

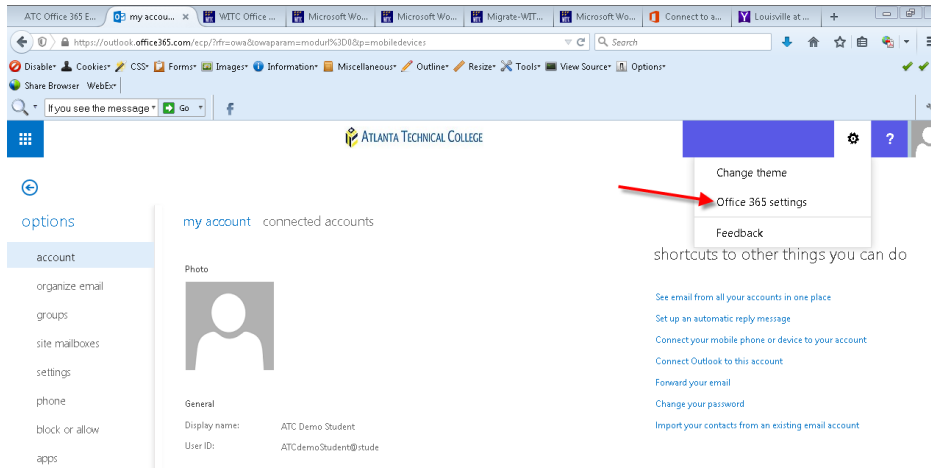
# Installing Microsoft Office 365 Pro Plus on a Mac

Office 365 Pro Plus is the latest version of Microsoft's Office software available through Office 365. It is offered as a free download to students currently attending WITC. The software can be downloaded and installed on 5 personal PC's or Mac computers. Office 365 Pro Plus also allows you to use the Microsoft Office Apps for Android phone and iPhone on 5 devices.

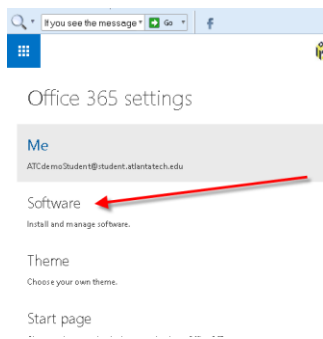
The directions below explain how to download Office to a Mac.

Before installing this version Office Pro Plus please make sure any other versions of Office are uninstalled.

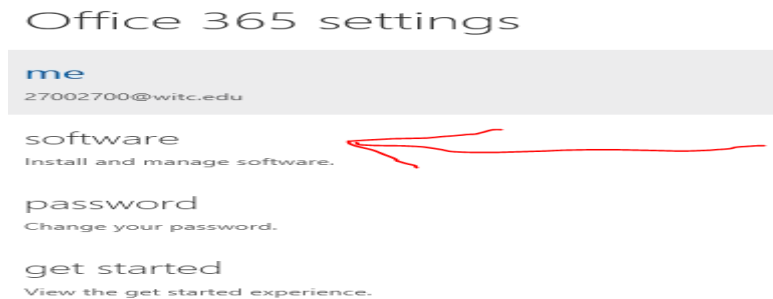
- To download Office Pro Plus access your student email. Then click on the menu cog in the right corner and select Office 365 Settings.



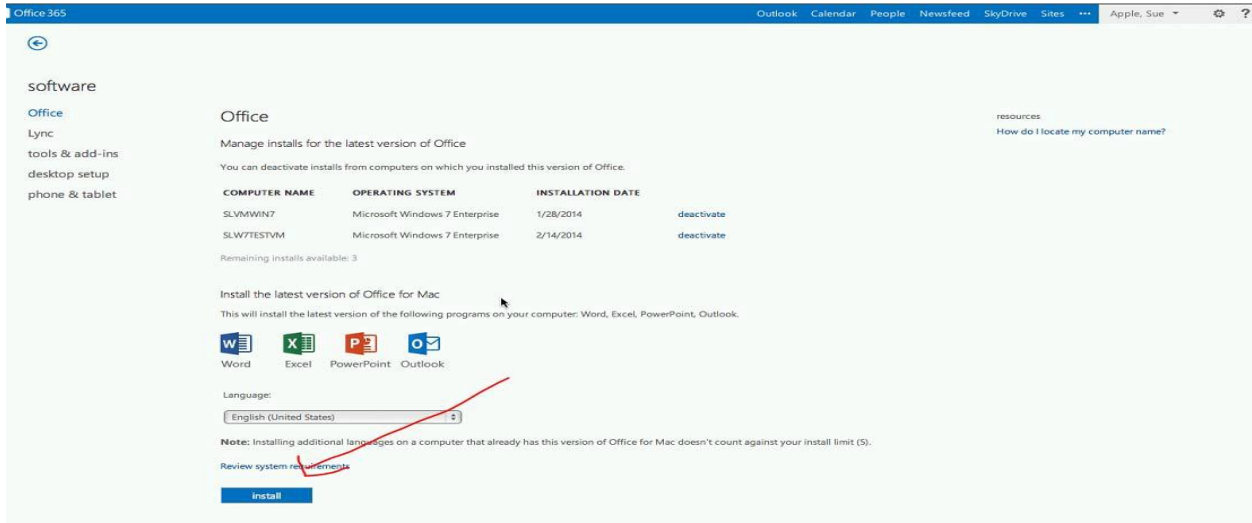
- From the **Office 365 settings** menu select **Software**.



