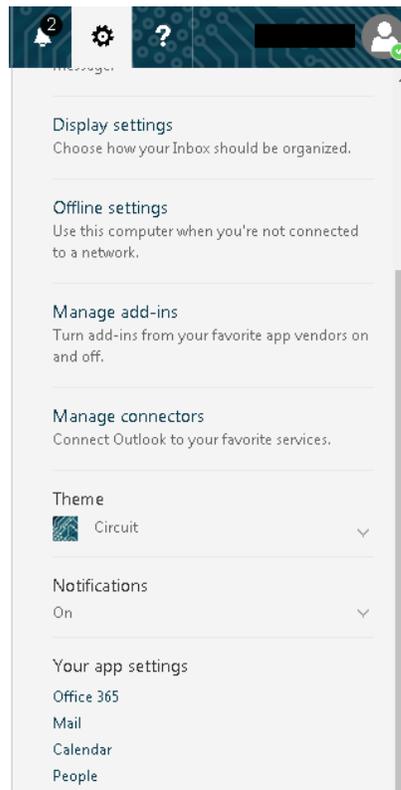


DOWNLOAD & INSTALL OFFICE 365 - MAC



This version of Office 365 should be installed on personal devices only. Your local IT unit will remotely manage your Office installation on all university-owned equipment.

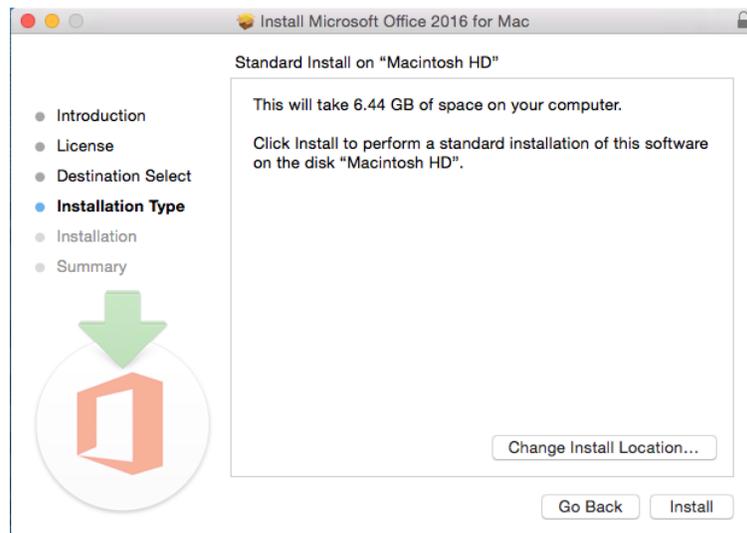
1. This version of Office 365 for Mac comes with the following applications: **Word, Excel, PowerPoint, OneNote, Outlook**. You can also get Skype for Business from a separate download link.
2. Visit <https://mail.utoronto.ca> and login using your UTORid credentials. Once you've signed into your inbox, click on the gear icon (top right) and select **Office 365**. You may have to scroll down to see it.



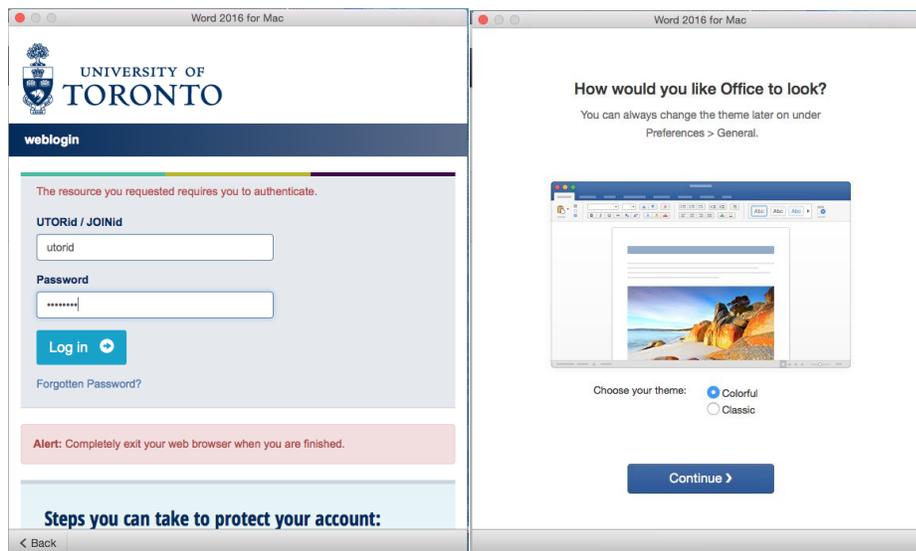
3. On the next page, under Settings, click on Software. You will be shown a list of software that are available to download on your computer (should match what is listed above in Step 1). To proceed with the software installation click on Install.

In order to proceed with the installation, you need to have Administrative permissions on your device.

- Download the file to your device. Once finished downloading, run the **Microsoft_Office_2016_Installer.pkg** file. Follow the on-screen instructions to begin installing Office.



- Once the installation is complete, you should see a 'success' message. Click **Close** to close the installation program.
- After completing the installation, you'll need to activate your software. Launch any Office application (e.g. Word), click on **Get Started** and click on **Sign In**. Enter your email address (firstname.lastname@utoronto.ca) and click **Next**. You'll be redirected to a UofT **Weblogin** page. Enter your UTORid credentials and click **Log In**.



- Office will activate and you'll be greeted with a screen asking you how you would like Office to look. Click **Continue**. Once finished, click **Start Using Word**.

- When launching an Office application for the first time, you may see a window requesting to use your "Microsoft Identity" information. Click on Always Allow to permit the particular Office application use to the info and to prevent the window from launching every time the application is launched.

