

Microsoft 365 Installation Guide (Mac)

- 1. Uninstall any older versions of Microsoft Office (e.g. 2016) that you have installed on your computer. See <u>Microsoft article</u> 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"

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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

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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

• • •	💝 Install Microsoft Office	
	Software License Agreement	
Introduction	English	
License	Consumer Customers: To determine which one of the two separate sets of license terms below apply to you, check the product title. This is	
 Destination Select 	printed either on product packaging if you purchased the product from	
Installation Type	software if you obtained the software online. If designated Office 365	
Installation	"Supplement to Microsoft Services Agreement – Microsoft Office 365	
Summary	designated Office software (e.g., Office Home & Student or Office Home & Business), then the "Microsoft Software License Terms – Office Desktop" below apply to you.	
	Enterprise Customers: If you are an Enterprise customer, the below terms do not apply to you, and your use of the subscription service/ software is subject to the terms and conditions of the volume license agreement you agreed to when you signed up for the subscription and by which you acquired the license for the software. You may not use the service/software if you have not validly acquired a license from Microsoft or its licensed distributors. If your organization is a Microsoft customer, it has enabled you to use certain connected services in Office 365. You may also have access to other connected services from Microsoft, which are covered by separate terms and privacy	
	Print Save Go Back Continue	

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

0	💝 Install Microsoft Office			_
	To continue installing the software you must agre the software license agreement.	ee to the te	erms of	$\left \right $
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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.

CASE WESTERN RES UNIVERSITY	ERVE	
• • •	😺 Install Microsoft Office	
	Standard Install on "Macintosh HD"	
Introduction	This will take 8.99 GB of space on your computer.	
 License Destination Select 	for all users of this computer. All users of this computer will be able to use this software.	
Installation Type		
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Summary		
	Change Install Location	
	Customize Go Back Install	

12. Next, the installer will validate packages.



13. Then it will run the package scripts.

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0 0	🥪 Install Microsoft Office	
	Installing Microsoft Office	
Introduction		
License		
Destination Select		
Installation Type	Running package scripts	
Installation		
Summary		
	Install time remaining: About a minute	
	Go Back Continue	•

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.



Already bought Office? Sign in

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

	Word
	Microsoft
	Microsoft
	Sign in
	abc123@ads.case.edu
	No account? Create one!
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19. You will be sent a DUO push.

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