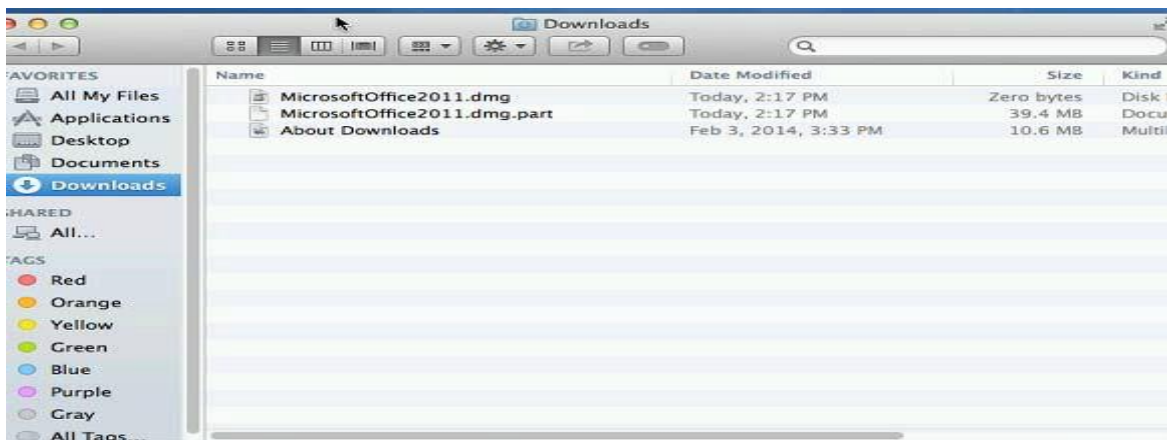
- From the Office 365 settings menu select Software.



When installing Office 365 Pro Plus on a Mac the version option will default to Office 2011 for the Mac. Click on the Install button.



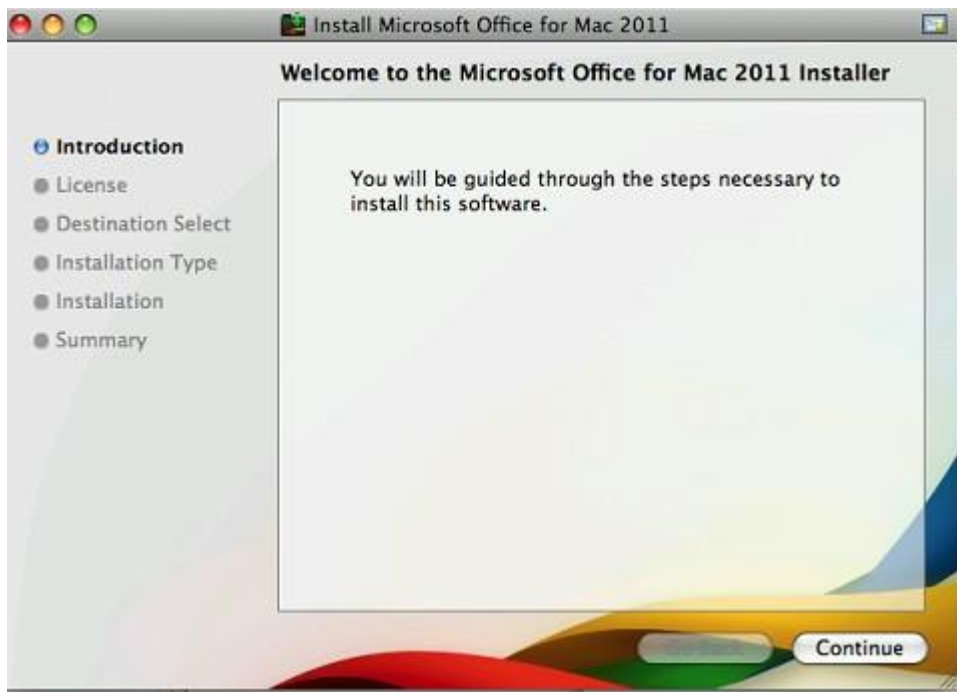
After pressing the Install button the download for the Office applications will start.



