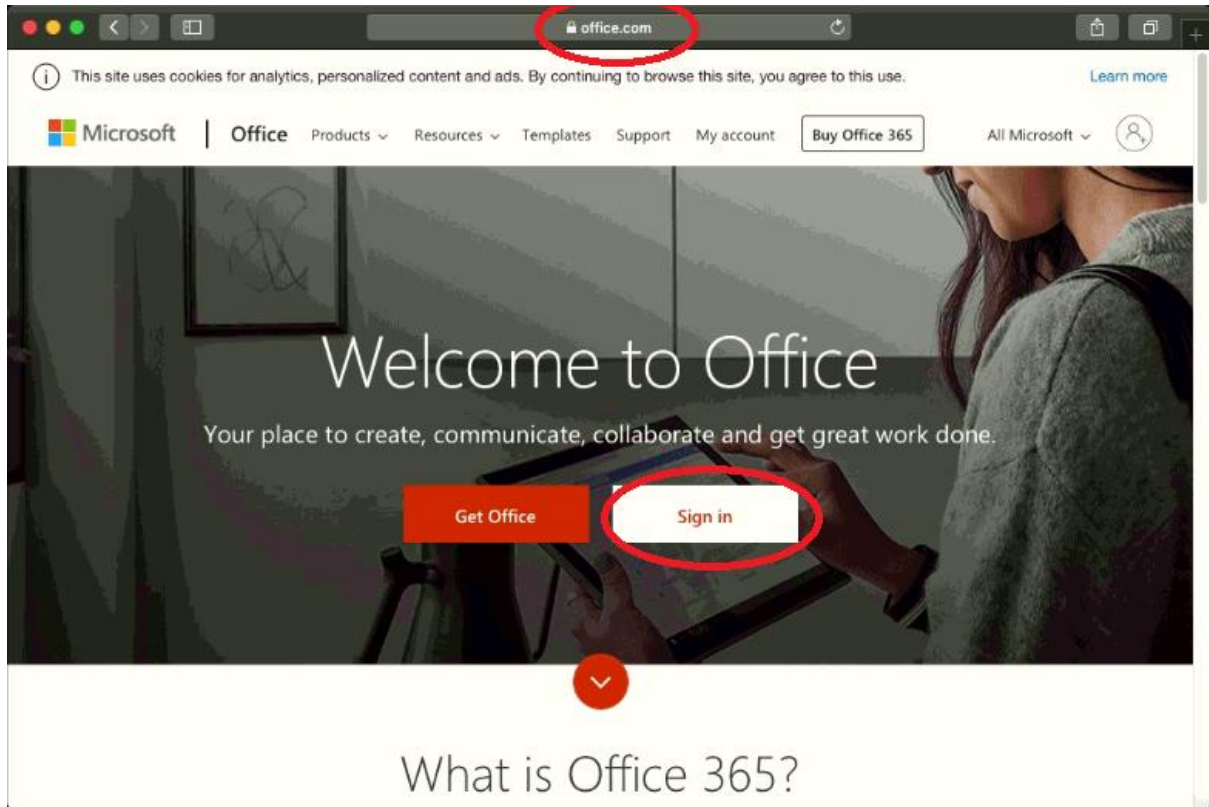


## How to install Office 365 at home on a Mac (Mojave operating system)

1/ Open a web browser and go to <https://www.office.com>

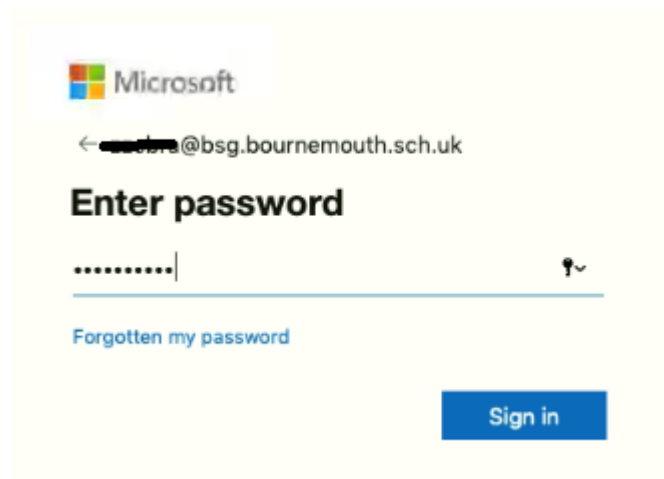
2/ Click on the “sign in” button



3/ logon using your school email address then click on “Next”

