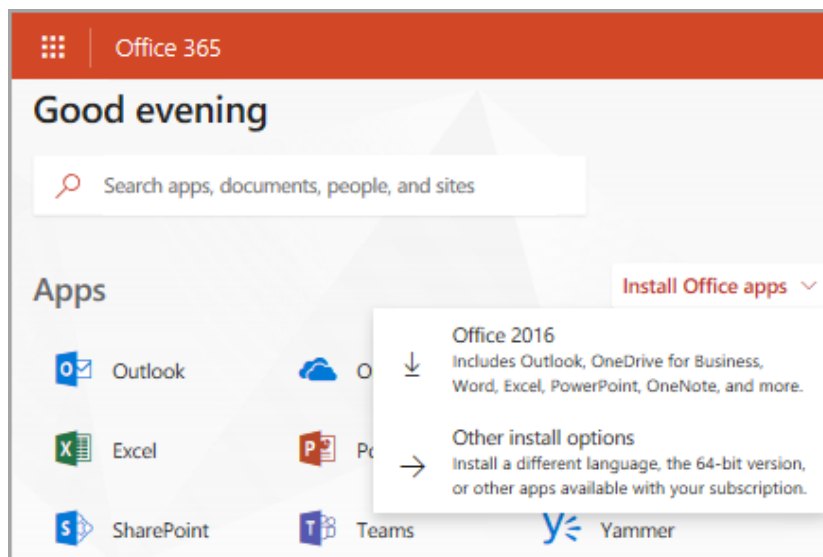# Install Office 365 on a Mac

Step 1 - Sign in to install Office

1. Go to www.office.com and if you're not already signed in, select **Sign in**.

2. Sign in with INTL ID. (If you don't get your INTL ID or forget your password, please contact ITS)

3. On the Office home page, select **Install Office apps** > **Office 2016**

   Don't see an install option after signing in? There could be an issue with your account, please contact ITS.
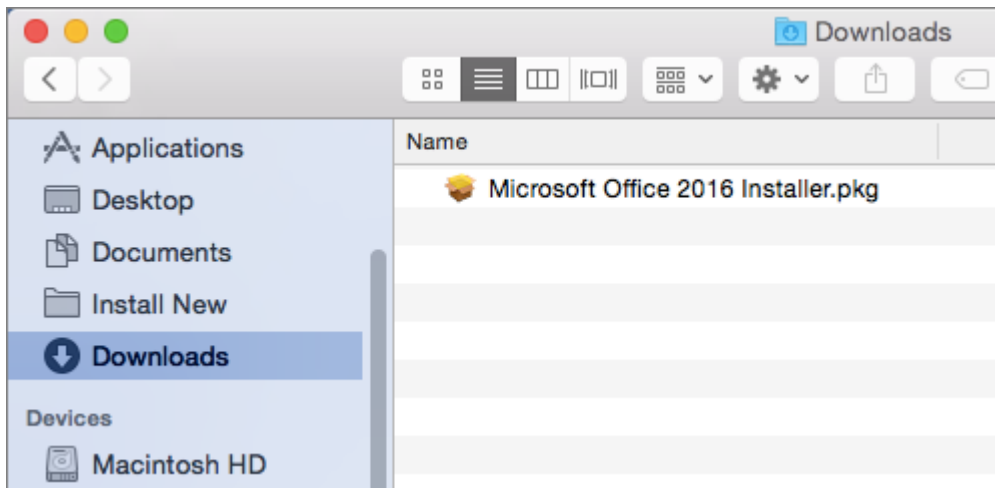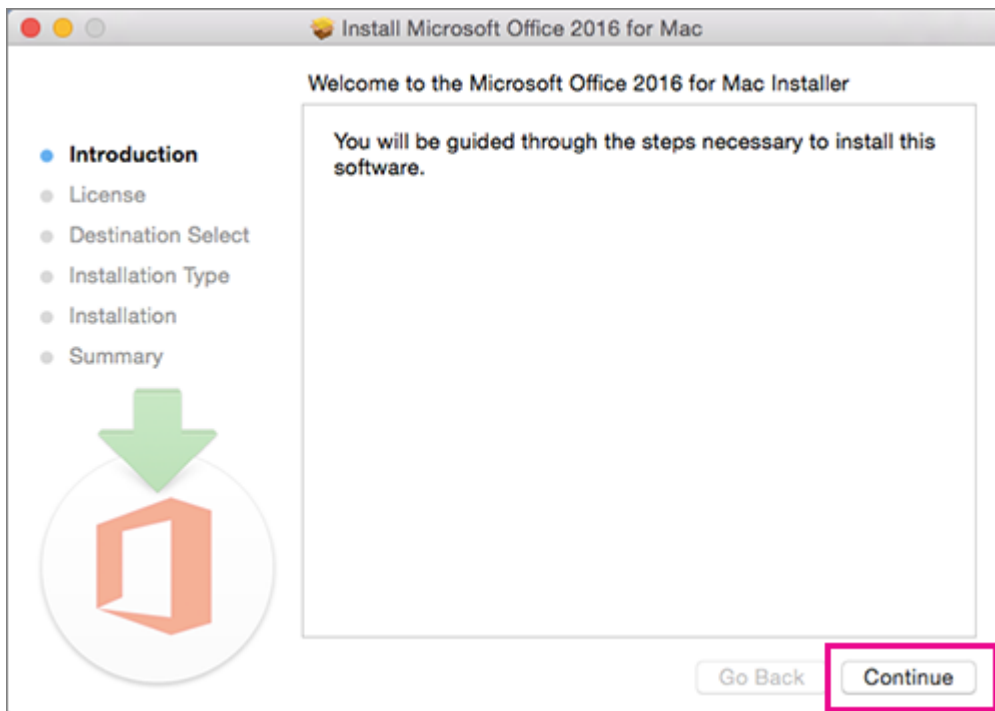

