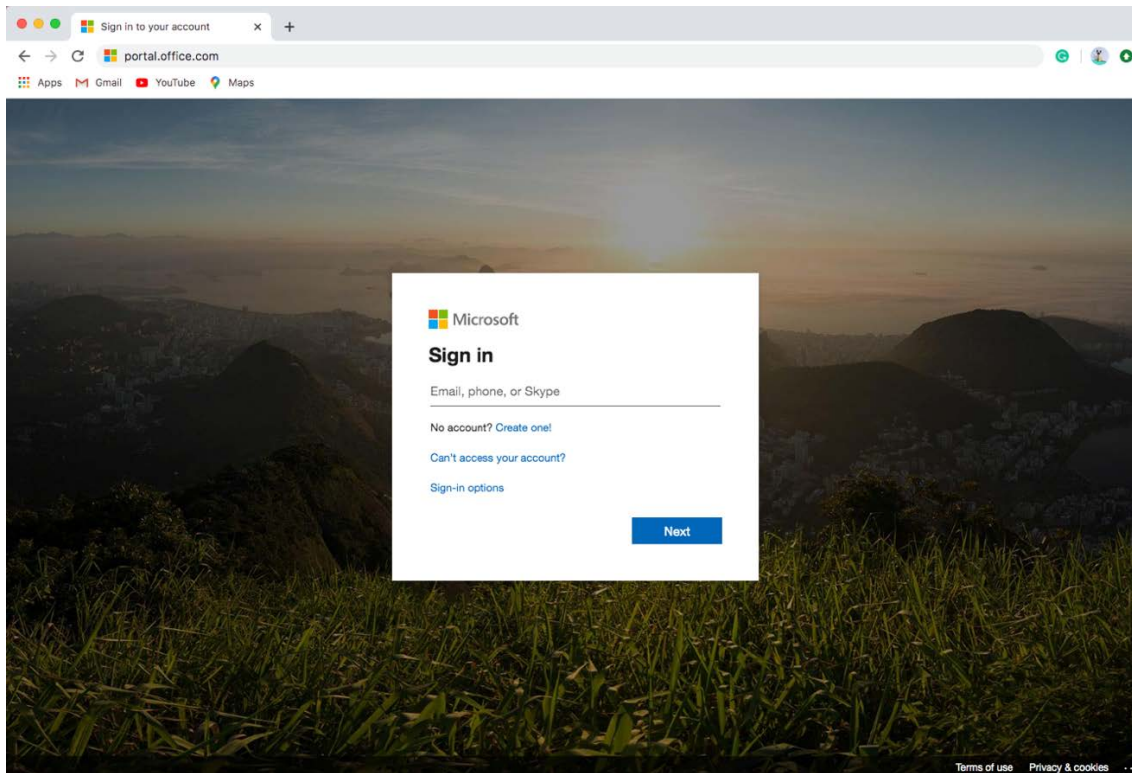
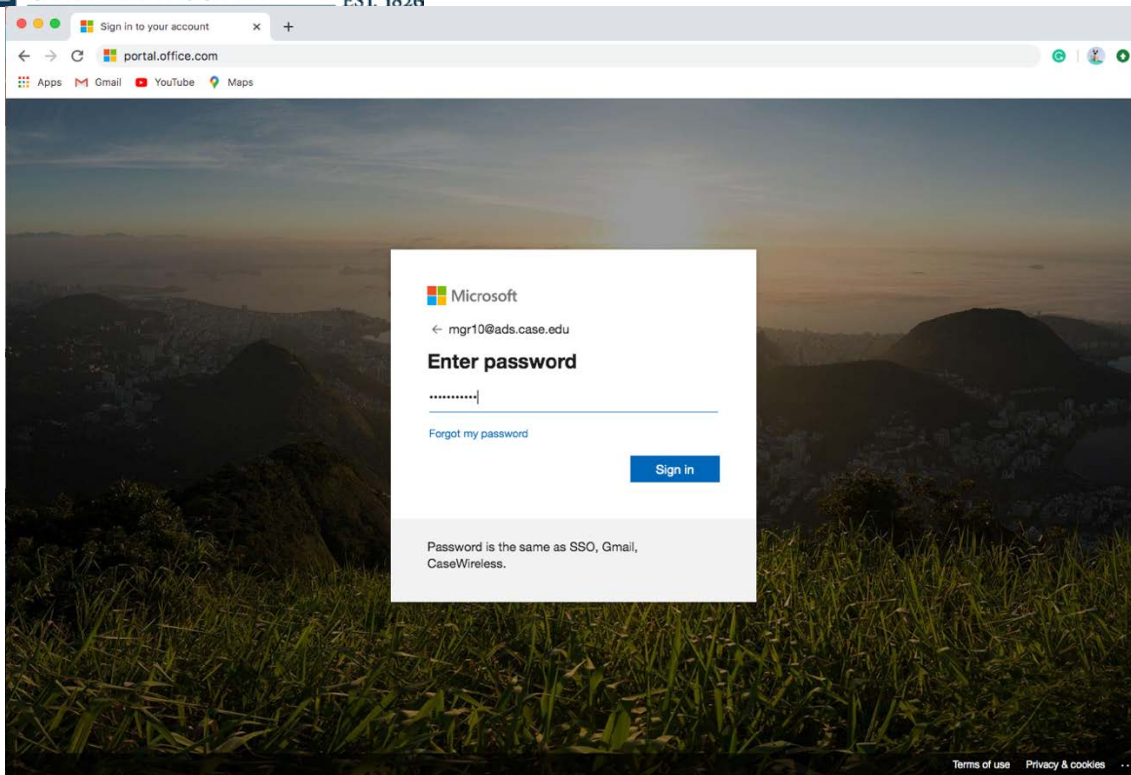


Microsoft 365 Installation Guide (Mac)