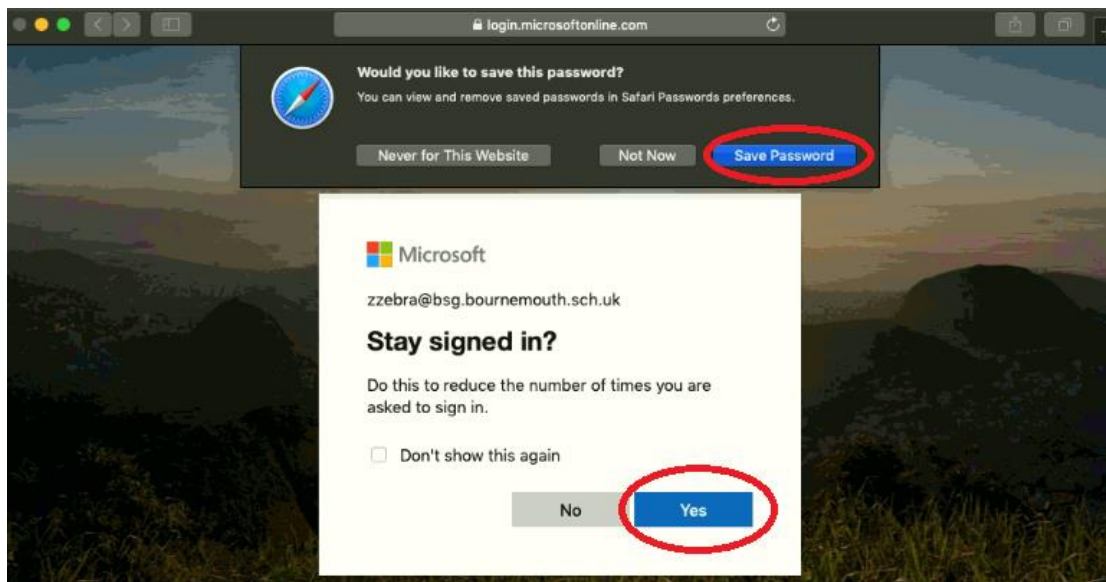


Enter your school email password then click on “Sign in”

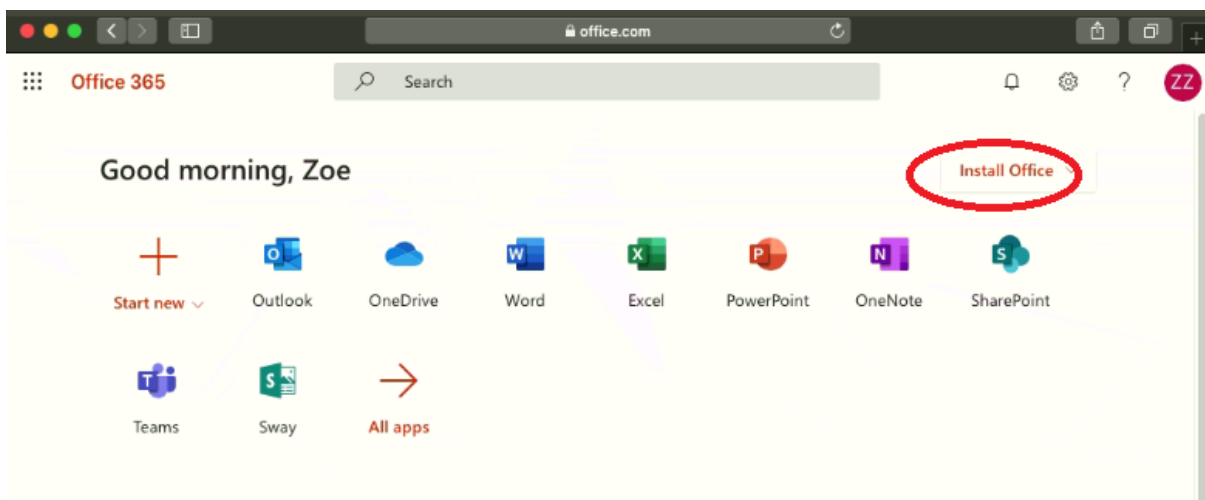


4/ Click Yes to stay signed in if this computer is going to be regularly used by you. Password storage is a personal option.

