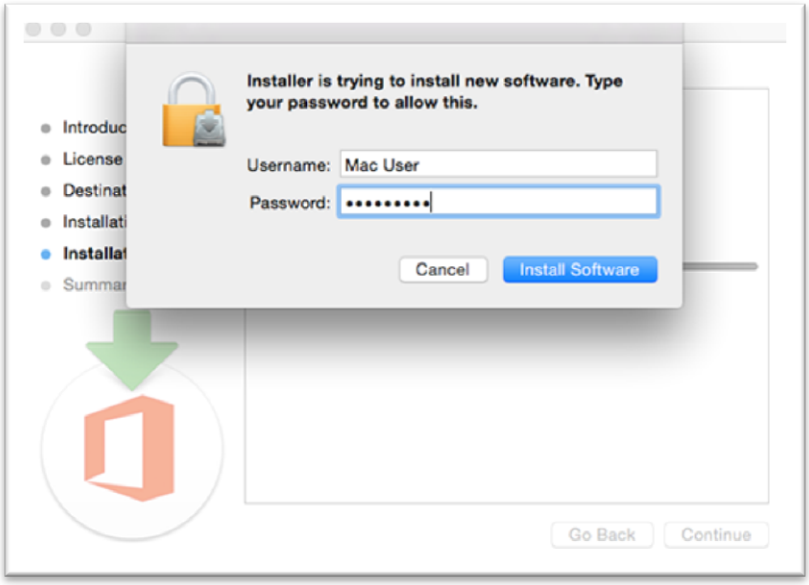
3. On the first installation screen, select *Continue* to begin the installation process.



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



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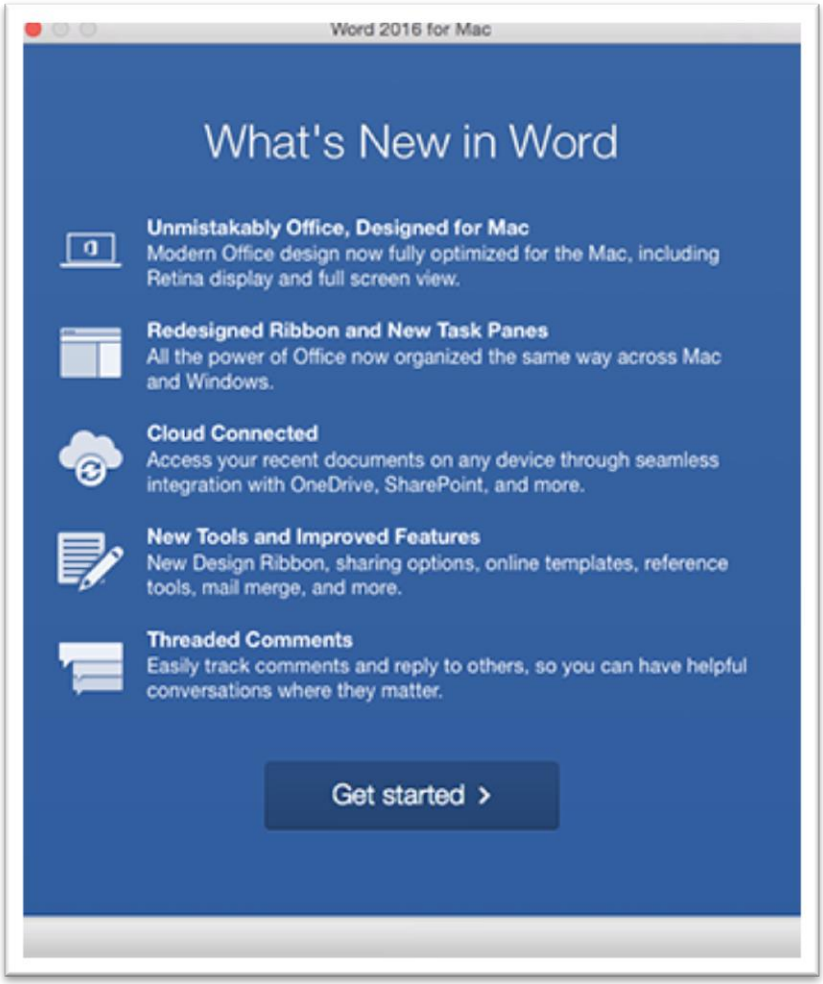
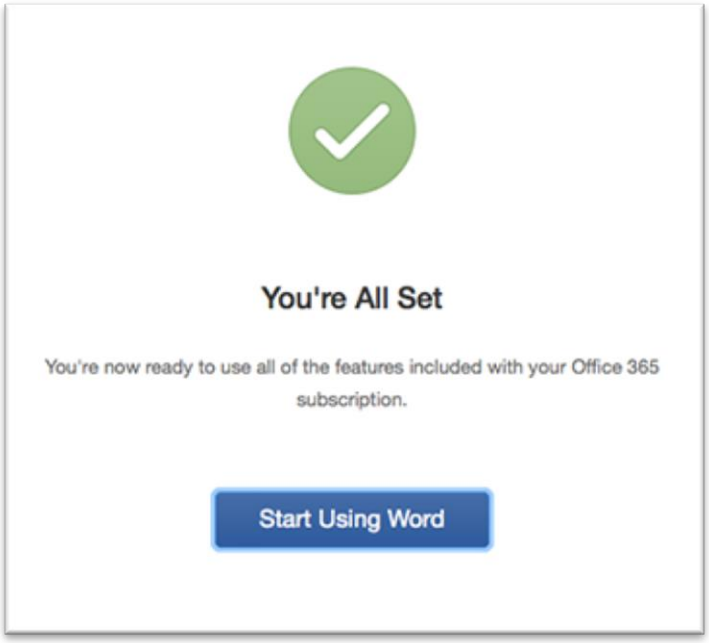
5. After Office 2016 for Mac is installed, Word 2016 for Mac opens so you can activate Office. You should only have to do this once. Review the Word 2016 for Mac What's New screen, and then select *Get started.*



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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