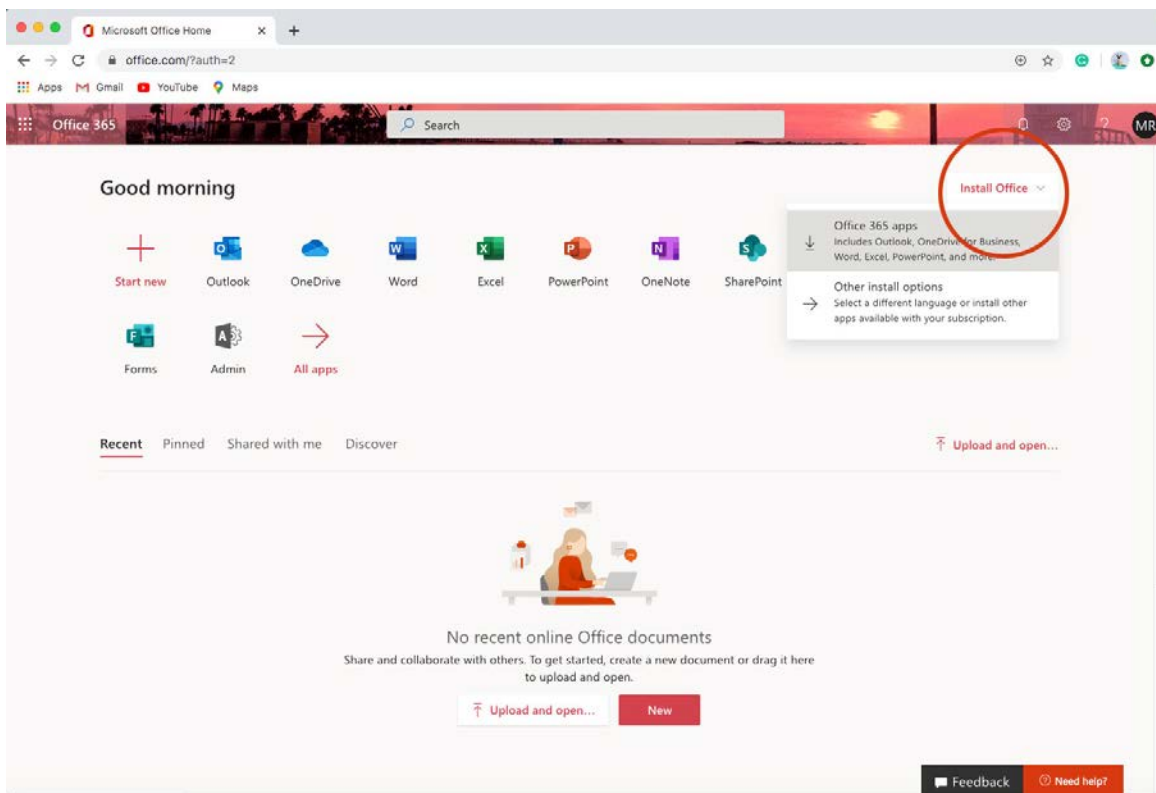
1. Uninstall any older versions of Microsoft Office (e.g. 2016) that you have installed on your computer. See [Microsoft article](#) for details.
2. Log into **office.com** using your CWRU credentials (abc123@case.edu)



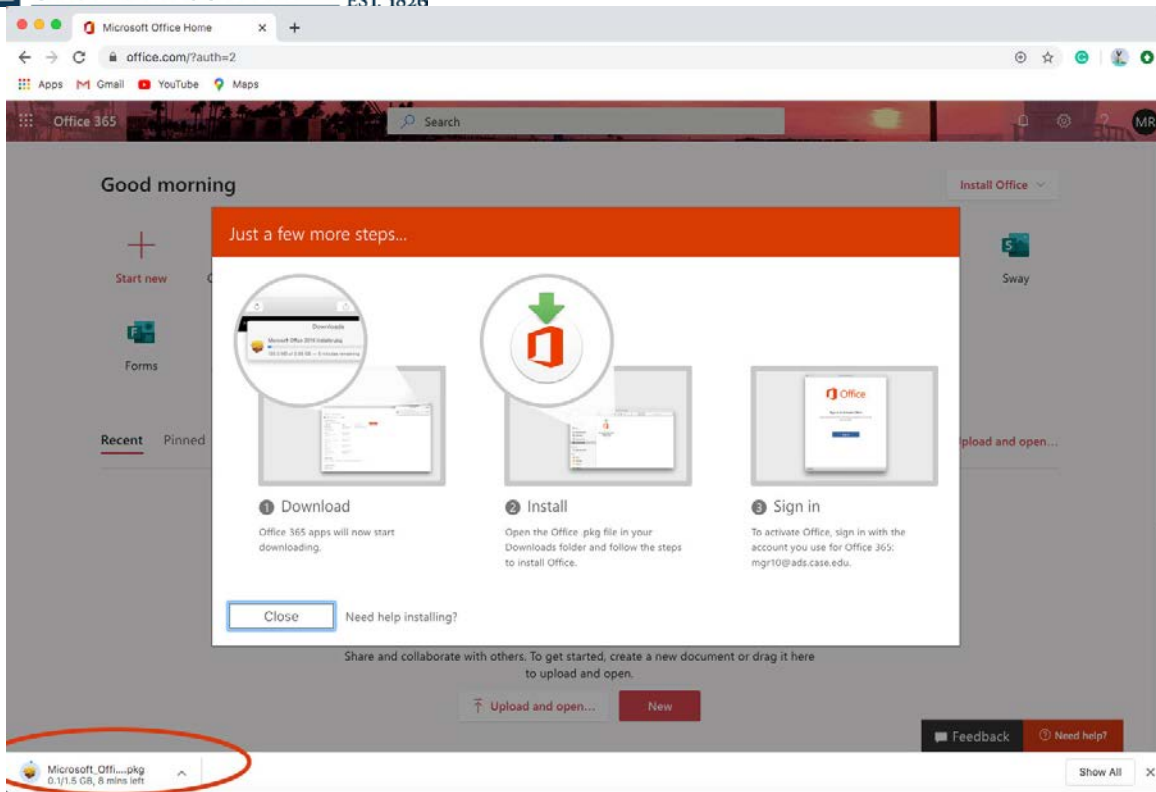
3. Enter your password and click “Sign In”