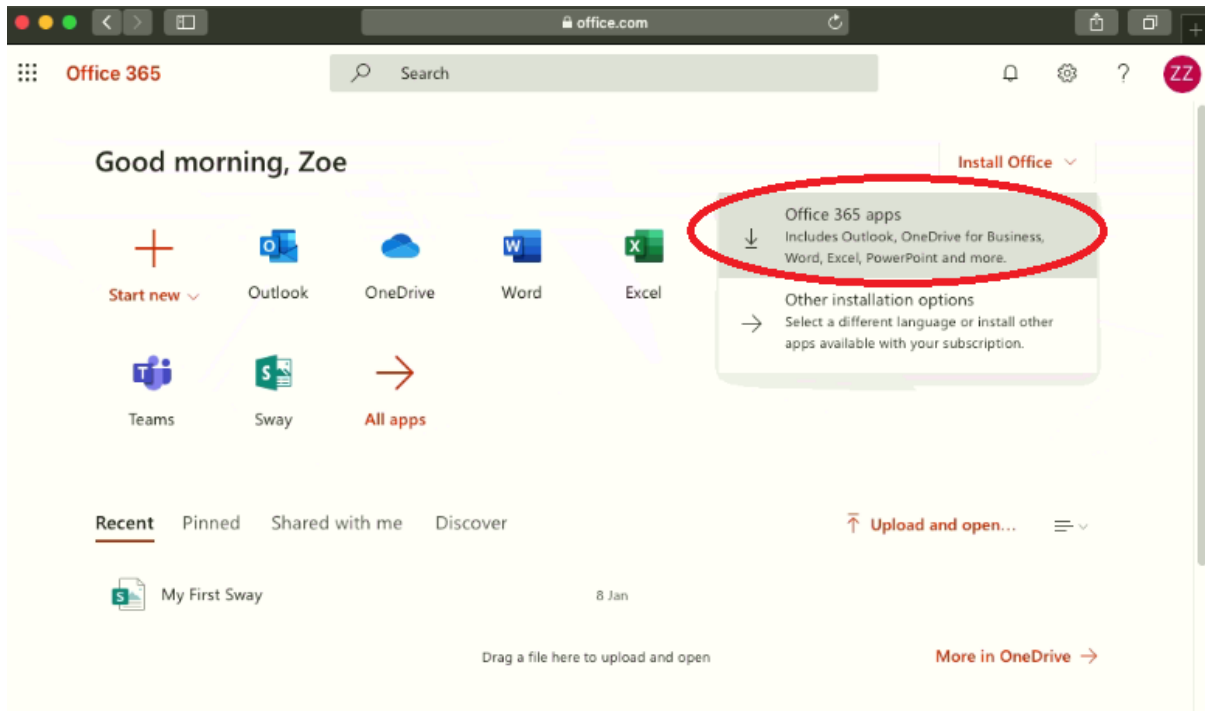
For this installation we say “yes” to both.



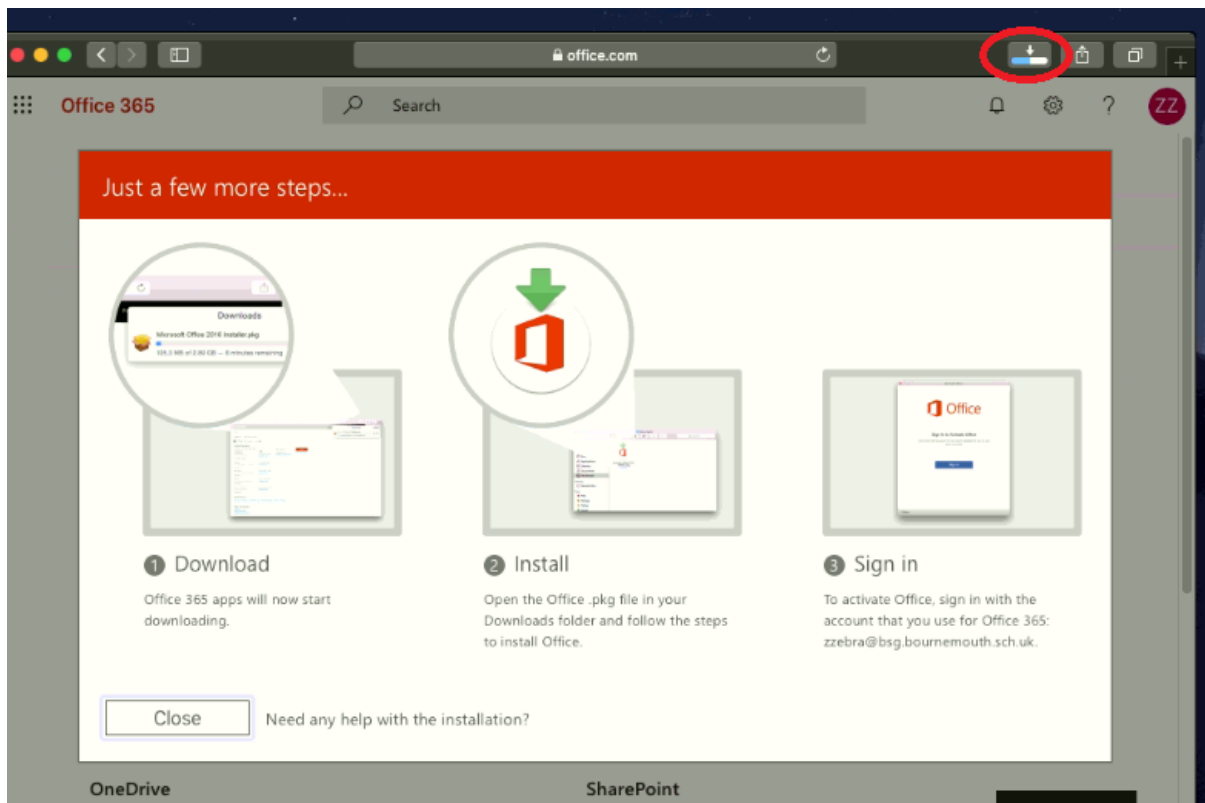
5/ Click on “install Office”