Click on the Green arrow and folder icon to start the install



Press Continue on the Office Mac installer screen



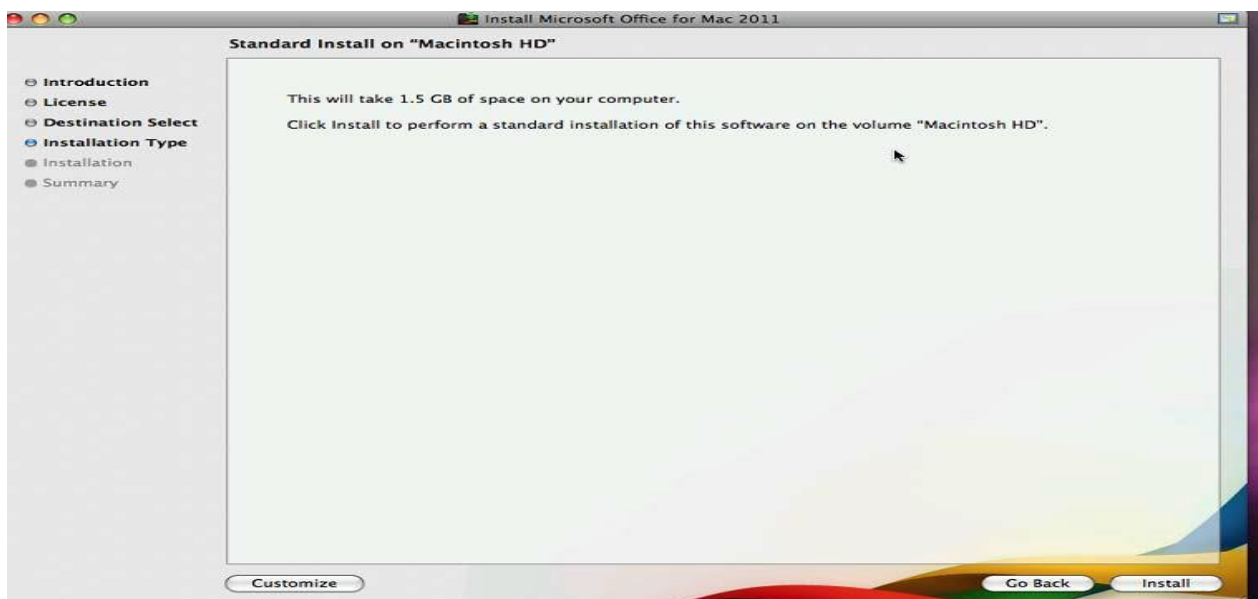
Select your language or leave as English and press Continue



The license agreement screen will be displayed. Press the Agree button to accept the license agreement and continue.



Press the install button to continue installing Office.



Enter the credentials for an account that has privileges to install software.



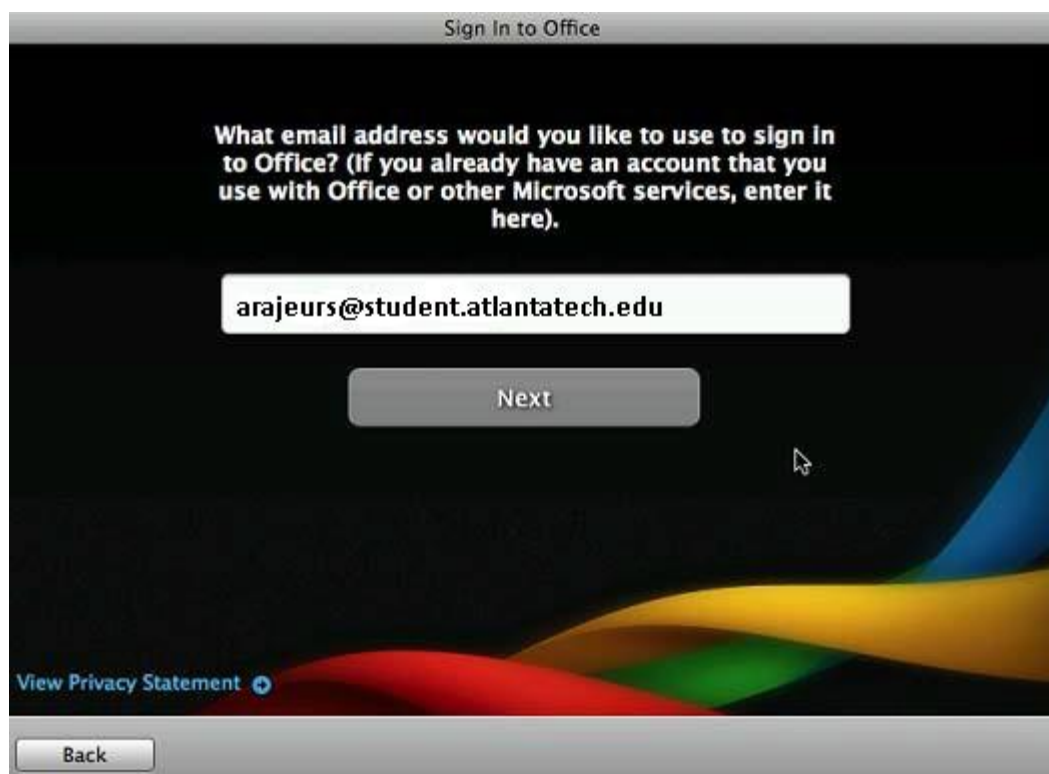
The screen below will be displayed when Office has been successfully installed.