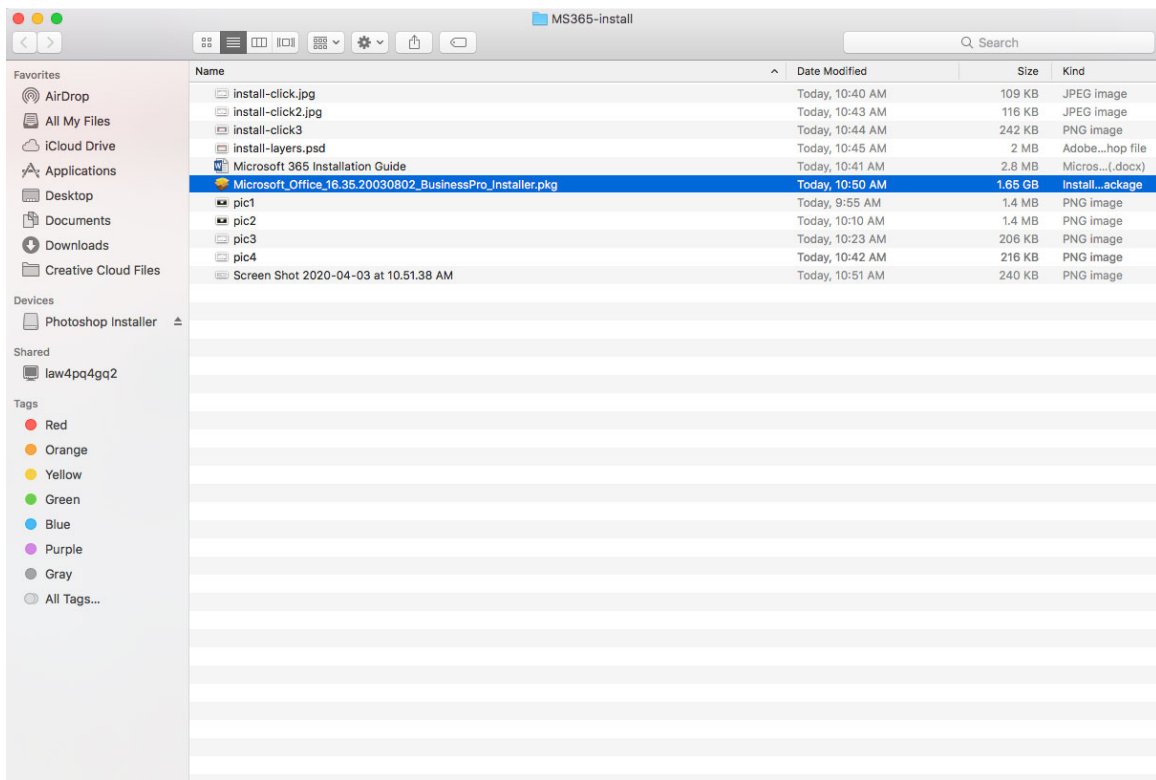
4. Click the “Install Office” button in top right and select download “Office 365 Apps”



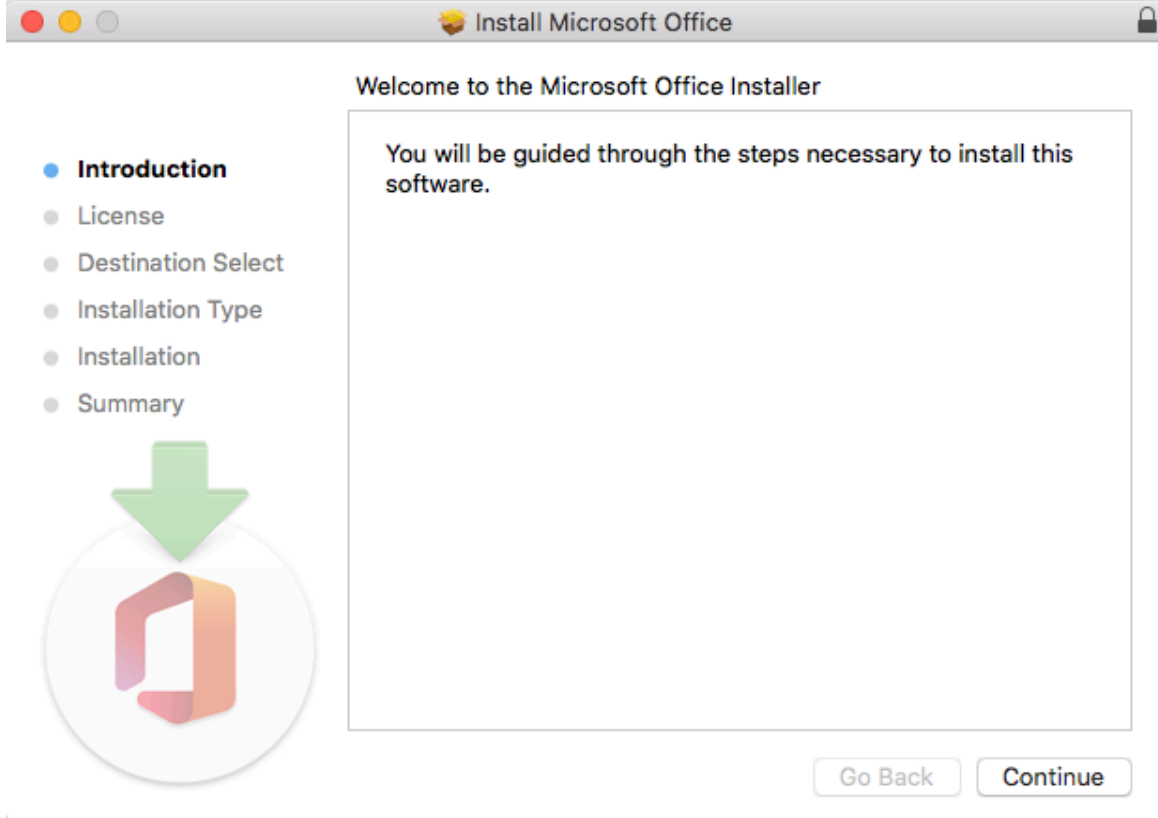
5. Wait for “Microsoft_Office_16.35.20030802_BusinessPro_Installer.pkg” to download