6/ Click on Office 365 apps

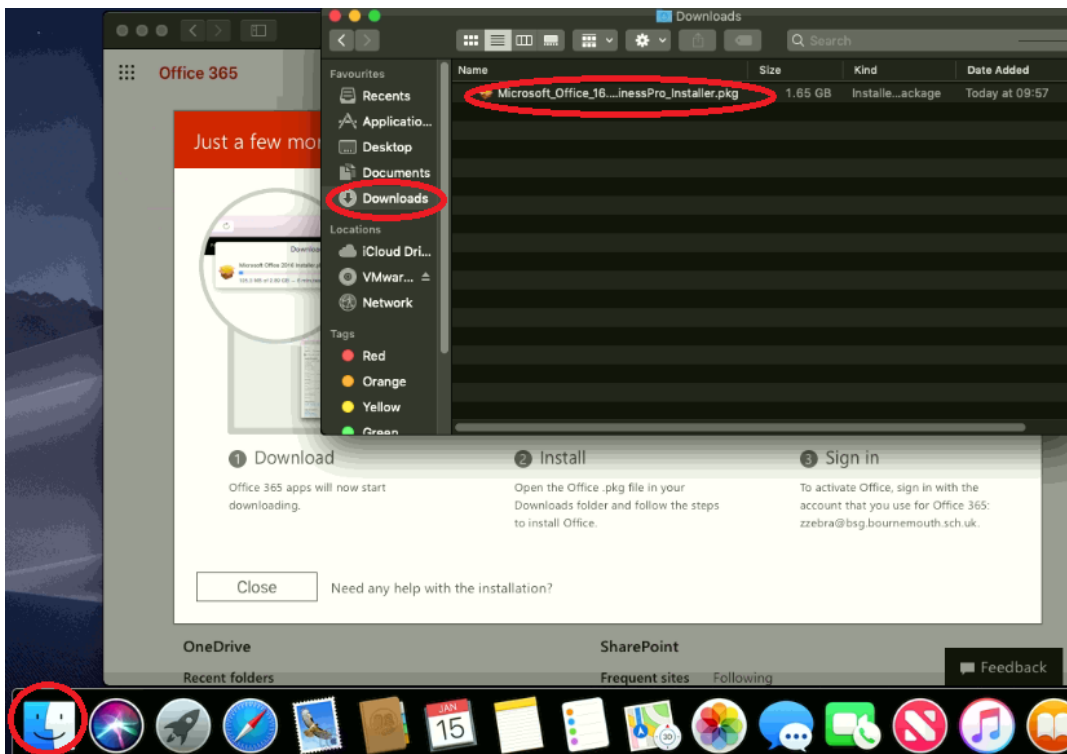


7/ Office will now download ... wait for it to finish...