Step 2 - Install Office

1. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft_Office_2016_Installer.pkg** (the name might vary slightly).

   Tip: If you see an error that says the **Microsoft_Office_2016_Installer.pkg** can't be opened because it is from an unidentified developer, wait 10 seconds and then try double-clicking the installer package again. If you're stuck at the **Verifying**…. progress

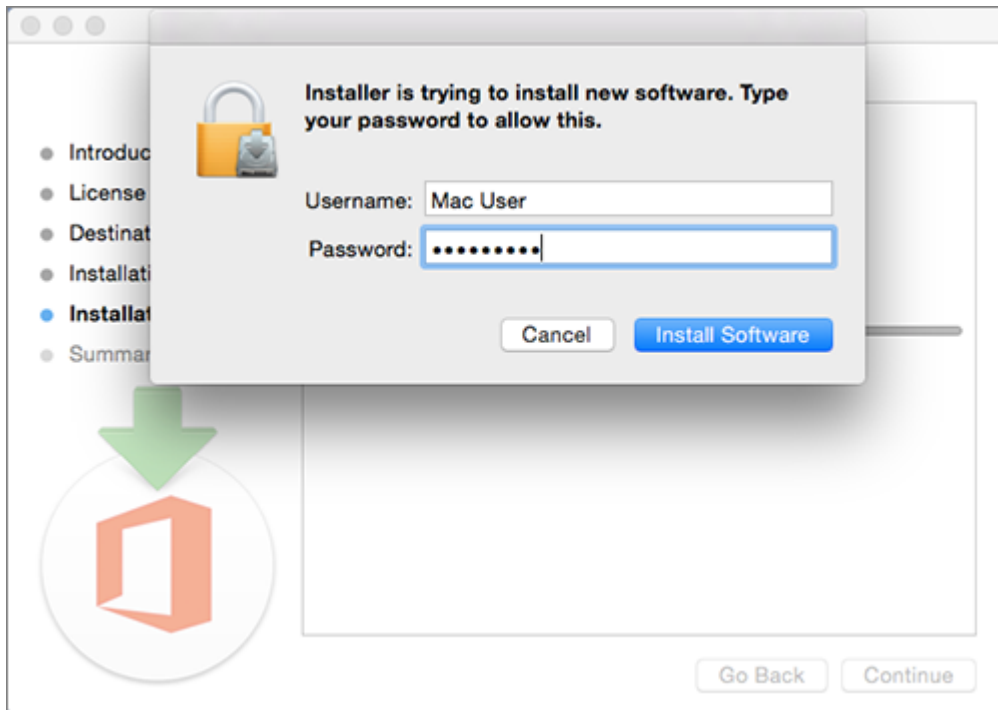bar, close or cancel the progress bar and try again.