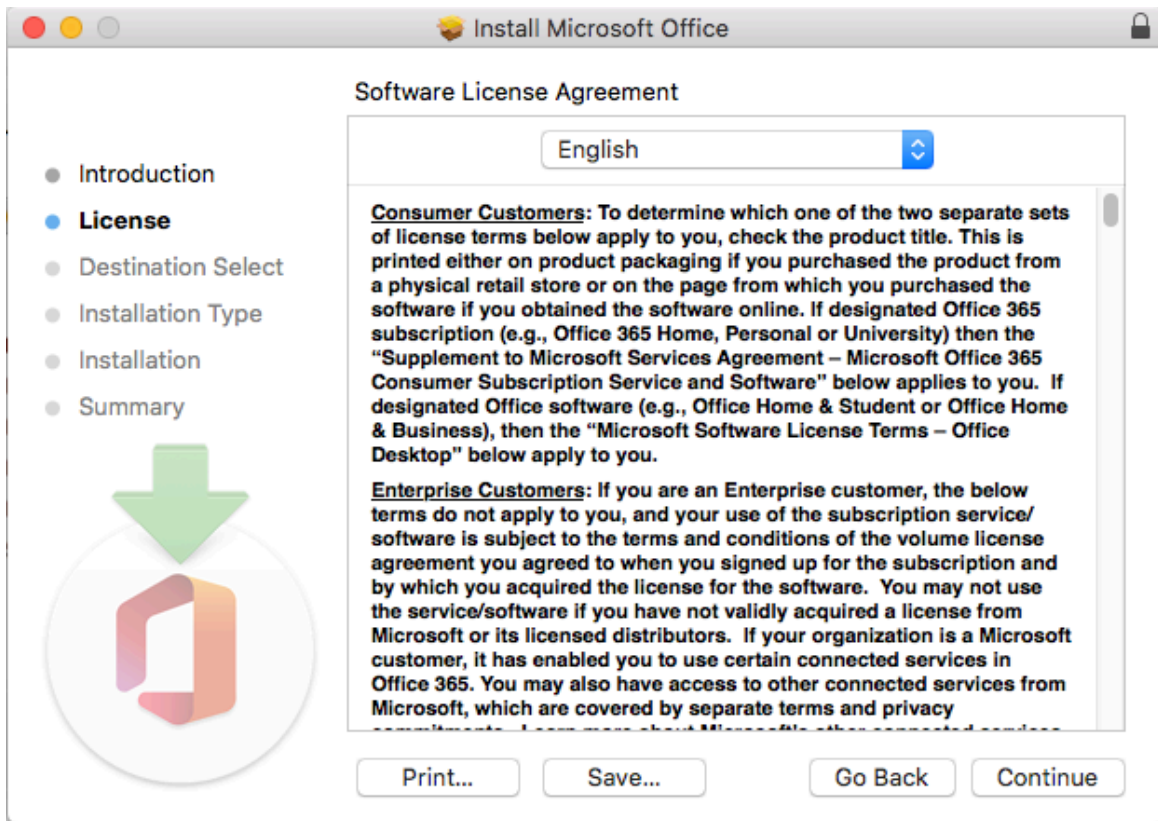
6. Locate the .pkg file in your downloads folder and double-click on it



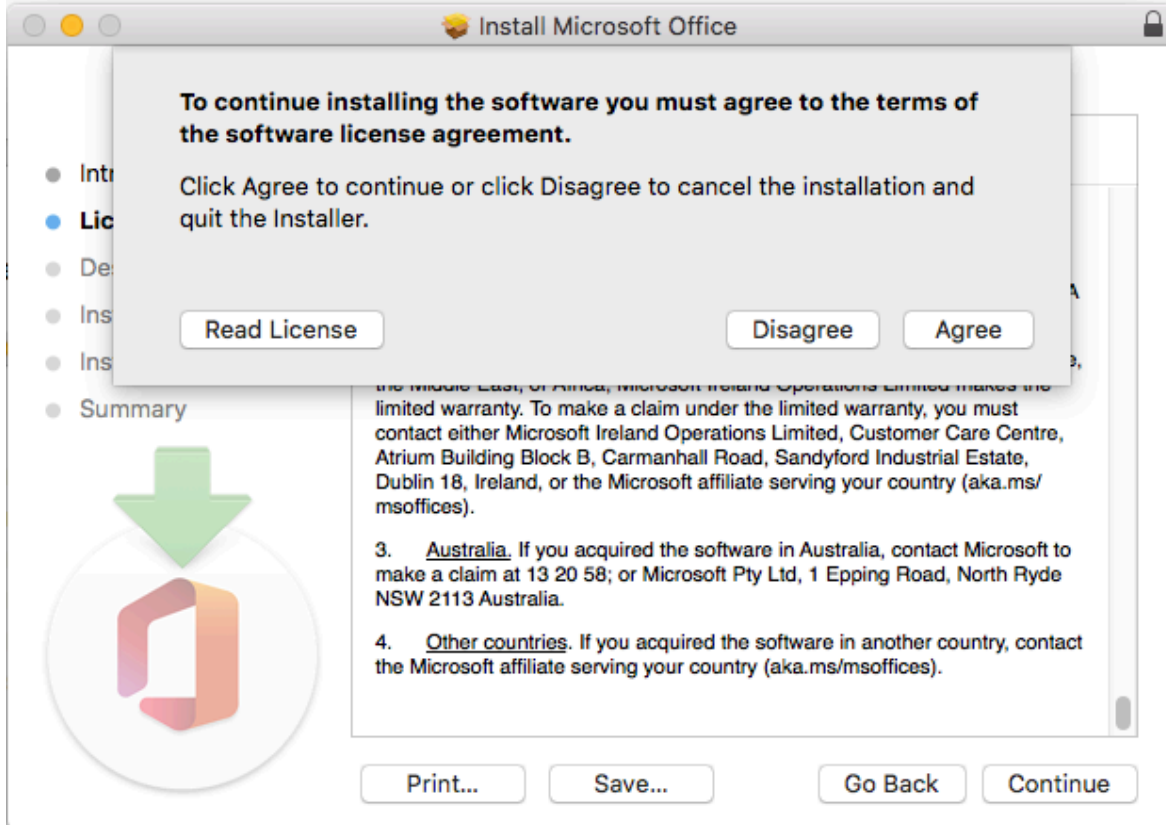
7. The installer will open an "Install Microsoft Office" dialog box, click 'Continue' button