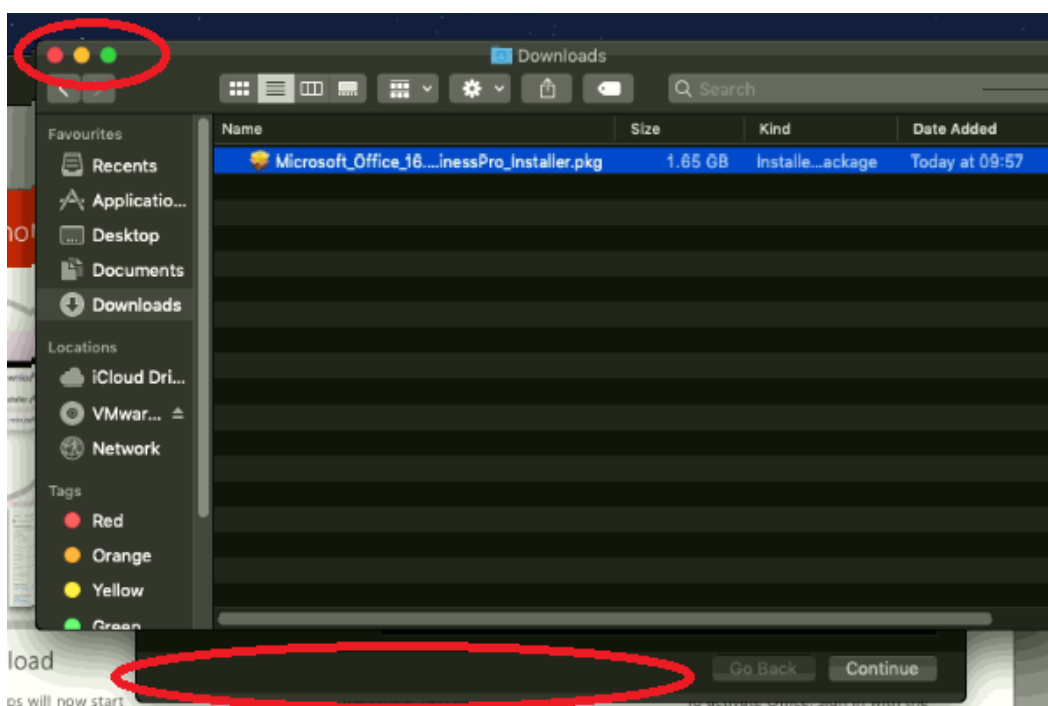
## 8/ Install Office

Once the download has completed, open Finder, go to Downloads, and double-click Microsoft Office installer.pkg file (the name might vary slightly).

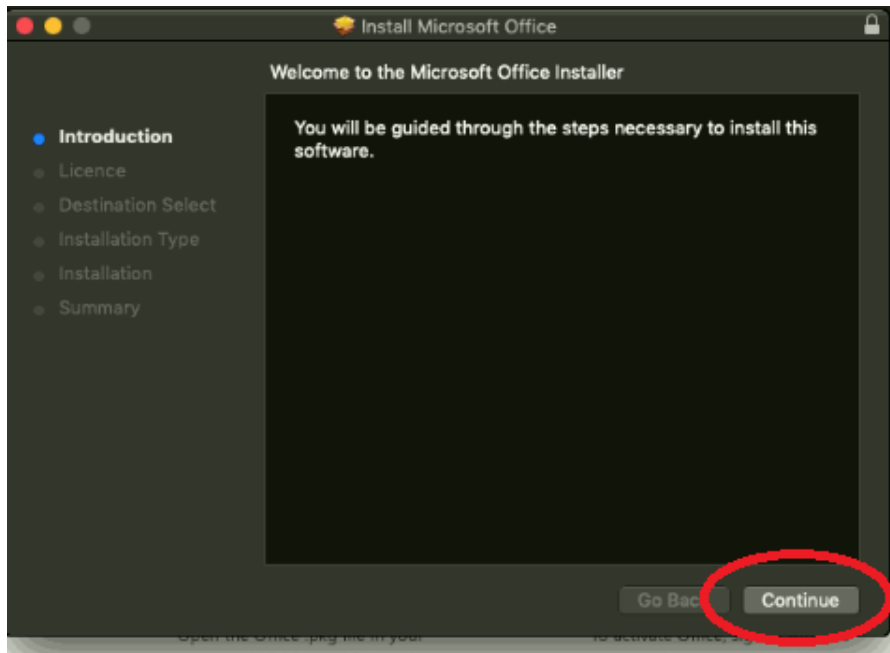


(Microsoft Tip: If you see an error that says the Microsoft Office installer.pkg can't be opened because it is from an unidentified developer, wait 10 seconds and move the downloaded file to your desktop. Hold Control + click the file to launch the installer.)

