

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 <u>aka.ms/office-install</u> and **Sign In** with your **Gulf University account**.
- 2. On the Office home page, click **Install**.

III Office 365		
Good evening		
Search apps, docum	nents, people, ar	nd sites
Apps		Install Office apps $$
Outlook	🥿 o 🛓	Office 2016 Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.
Excel	P2 Pc	Other install options Install a different language, the 64-bit version, or other apps available with your subscription.
SharePoint	Teams	y € Yammer



Step 2 - Install Office

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

	💽 Downloads
$\langle \rangle$	
Applications	Name
Desktop	🥪 Microsoft Office 2016 Installer.pkg
Documents	
Install New	
Downloads	
Devices	
Macintosh HD	

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.)

000		
Introduc	Installer is your passw	trying to install new software. Type yord to allow this.
License	Username:	Mac User
Destinat	Password:	••••••
Installati		
Installat		Cancel Install Software
 Summar 		
		Go Back Continue

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.

0	Unmistakably Office, Designed for Mac Fresh new Office design now fully optimized for the Mac, including retina display and full screen view.
	New Ribbon and Task Panes All the power of Office organized in a manner similar to Office for Windows.
0	Cloud Connected Access your recently used documents on any device with seamless integration with OneDrive, SharePoint, and more.
Ņ	New Tools and Improved Features Includes new sharing options, Design Ribbon, navigation pane, reference tools, mail merge, and more.
7	Threaded Comments Easily track comments and see who replied to whom, so you can have helpful conversations where they matter.
	Get started > ●