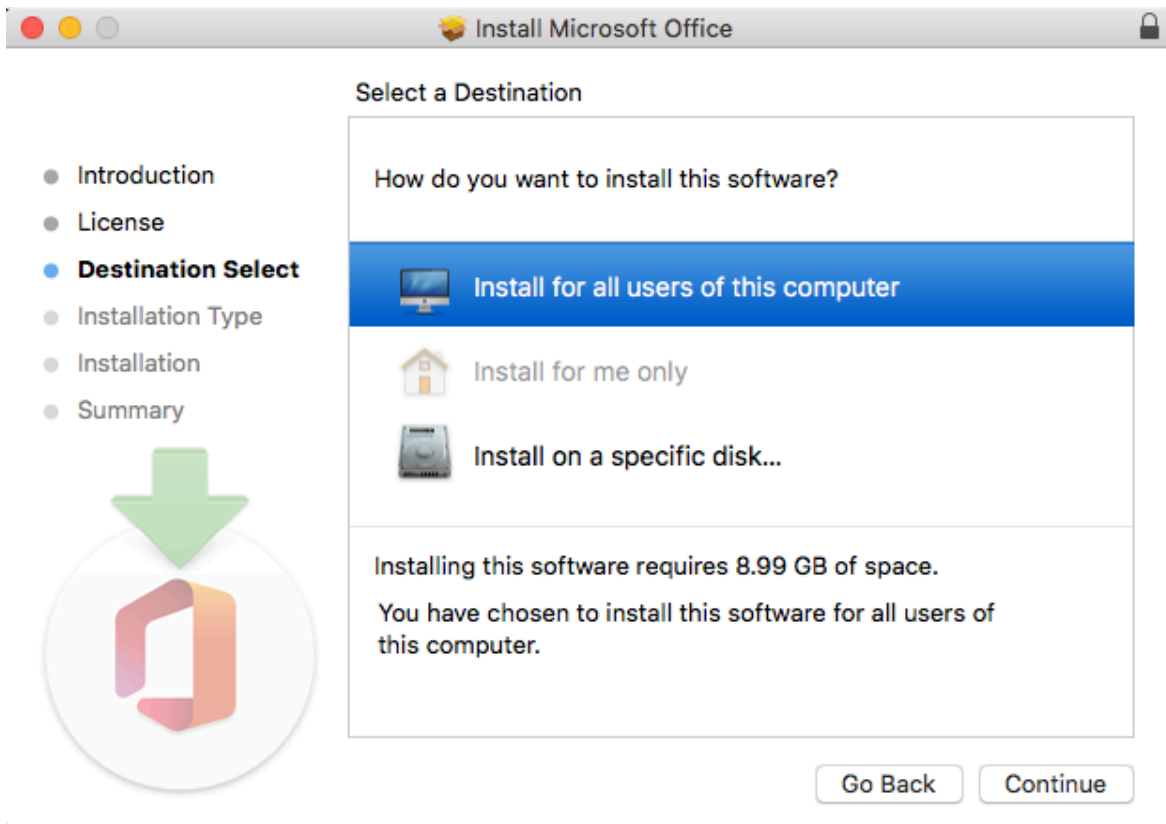
8. Review the “Software License Agreement” and click the “Continue” button



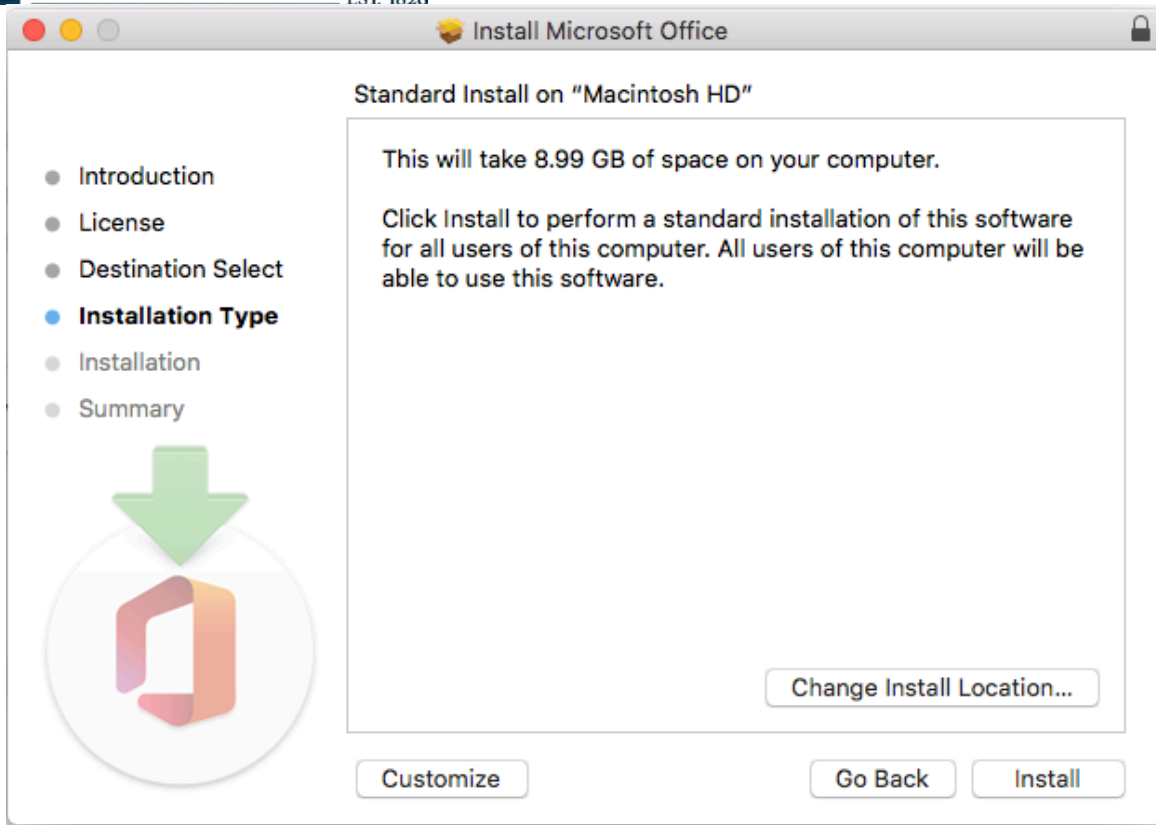
9. You will be prompted to “Agree” in order to continue installing