9/ In this case the installer has appeared behind the download window – click on the area below the download window, or minimize the download window (yellow button)



10/ Click "Continue"



11/ Click "Continue"

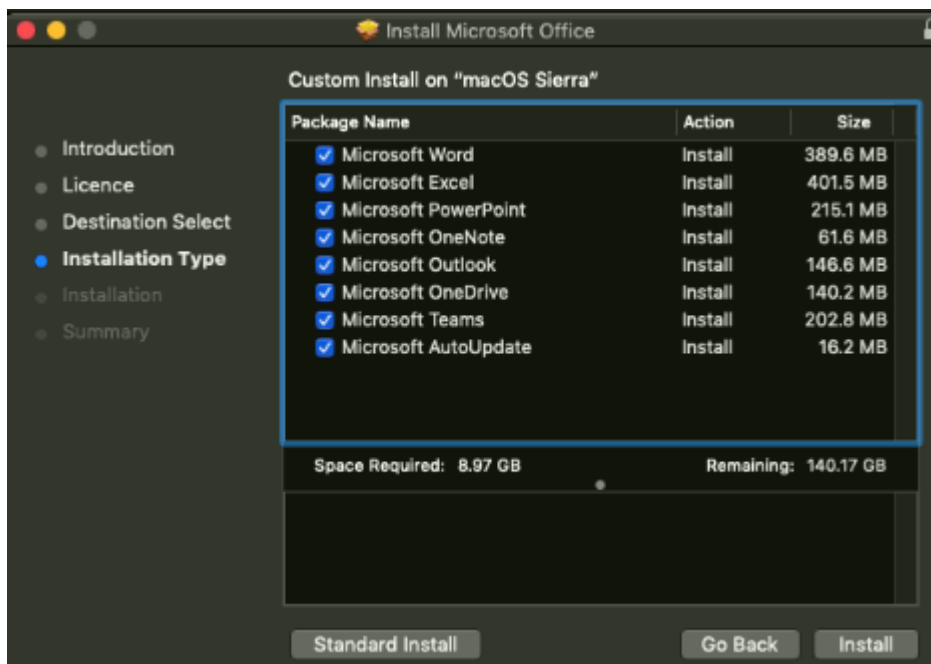


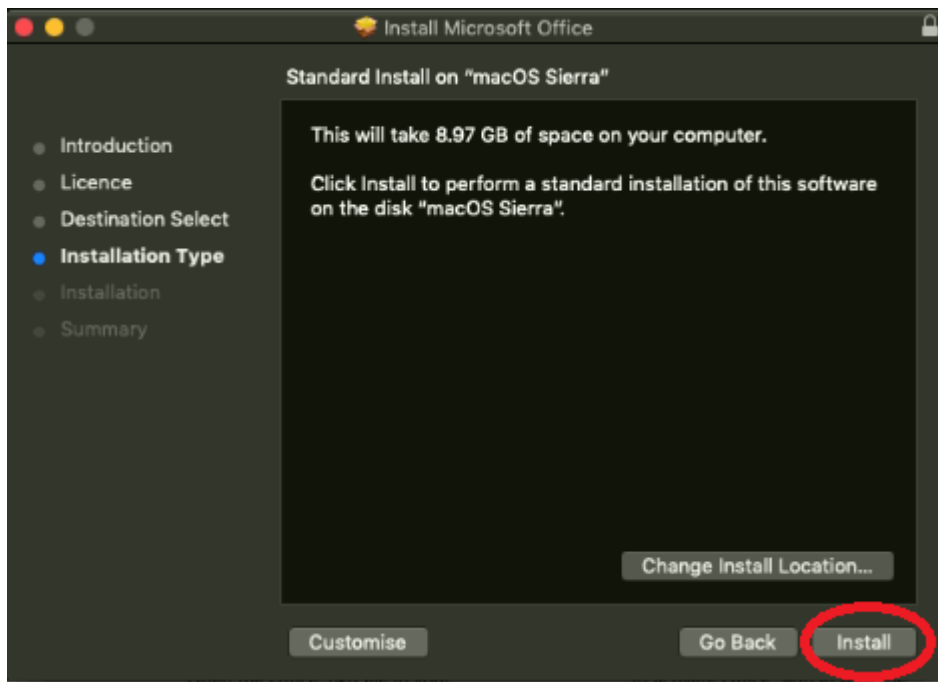
12/ Click "Agree"



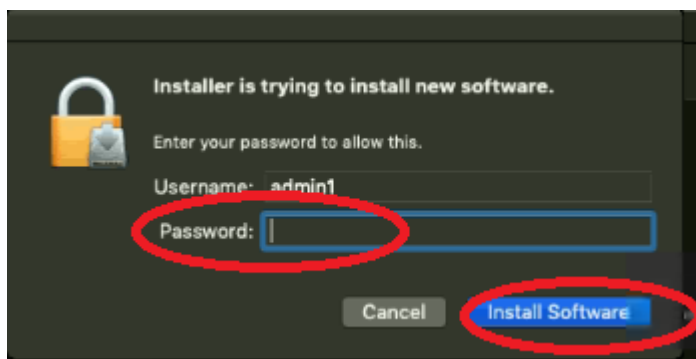
13/ Review the disk space requirements or change your install location, and then click Install. You have an opportunity here to customise the Office installation.

