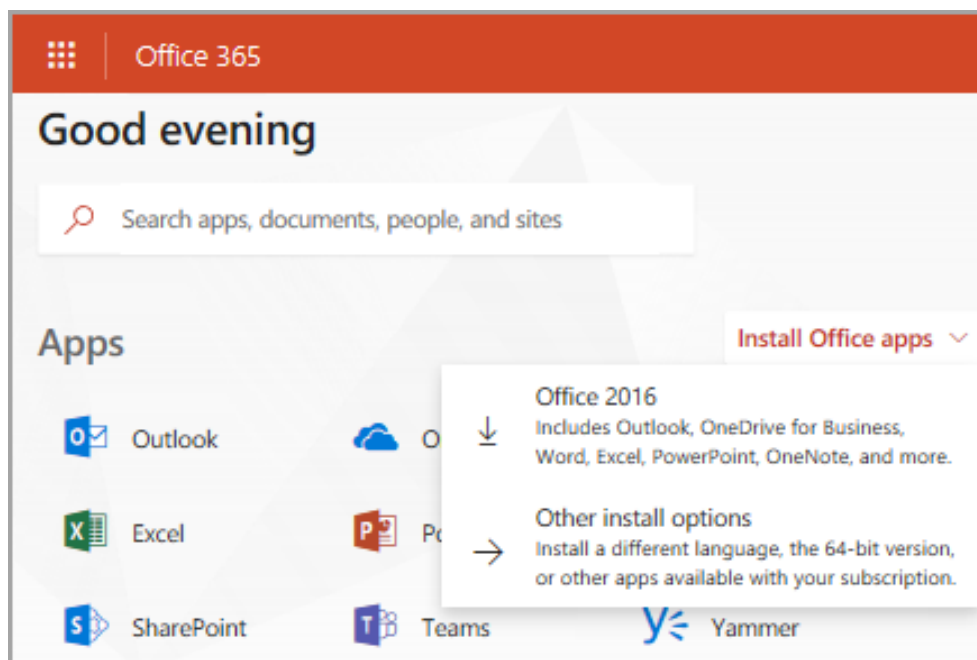# How To: Download and install Microsoft Office 2016
on a Mac

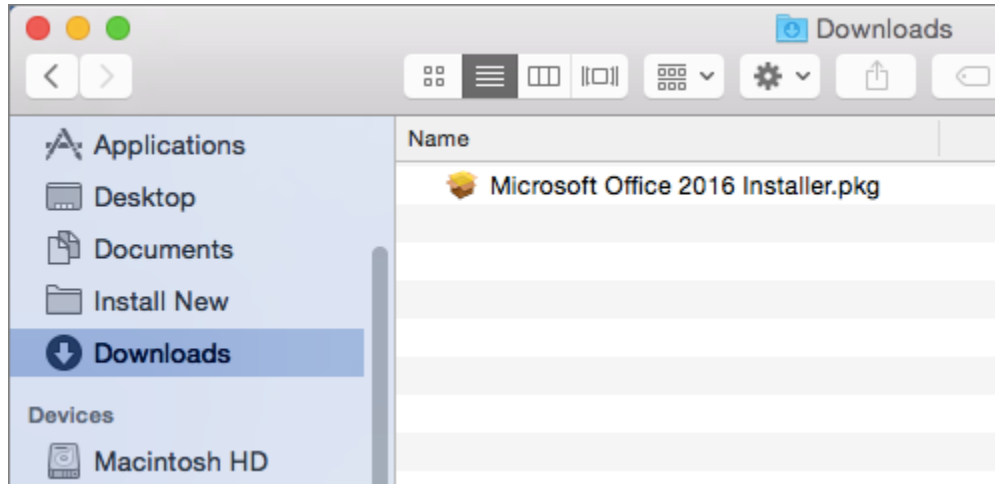*Note: Before you begin, make sure your Mac meets the system requirements.*