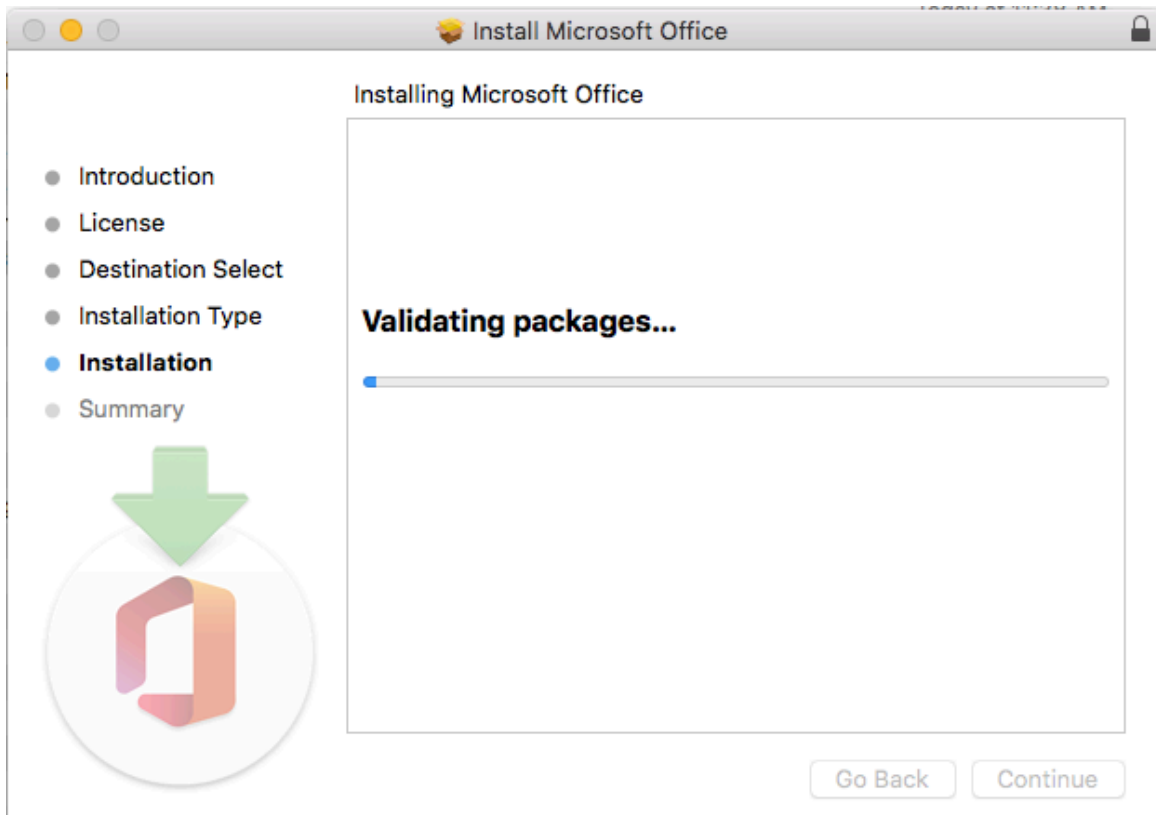
10. Select a destination to install and click the “Continue” button



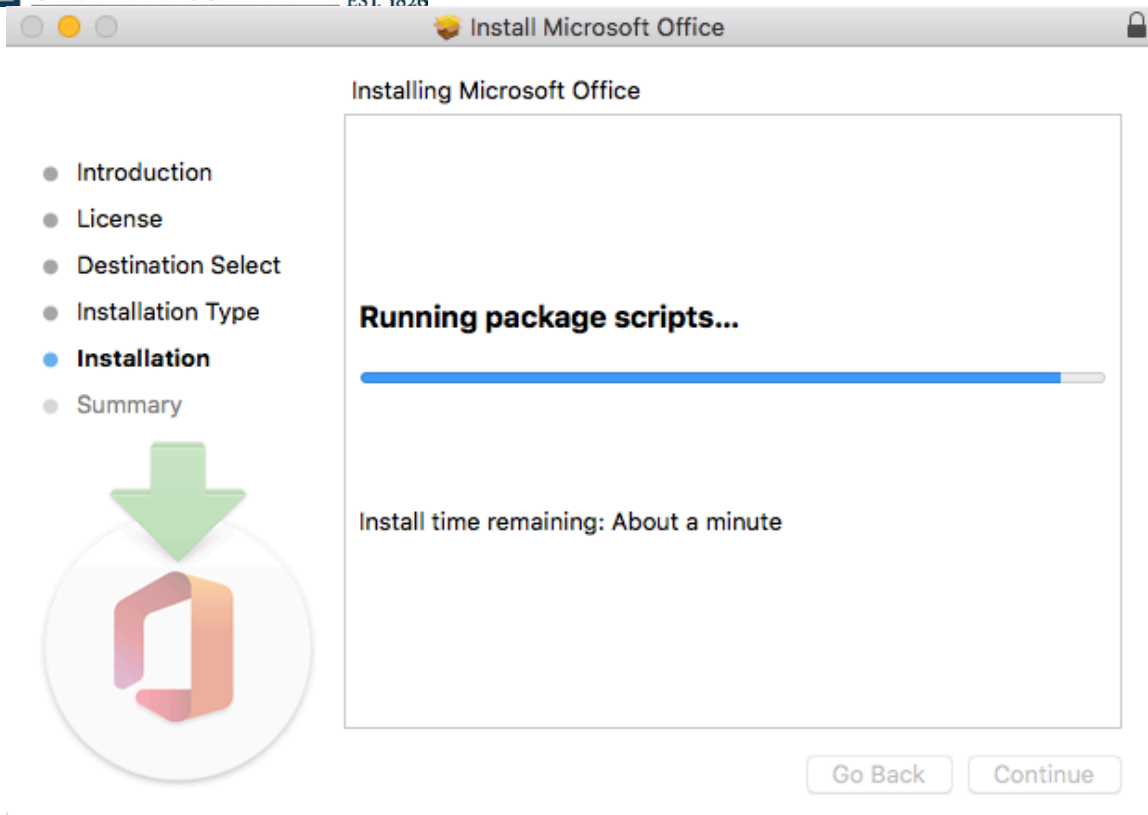
11. The standard install will be on “Macintosh HD” by default. You may choose to “Change Install Location” if desired.



