

BYOD Self-installation guide for Mac OS

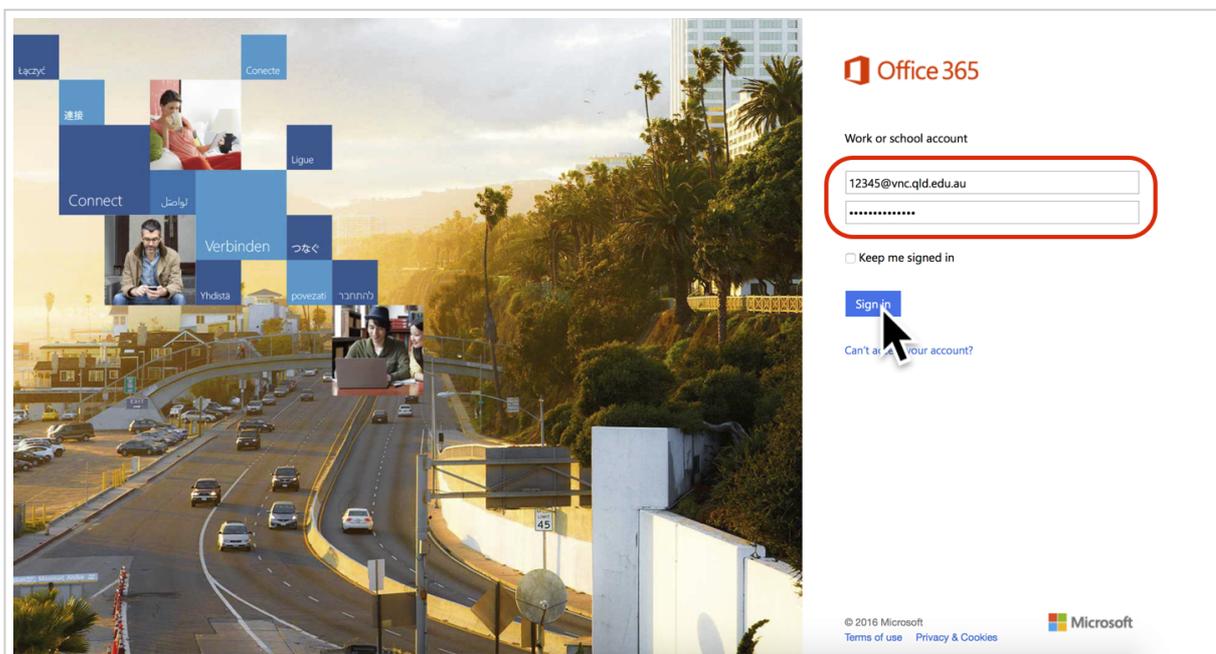
4. Install Office 2016

Office 2016 is the Microsoft range of software including Word, OneNote, Outlook (email program), Excel, Powerpoint and much more. When you install Microsoft Office ensure you have a reliable and fast internet connection as you will be installing a large set-up package in the process (approximately 1.7 GB in size).

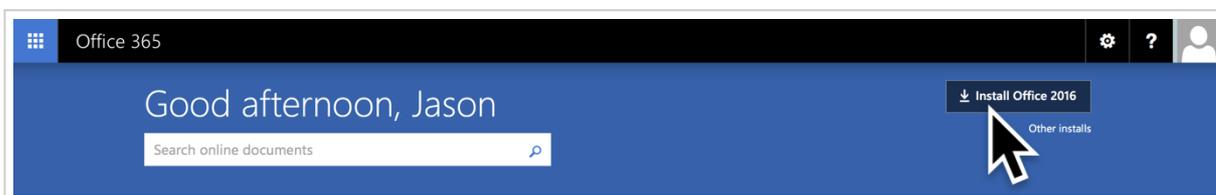
To begin, log in to the Office 365 portal at the following address:

<https://portal.office.com>

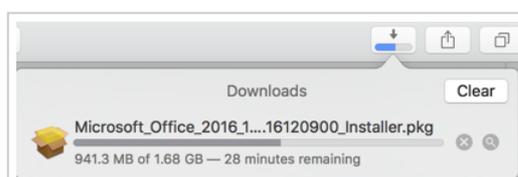
Enter your **College email address** as the username, and your **College network password** for the password. Click the **Sign in** button to continue.



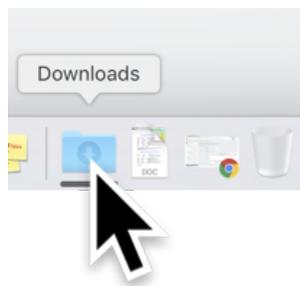
The Microsoft Office Home page will load. In the top right corner of the page, click the **Install Office 2016** button.



