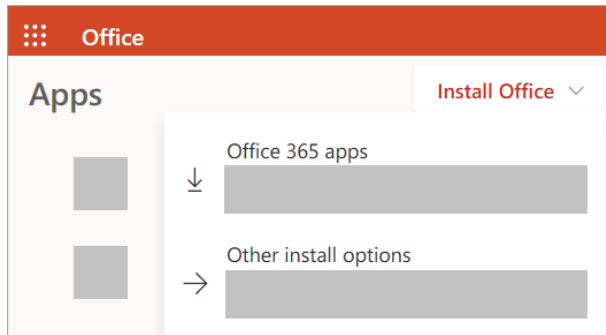


Office 365 Download Guide for MacOS (personal computers only)

Sign in to download Office

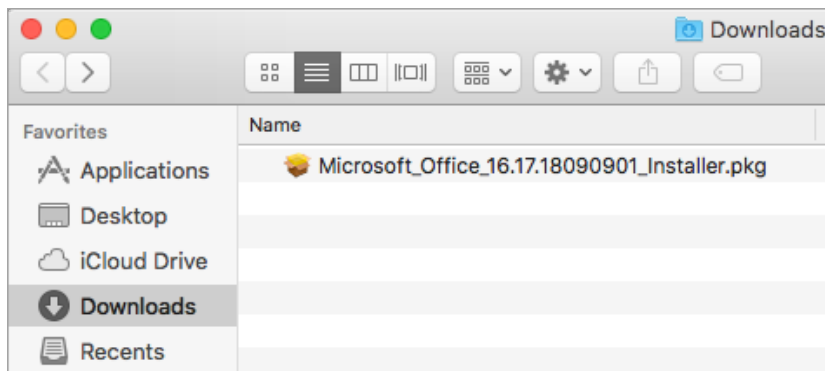
1. Go to www.office.com and if you're not already signed in, select **Sign in**.
2. Sign in with your ONUnet account.
3. From the home page select **Install Office** (If you set a different start page, go to aka.ms/office-install.)



- b. Select **Office 365 apps** to begin the download.
4. Follow the instructions below to complete installing your Office apps.

Install Office

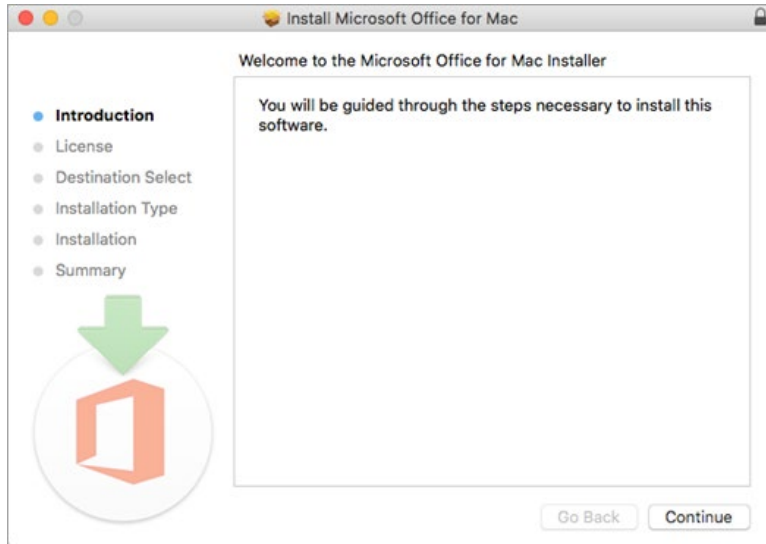
1. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft Office installer.pkg** file (the name might vary slightly).



Office 365 Download Guide for MacOS (personal computers only)

Tip: If you see an error that says the **Microsoft Office installer.pkg** can't be opened because it is from an unidentified developer, wait 10 seconds and move the downloaded file to your desktop. Hold **Control** + click the file to launch the installer.