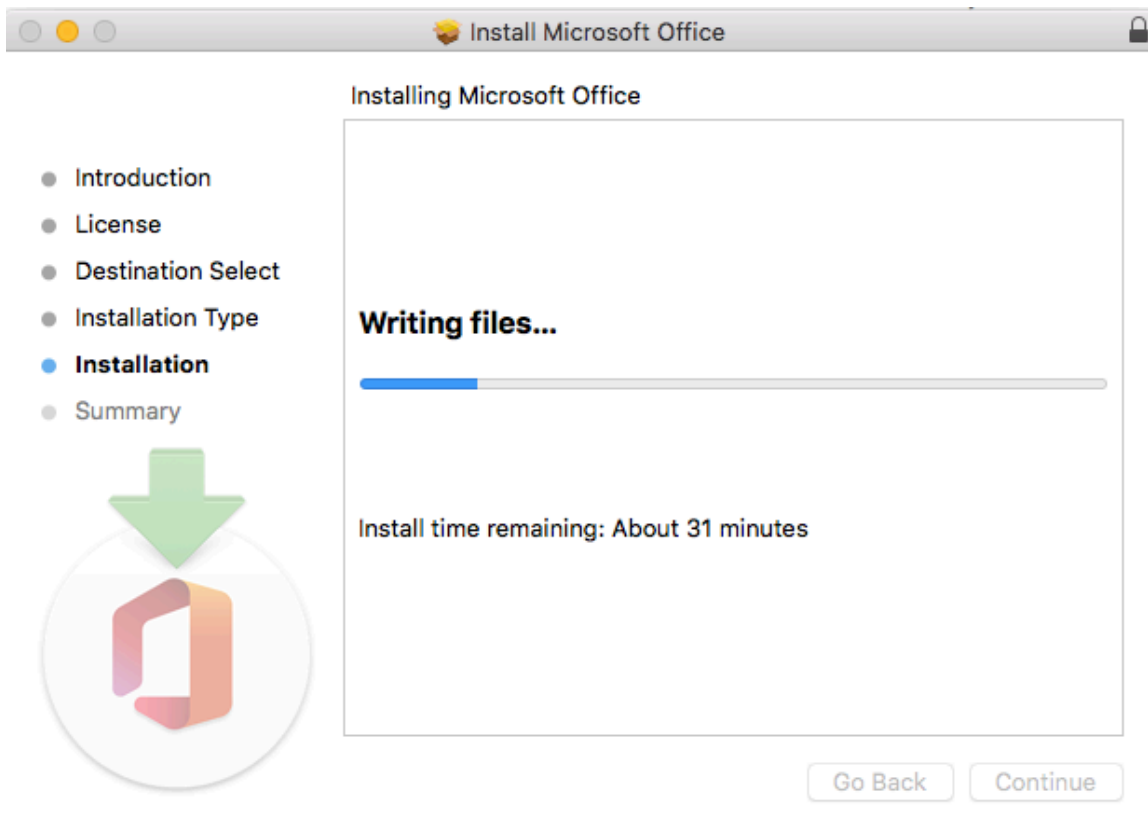
12. Next, the installer will validate packages.



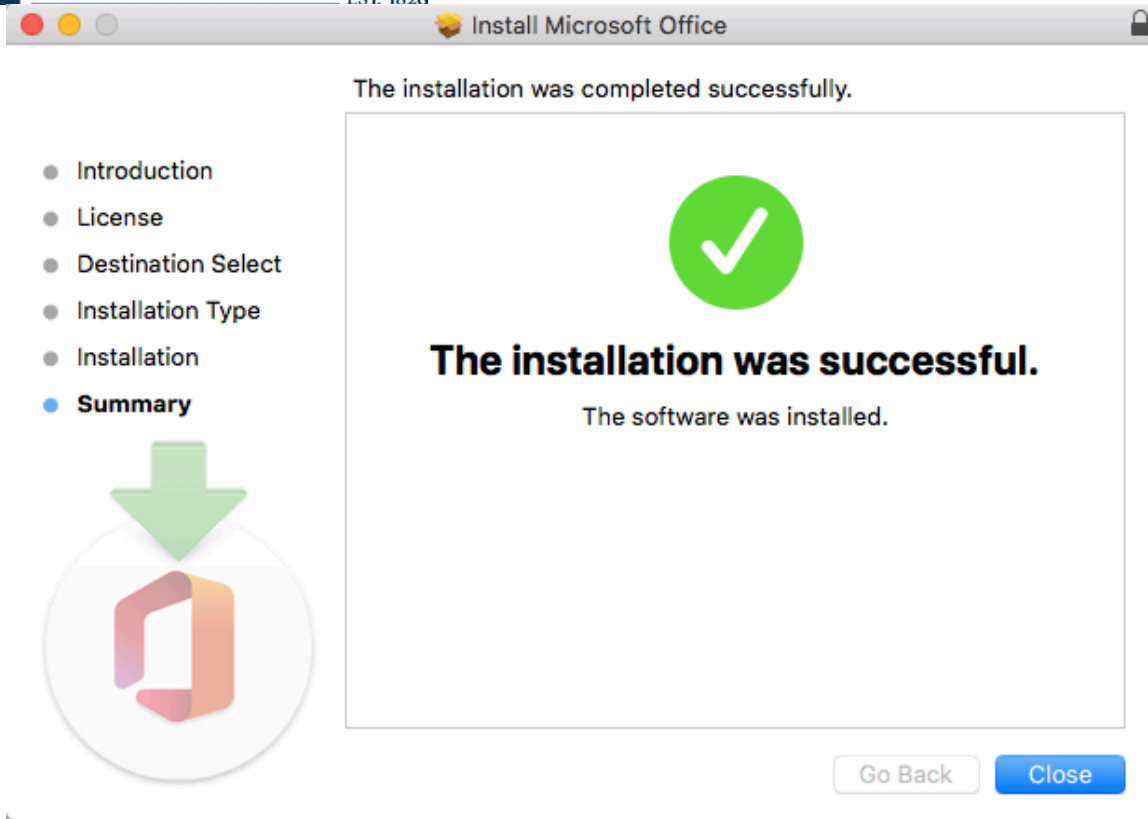
13. Then it will run the package scripts.



