

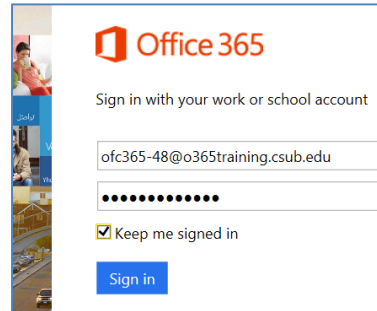
Download and Install Office for Mac

With Office 365, you can download and install Office on up to five personal devices. To begin, you will need to login to Office 365 from a web browser. Be sure your pop-up blockers are disabled. These instructions will guide you in downloading and installing Office for a Mac Computer (Mac).

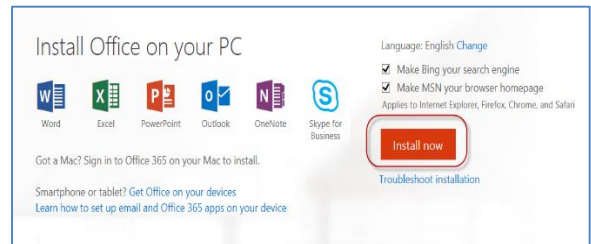
1. To begin,
 - Open your web browser, such as Internet Explorer
 - Navigate to: o365.csub.edu




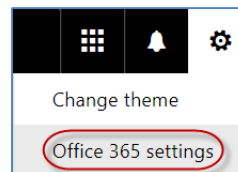
2. On the Office 365 page,
 - Enter your email address
 - Enter your password
 - Click **Sign in**



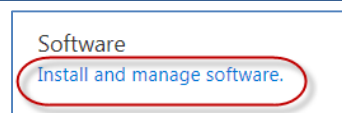
3. If your start page appears as shown,
 - Click **Install Now**
 - Skip to step 6.
 - Otherwise, continue with the next step



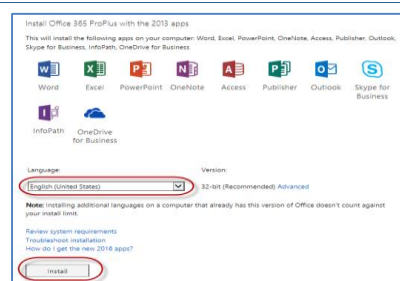
4. In the Navigation bar,
 - Click the **Gear**, 
 - Click **Office 365 Settings**



5. On the Settings page, click **Install and manage software**

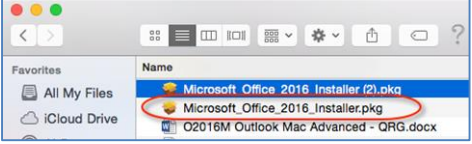
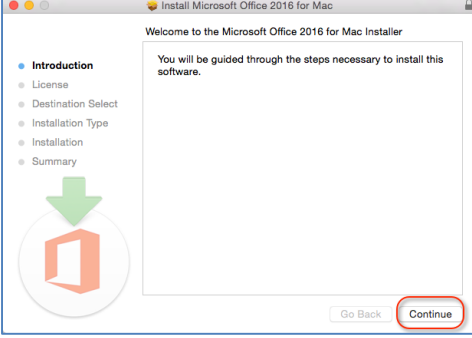
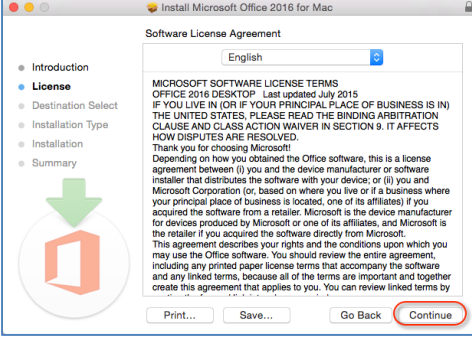
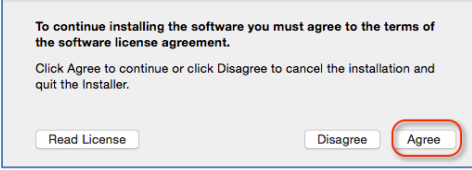
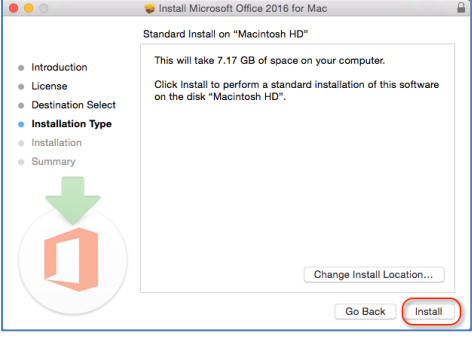
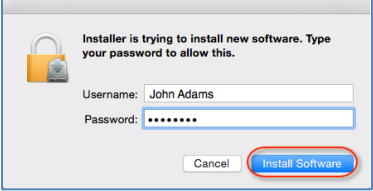


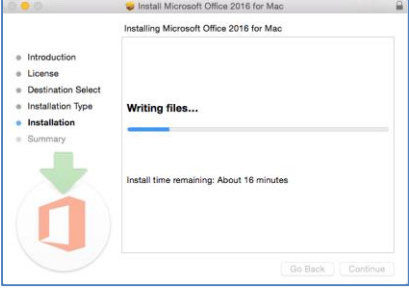
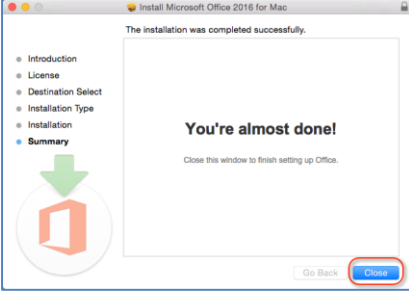
6. On the **Office** page,
 - In the **Language**, select your language, such as English
 - Click **Install**



7. The download process begins. The file is over 1GB in size, so it may take some time.



<p>8. When the download process completes,</p> <ul style="list-style-type: none"> • Open File Finder • Double-click the Microsoft Office 2016 Installer package 	
<p>9. On the Welcome screen, click Continue</p>	
<p>10. On the Software License page, click Continue</p>	
<p>11. Click Agree</p>	
<p>12. On the Standard Install page, click Install</p>	
<p>13. On the installer page,</p> <ul style="list-style-type: none"> • In the Username, enter the username for your computer • In the Password, enter the password for your computer • Click Install Software 	

<p>14. The install process may take some time.</p>	
<p>15. When the installation process completes, click Close</p>	
<p>16. To find your new apps, • Click the App Launcher • Scroll to the applications</p>	