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

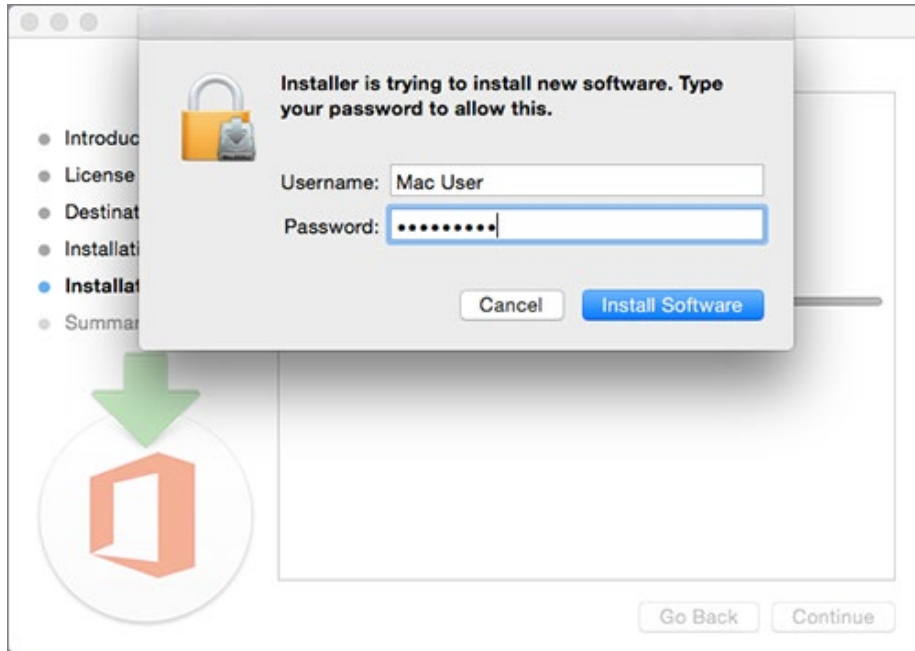


3. Review the software license agreement, and then click **Continue**.
4. Select **Agree** to agree to the terms of the software license agreement.
5. Choose how you want to install Office and click **Continue**.
6. Review the disk space requirements or change your install location, and then click **Install**.

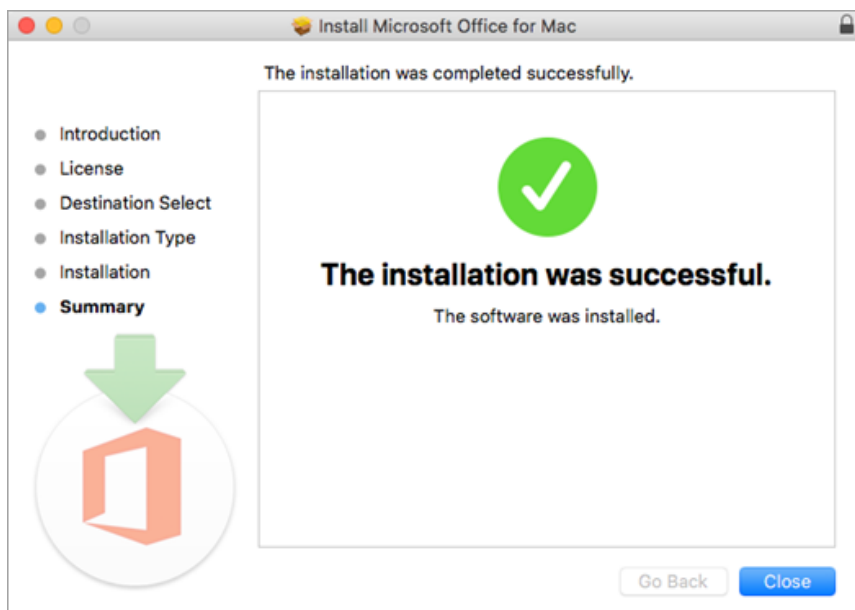
Note: If you want to only install specific Office apps and not the entire suite, click the **Customize** button and uncheck the programs you don't want.

7. 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.)

Office 365 Download Guide for MacOS (personal computers only)



8. The software begins to install. Click **Close** when the installation is finished. If Office installation fails, see [What to try if you can't install or activate Office for Mac](#).