IF customise button pressed:-





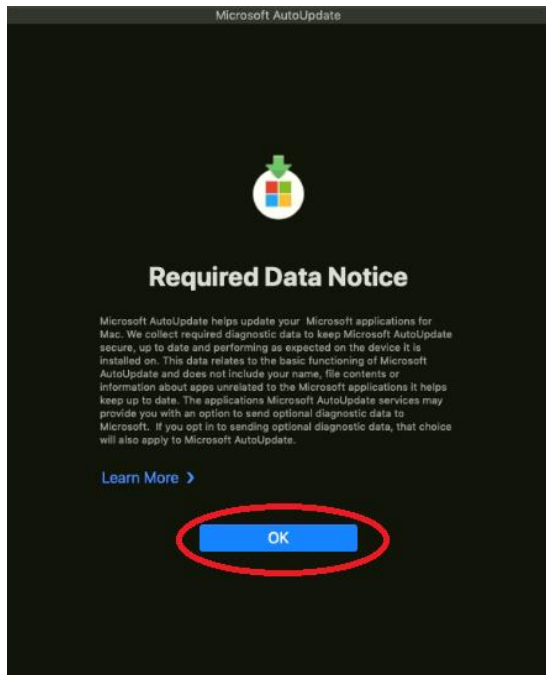
14/ Enter your Mac login password, if prompted, and then click “Install Software”. (This is the password that you use to log in to your Mac.)



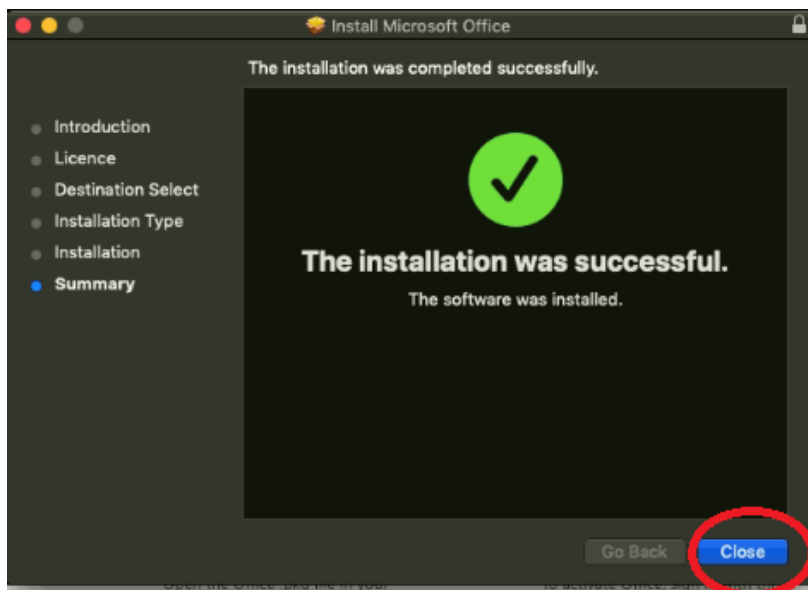
The software begins to install. Click Close when the installation is finished. If Office installation fails, see “What to try if you can't install or activate Office for Mac.” :

[https://support.office.com/en-us/article/what-to-try-if-you-can-t-install-or-activate-office-for-mac-5efba2b4-b1e6-4e5f-bf3c-6ab945d03dea?wt.mc\\_id=scl\\_installoffice\\_mac](https://support.office.com/en-us/article/what-to-try-if-you-can-t-install-or-activate-office-for-mac-5efba2b4-b1e6-4e5f-bf3c-6ab945d03dea?wt.mc_id=scl_installoffice_mac)

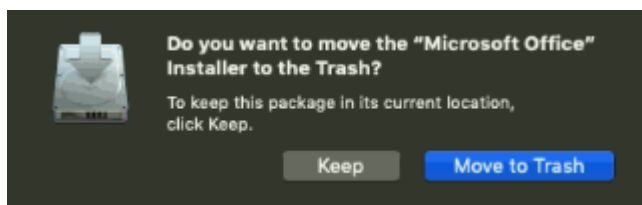
15/ Click the “OK” button for Microsoft Auto Update:-



16/ Click “Close” when the software has been installed:-



17/ Decide what to do with the installer – if you are low on disk space then “move to trash” otherwise it may be useful to have backed up somewhere.