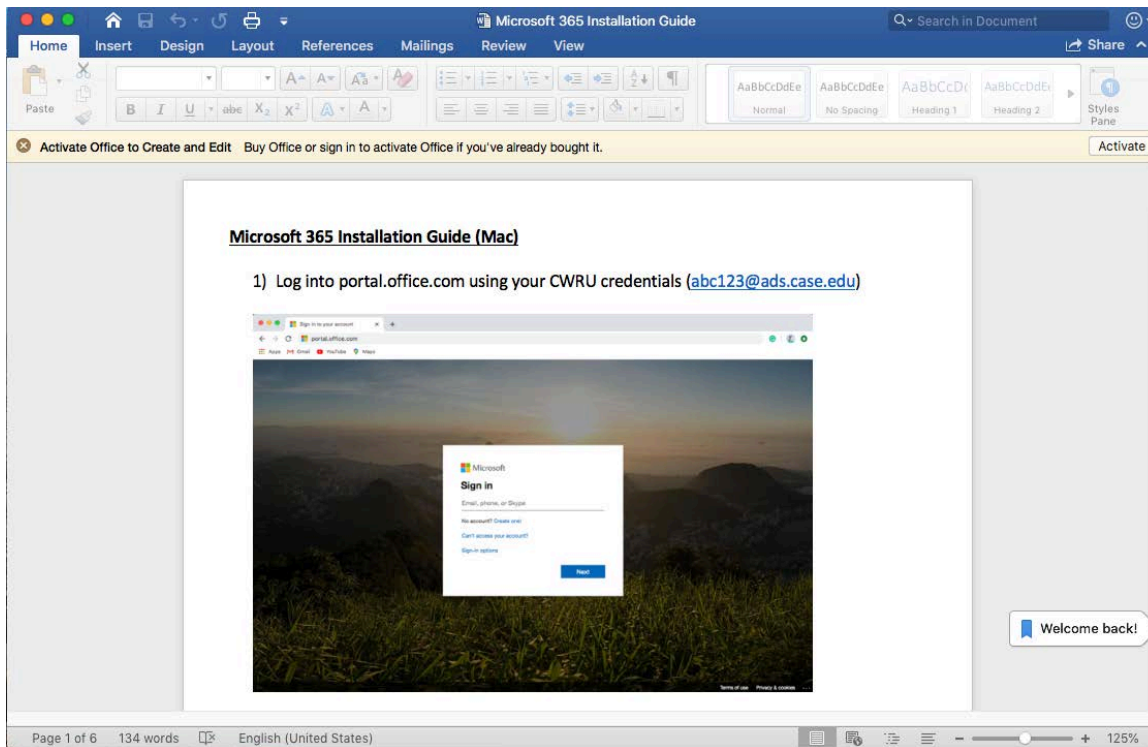
14. Installer will write the files next.



15. Finally, the installer will show that the "installation was successful."



16. Open up a document in Word, and you will be prompted to “Activate Office.”



17. Click on the “Sign in” link under the blue “Buy Office” button.



Activate Office to Create and Edit

To start editing documents, buy Office or sign in to activate Office if you've already bought it.

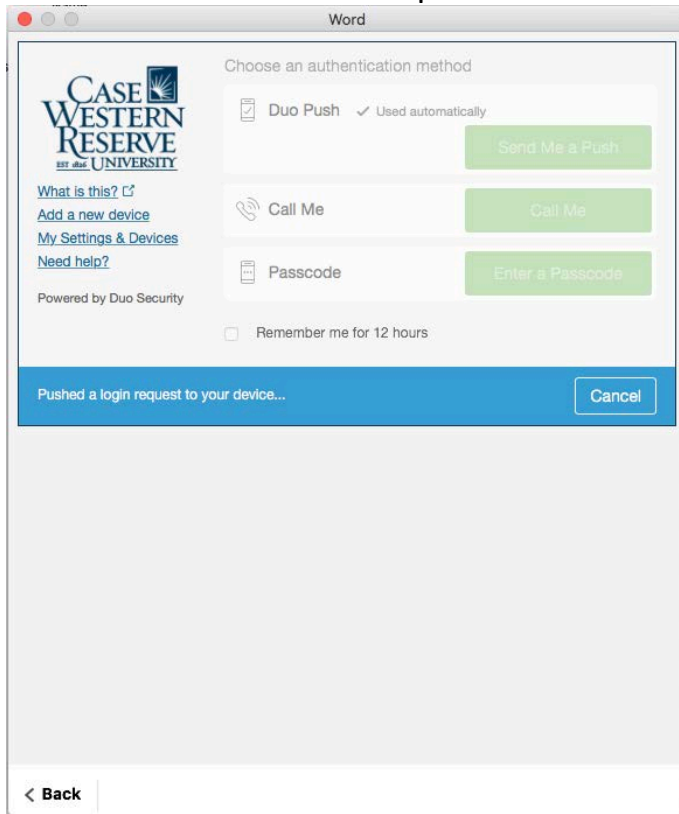
Buy Office

Already bought Office? [Sign in](#)

18. Use your CWRU credentials to log in (abc123@case.edu)

A screenshot of the Microsoft Word sign-in interface. The window title is "Word". At the top left is the Microsoft logo. Below it is the heading "Sign in". A text input field contains the email address "abc123@ads.case.edu". Below the input field is a blue "Next" button. At the bottom left, there is a link "No account? Create one!". At the very bottom left, there is a copyright notice "©2020 Microsoft" and a link "Privacy statement". At the bottom left corner, there is a "< Back" link.

19. You will be sent a DUO push.



20. Once activation is complete, Office apps like Word will be ready to use.