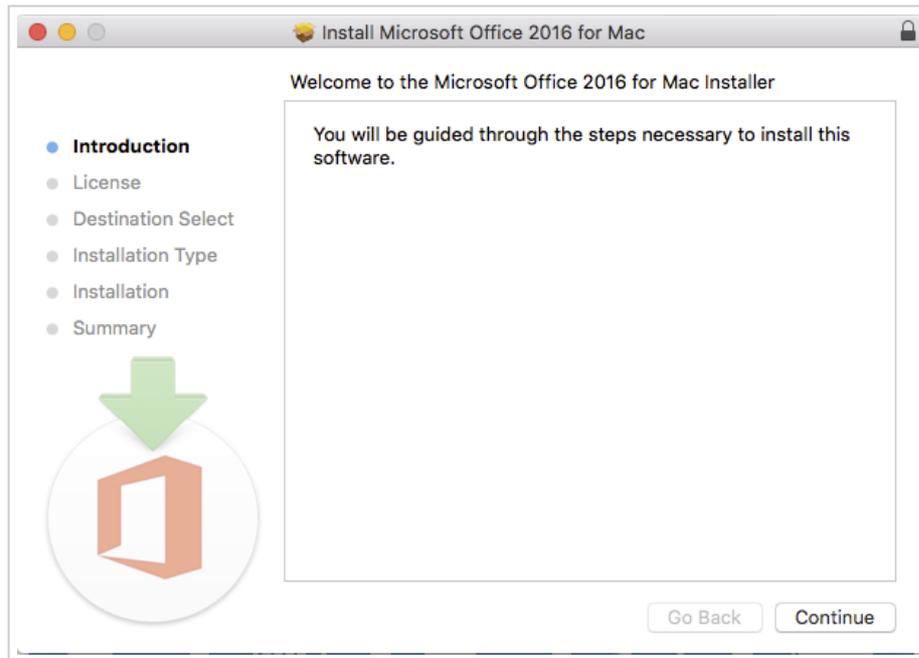
Wait for the installation package to download...



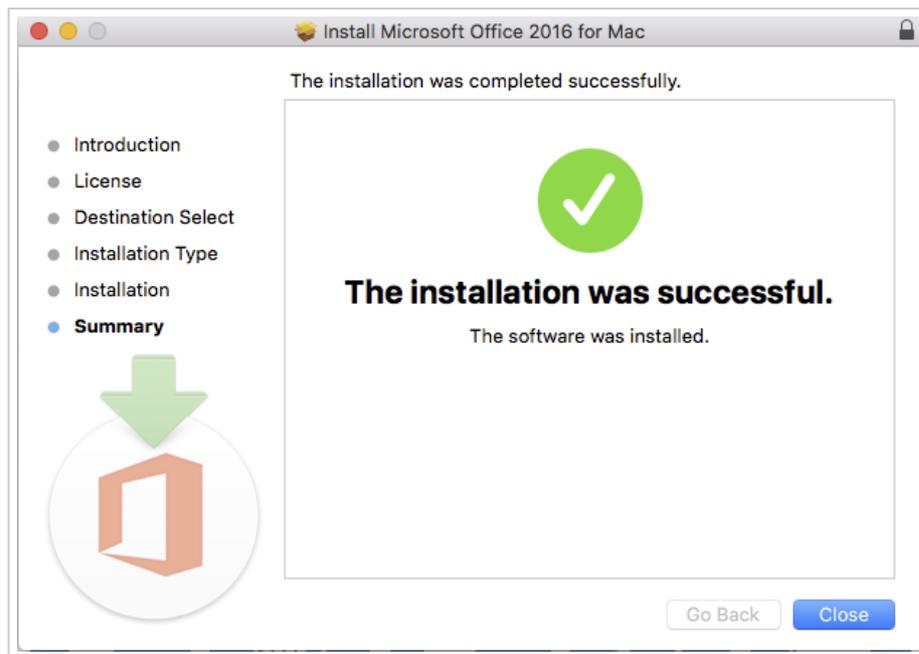
When the download completes, **open the Microsoft_Office_2016_xxx.dmg** file from your **Downloads** folder.



The Microsoft Office installer will run. Follow the installer instructions.

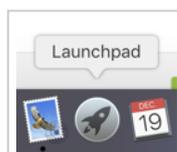


Once finished, you will see the following notification.



Click the **Close** button to close the installer.

Click the **Launchpad** icon in your Dock and locate the Office 2016 apps. **Drag and drop the icons onto the Dock** for quick, easy access to these apps in future.





System Preferences

Microsoft Word

Microsoft PowerPoint

Microsoft OneNote

Microsoft Excel

Microsoft Outlook