

Install Microsoft Office for Mac

The guide will walk you through installing Microsoft Office on your Mac computer using your Office365 license.

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Install Office for macOS

INTRODUCTION

Office 365 can only run on the three most recent versions of macOS. The current latest versions can be found <u>here</u>. You can check which version your computer is using by clicking the Apple logo in the top left corner of your screen and choosing About This Mac.

Step 1 — Accessing the Installer

	Search	Constraint Avers		Install Office $$
Good evening		Install Office \vee		
All My recent Shared Favor		to third for a	$\overline{\uparrow}$	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.
	No content activity Share and collaborate with others: Consta read occurrent or upload and open one to get started.		\rightarrow	Other install options Select a different language or install other apps available with your subscription.

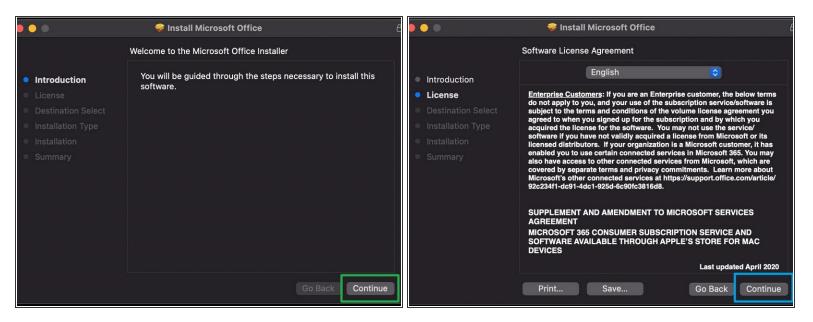
- On the Office365 Dashboard, select Install Office.
- Select Office 365 apps.

Step 2 — Downloading the Installer

Just a few more steps			• .pkg file in your er and follow the steps	Sign in To activate Office, sign in with the activate Office, sign in with the activate Akers@laboure.edu.
Download Office 365 apps will now start downloading.	Install Open the Office, pkg file in your Downloads folder and follow the steps to install Office.	Sign in To activate Office, sign in with the account you use for Office 365: Edward_Akers@laboure.edu.		Open in Finder
Close Need help installing?				Aicrosoft_Office_16.48.21041102_BusinessPro_Installer.pkg

- You will be greeted by a Microsoft pop-up while the installed downloads.
- When the installer has finished downloading, click to launch.

Step 3 — Launching the Installer



Click Continue.

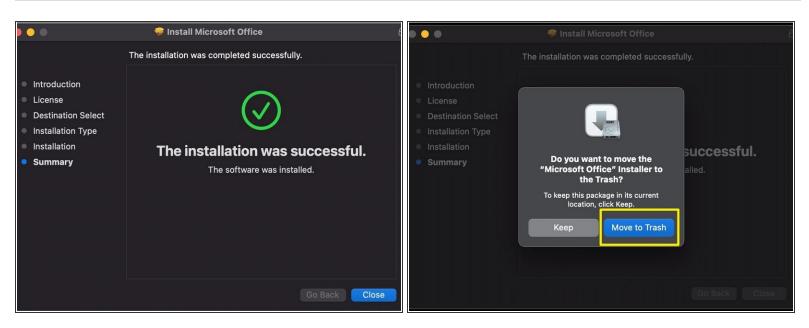
• If you accept Microsoft's terms of use, click **Continue**.

Step 4 — Installing Office

	💝 Install Microsoft Office d		E		🤝 Install Microsoft Office 🕴
 Introduction License Destination Select Installation Type Installation Summary 	Standard Install on "Macintosh HD" This will take 9.69 GB of space on your computer. Click Install to perform a standard Installation of this software for all users of this computer. All users of this computer will be able to use this software. Change Install Location Customize Go Back Install	 Introduct Intr		Introduction License Destination Select Installation Type Installation Summary	Installing Microsoft Office Preparing for installation Go Back Continue

- When you are ready, click **Install**.
- You may be prompted to authenticate by entering your password before installing.
- Office will now begin installing on your computer. The installation should only take a few minutes.

Step 5



- You will soon be greeted by a message that the installation was successful.
- An automated pop up will ask if you would like to delete the installer, feel free to select Move to Trash.
- You may be prompted to sign into your Labouré account the first time you open an Office product.
 Simply sign in with your full Labouré email address and password to license the software.