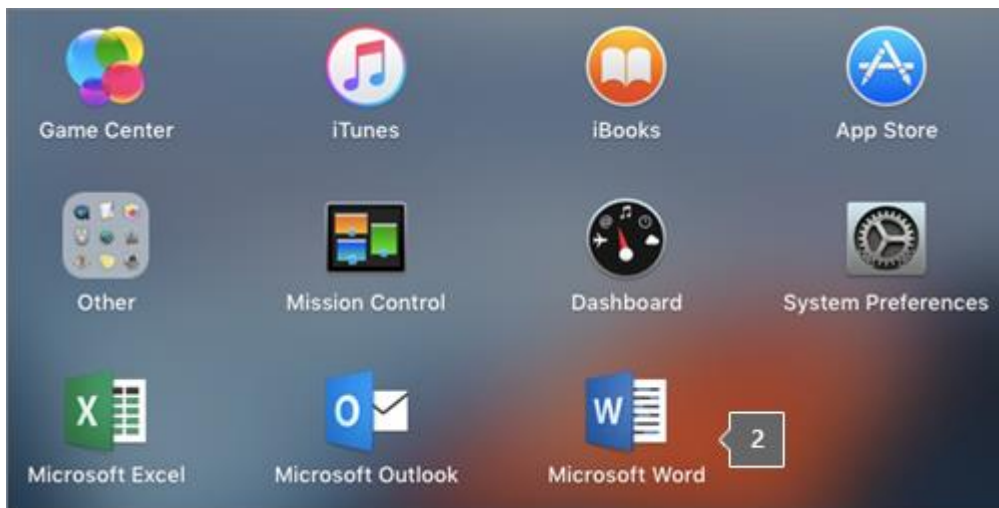


## Launch an Office for Mac app and start the activation process

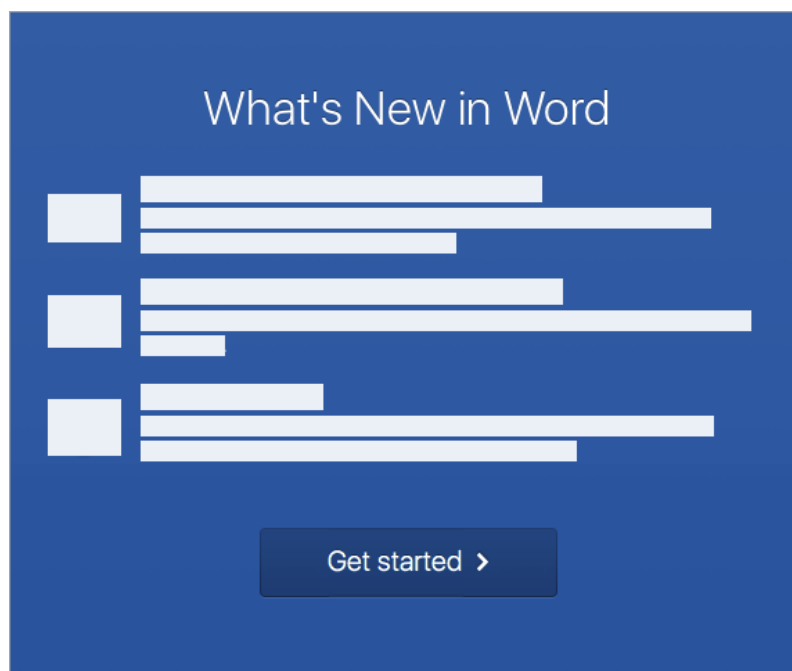
1. Click the Launchpad icon in the Dock to display all of your apps.



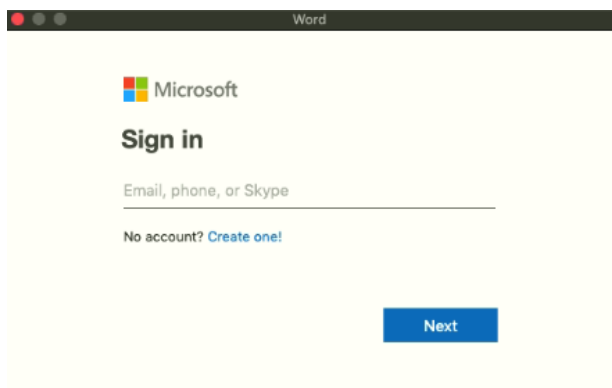
2. Click the Microsoft Word icon in the Launchpad.



3. The 'What's New' window opens automatically when you launch Word. Click Get Started to start activating. If you need help activating Office, see [Activate Office for Mac](#). If Office activation fails, see [What to try if you can't install or activate Office for Mac](#).



4. Sign in with your school email account details



5. Once activated click 'Start Using Word' followed by 'OK'

