How do I install Office 365 on my Mac?

Step-by-step guide

1. Type in your UMBC email address here and then click Next. When it takes you to myUMBC, type in your UMBC credentials and then click Log In.

2. On the Software page, under Install Office 20XX for Mac (Office 2016 in this example), select Install to begin downloading the installer package.
4. Once the download has completed, open Finder, go to Downloads, and double-click Microsoft Office 20XX Installer.pkg (Office 2016 in this example).

5. On the installation screen, press Continue and then type in your computer's username and password it asks for it. This will start the installation process, which may take several minutes to complete.
6. Once the installation is complete, click Close.

7. When Word automatically opens, review the What's New in Word screen and select Get started.
8. Click **Sign In** and then enter your UMBC e-mail address and password.

9. After you sign in, you may see an alert asking for permission to access the Microsoft identity stored in your keychain. If so, select **Allow** or **Always Allow** to continue.

10. On the next screen, choose an appearance for your Office installation, select **Continue**, and then select the **Start Using Word** button to open the app and complete the Office for Mac activation.
How would you like Office to look?
You can always change the theme later on under Preferences > General.

Choose your theme:
- Colorful
- Classic

Continue »

You're All Set
You're now ready to use all of the features included with your Office 365 subscription.

Start Using Word