

HOW TO LOGIN TO OFFICE 365 AND DOWNLOAD OFFICE 2016 ON A MAC



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Document Version: 6
Modified on December 8, 2017

This document explains how to download and install Office 365 for students on a Mac. If you have any issues please contact the Help Desk at 440-366-4351 or helpdesk@lorainccc.edu.

Below are the Office products that are available to students



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Skype for
Business



OneDrive
for Business

- **Office 2016**
Microsoft Word, Excel, PowerPoint, Outlook and OneNote
 - includes up to 5 installs on PC, up to 5 installs on MAC and up to 5 installs on mobile devices for Office
- **One Drive**
Cloud-based data storage - 1TB
- **Sway**
Create and share interactive reports, presentations, and more
- **Video**
Upload, share, and play back video messages
- **Skype for Business**

The following Office products will be locally installed on your computer

- Access 2016
- Excel 2016
- OneNote 2016
- Outlook 2016
- PowerPoint 2016
- Word 2016

The following Office products are online applications

- Sway
- Video

Prior to Downloading & Installing Office 2016 for Mac

- 1) Remove all Microsoft Office installations from your computer prior to installing Office 365. If Office 365 detects any other Office installations on your computer during the installation process it will not proceed. A message will display letting you know that you already have a version of Office installed on your computer and that you will need to remove it in order to proceed with installing Office 365.
- 2) Older versions of web browsers may not work properly when using office.com/students. You may need to upgrade your browser before installing Office 365.
- 3) In order to install Office 2016 for Mac you must be running OS X 10.10 or later. If you do not have OS X 10.10 or later you will receive the below message.



Software

Office

Tools & add-ins

Phone & tablet

Office

Get Office 2016 for Mac

To install Office 2016 for Mac, you must be running OS X 10.10 or later. Upgrade your operating system and return here to install.

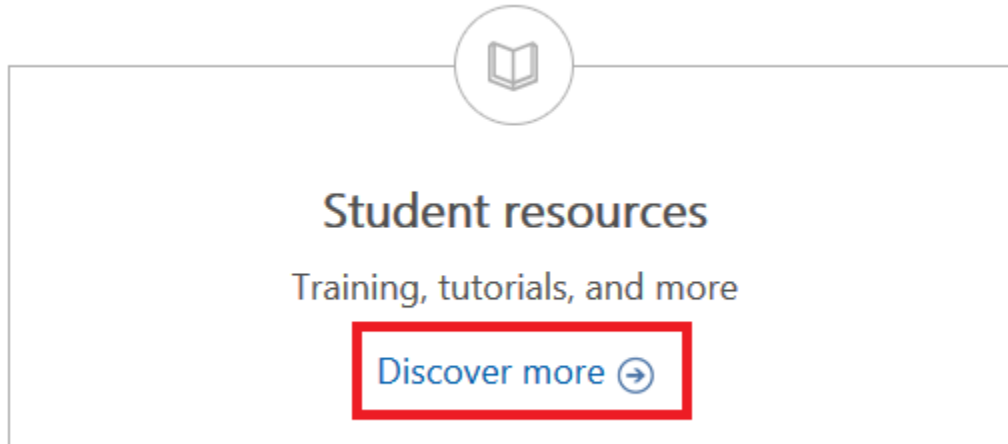
[Upgrade your OS on the Mac App Store](#)

*Please note: In order to download and install Office 365 you must be an activate student. You will not be able to install Office 365 until your course or courses for the semester have started.

****Please Note: Microsoft reserves the right to change the wording of all links and content on <https://office.com/students>. If any of the links or wording differs from what is listed in this document still follow each step listed. The links will still work the same way as what is listed in this document.***

How to Download Install Office 2016 for Mac

- 1) Go to office.com/students
- 2) You will be taken to the following page
- 3) Scroll down and click on **Discover more** under **Student resources**



- 4) Under **Training and tutorials** click on **Getting started with Office**

Training and tutorials

- **Getting started with Office**
- Office training tutorials
- Make your school life easier with OneNote training
- Windows tutorials
- Free IT training
- Get certified

5) Under **Download and install** click on **Install Office on your PC or Mac**



Outlook



OneDrive

Download and install

Install Office on your PC or Mac

Where to enter your product key

What's new in Office 365

[MORE >](#)

6) Click on **Mac step-by-step**

Quick install

PC step-by-step

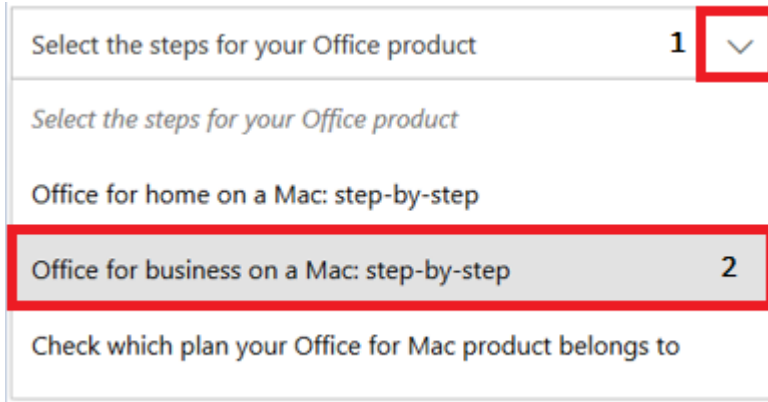
Mac step-by-step

Need help?

Using the drop-down below, select the step-by step instructions for your Office product to help you install or reinstall Office 365 or Office 2016 on a Mac.

Tip: The steps below differ if your Office product is part of an *Office for home* or *Office for business* plan. If you're not sure which steps to follow, select **Check which plan your product belongs to** from the drop-down.

- 7) Click on the arrow next to **Select the steps for your Office product** and click on **Office for business on a Mac: step-by-step**



- 8) Follow the steps listed on Microsoft's website to complete the installation