Step 1 - Sign in to download Office

1. Go to aka.ms/office-install and **Sign In** with your **Gulf University account**.

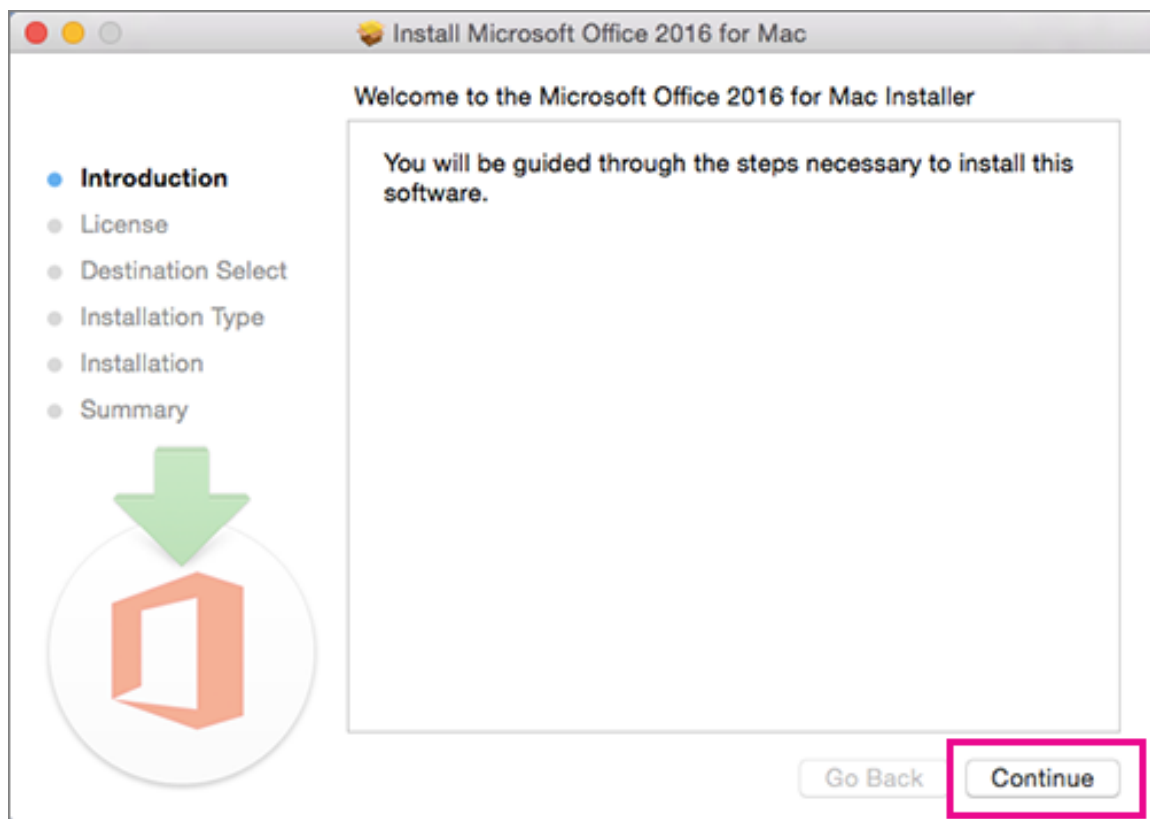2. On the Office home page, click **Install**.
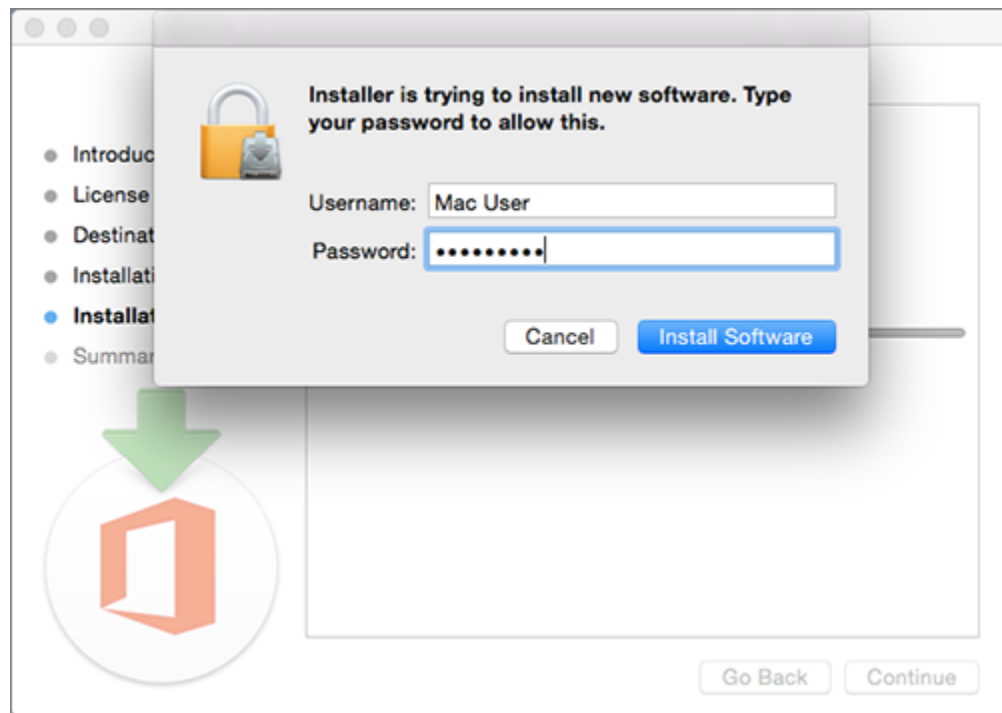
Step 2 - Install Office

1. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft_Office_2016_Installer.pkg** (the name might vary slightly).
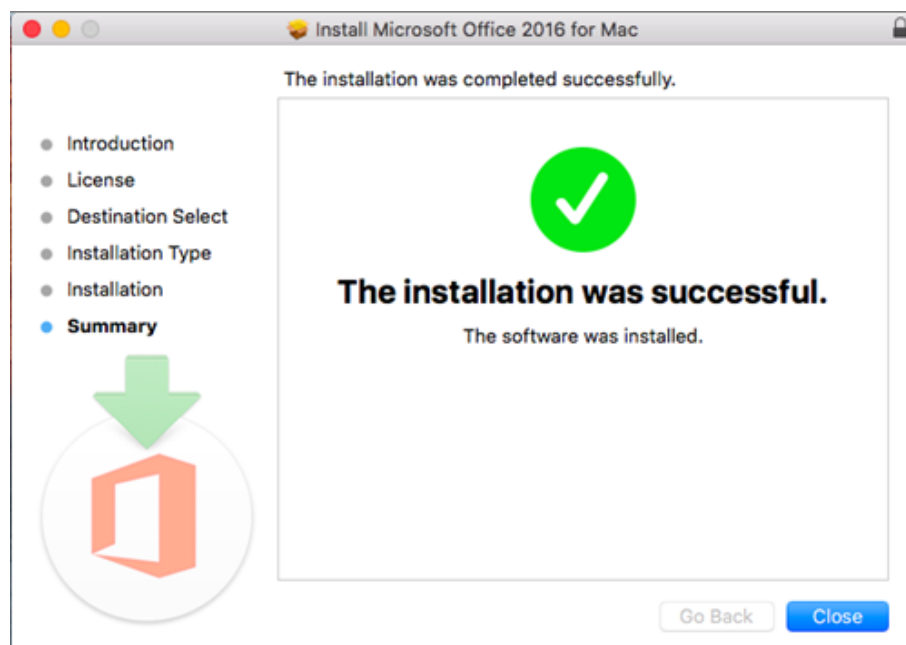

2. On the first installation screen, select **Continue** to begin the installation process.

3. Review the software license agreement, and then click **Continue**. Select **Agree** then click **Continue**.

4. Enter your Mac login password, if prompted, and then click **Install Software**. (This is the password that you use to log in to your Mac.)

5. The software begins to install. Click **Close** when the installation is finished.

Step 3: Launch an Office for Mac app and Activate

1. Click the **Launchpad** icon   in the Dock to display all of your apps.

2. Click the **Microsoft Word** icon in the Launchpad.

3. From the What's New in Word window, click **Get Started** to start activating.