2. On the first installation screen, select **Continue** to begin the installation process.
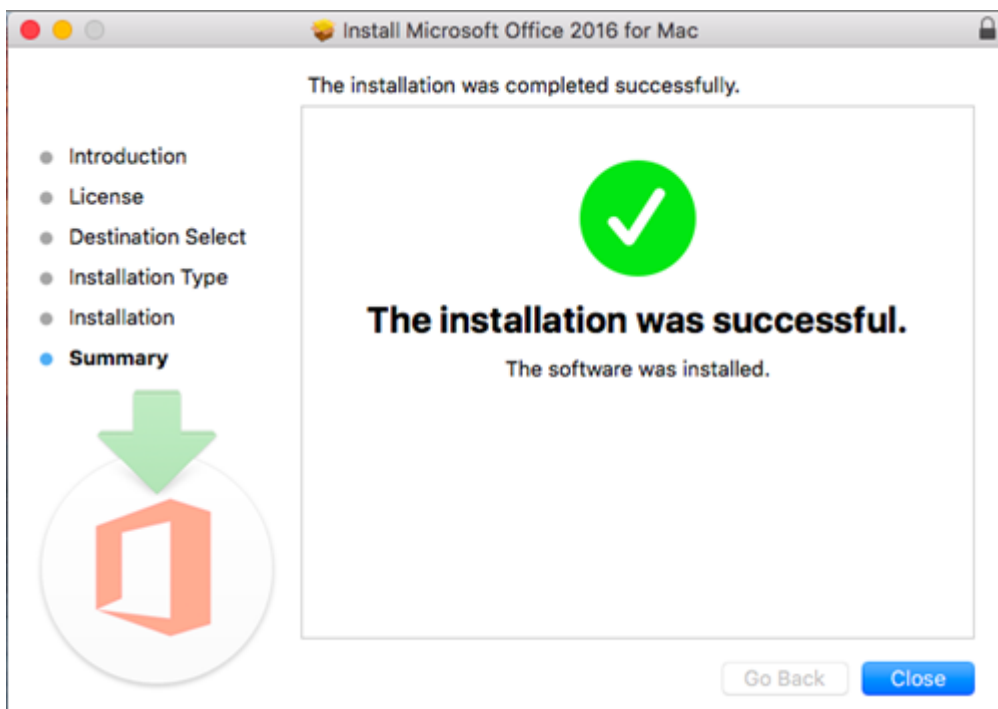

3. Review the software license agreement, and then click **Continue.**

4. Select **Agree** to agree to the terms of the software license agreement.

5. Choose how you want to install Office and click **Continue**.

6. Review the disk space requirements or change your install location, and then click **Install**.

7. Enter your Mac login password, if prompted, and then click **Install Software**. (This is the password that you use to log in to your Mac.)

8. The software begins to install. Click **Close** when the installation is finished.

Step 3: Launch an Office for Mac app and start the activation process

1. Click the **Launchpad** icon in the Dock to display all of your apps.

2. Click the **Microsoft Word** icon in the Launchpad.

3. The **What's New** window opens automatically when you launch Word. Click **Get Started** and Office is activated once you sign in with your **INTL ID**.