Select sign into an existing Office 365 subscription.



Enter your Office 365 email address and click on Next.



Sign In to Office

What email address would you like to use to sign in to Office? (If you already have an account that you use with Office or other Microsoft services, enter it here).

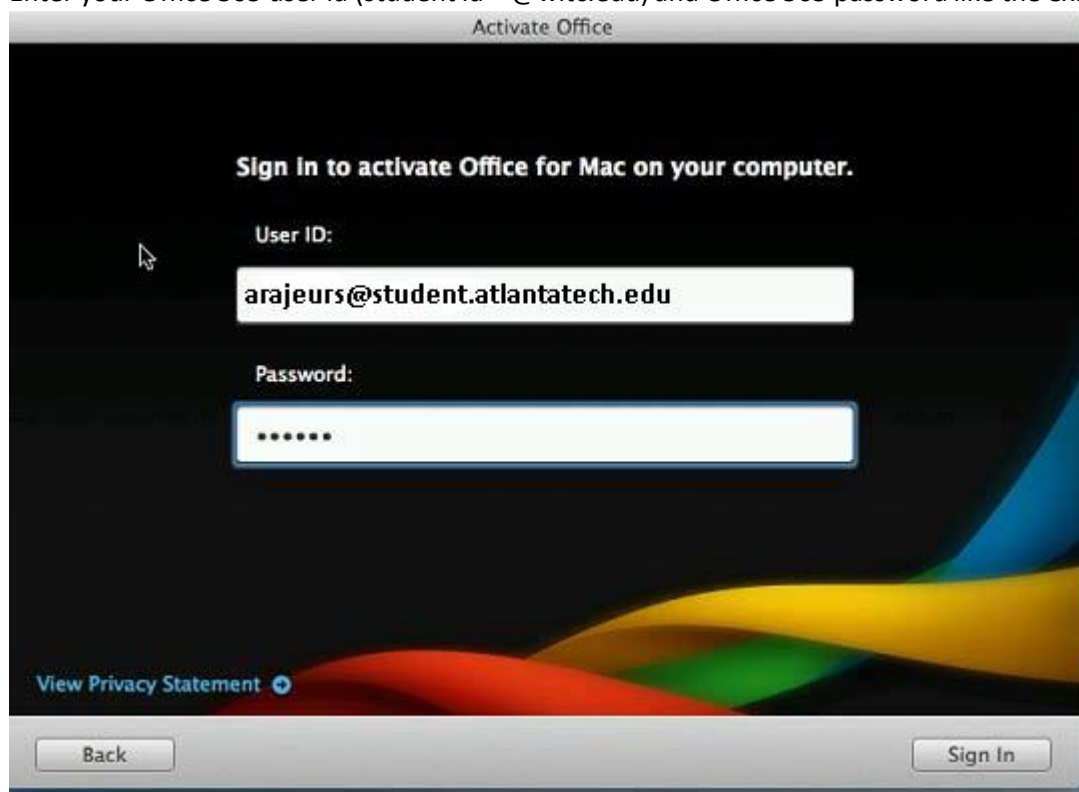
arajeurs@student.atlantatech.edu

Next

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Enter your Office 365 user id (student id + @witc.edu) and Office 365 password like the example below.



Activate Office

Sign in to activate Office for Mac on your computer.

User ID:

arajeurs@student.atlantatech.edu

Password:

\*\*\*\*\*

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Sign In

After successfully logging into Office 365 your software is ready to start using.