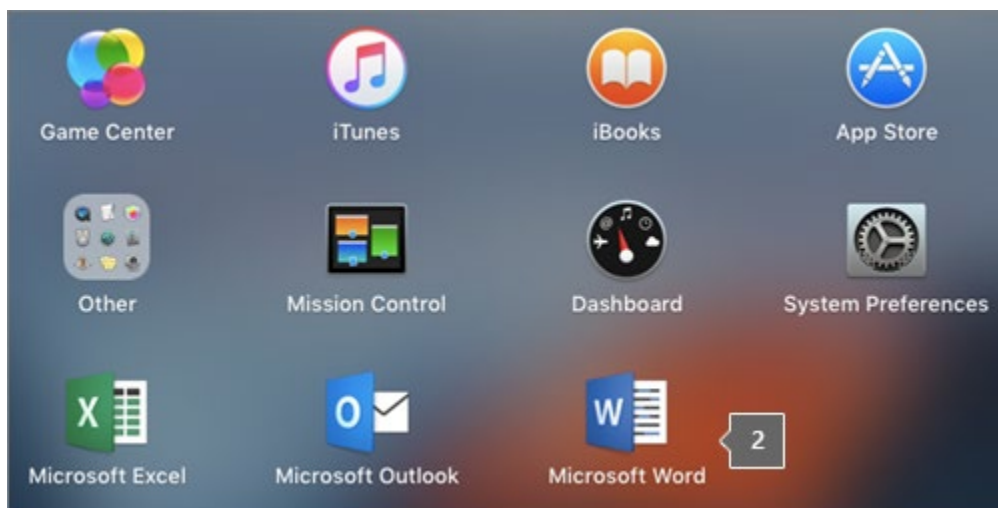
Office 365 Download Guide for MacOS (personal computers only)

Launch an Office for Mac app and start the activation process

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

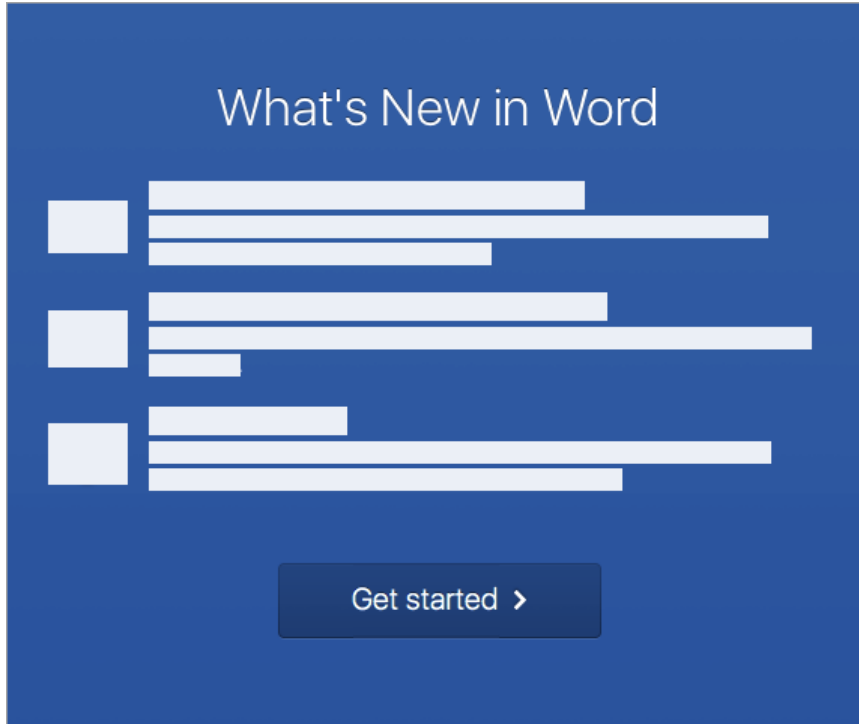


2. Click the **Microsoft Word** icon in the Launchpad.



3. The **What's New** window opens automatically when you launch Word. Click **Get Started** to start activating. If you need help activating Office, see [Activate Office for Mac](#). If Office activation fails, see [What to try if you can't install or activate Office for Mac](#).

Office 365 Download Guide for MacOS (personal computers only)



Installation notes

Installation notes

How do I pin the Office app icons to the dock?

1. Go to **Finder** > **Applications** and open the Office app you want.
2. In the Dock, Control+click or right-click the app icon and choose **Options** > **Keep in Dock**.

Can I install Office on my iPhone or iPad?

Yes, see [Install and set up Office on an iPhone or iPad](#) and [set up email on an iOS device \(iPhone or iPad\)](#)