	Author/Owner	Peer Reviewer	Approver	Effective Date:
Name:	Nurose Mohamed			**Review Date:**
Title:	Sr. System Engineer			
Date:	02/25/2016			
Signature:				**Supersedes:**

Title: How to Download and install Office on a MAC from Office 365 Portal

Procedures	Screenshots
1. Microsoft Office for Mac. Make sure your MAC is running OS X 10.0 or later before you can install Office 2016 for MAC	Office 365 Software Office Tools & add-ins Skype for Business Phone & tablet Office Get Office 2016 for Mac To install Office 2016 for Mac, you must be running OS X 10.10 or later. Upgrade your operating system and Upgrade your OS on the Mac App Store

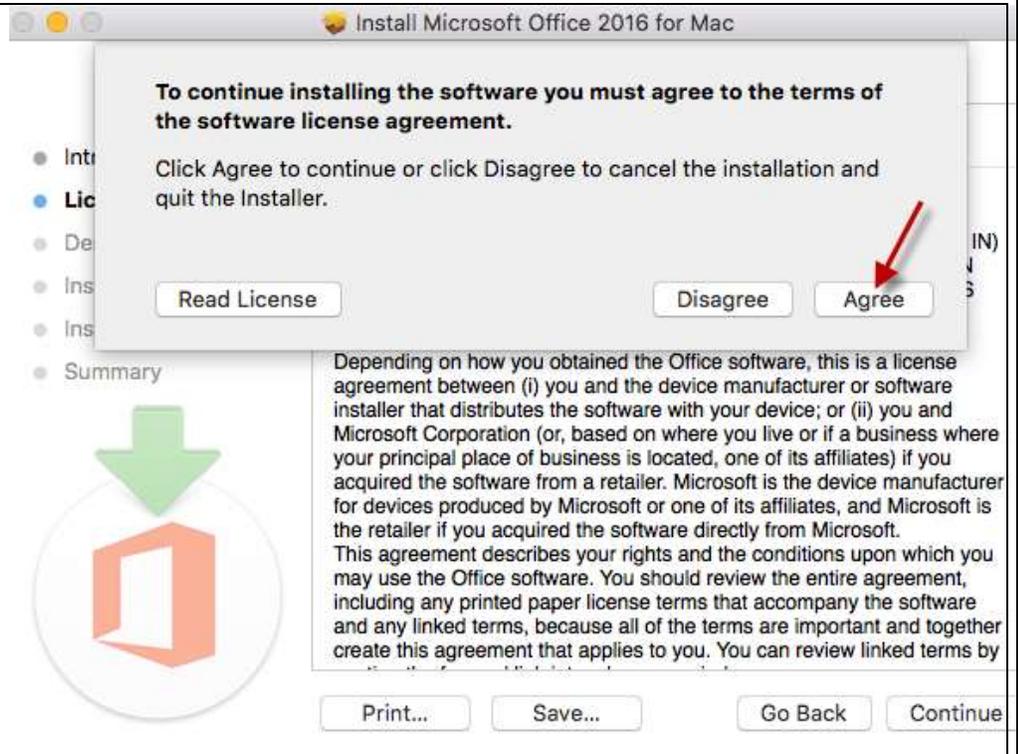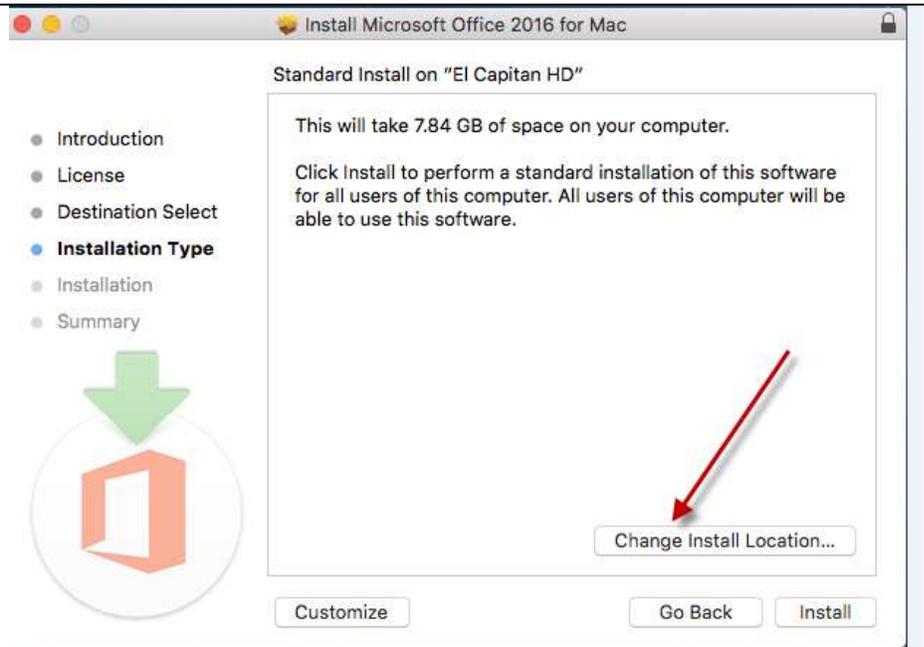|	
2. Login to the Office 365 portal by clicking to the following link: http://portal.office.com/OLS/MySoftware.aspx. 3. Type in your Type your network login ID including @fortbendisd.com (Firstname.Lastname@fortbendisd.com) and your network password.	
4. On the **Office** page, select choose **Install**	
5. At the bottom of the screen, you will see **Microsoft_Office_2016_installer.pkg.download**.	
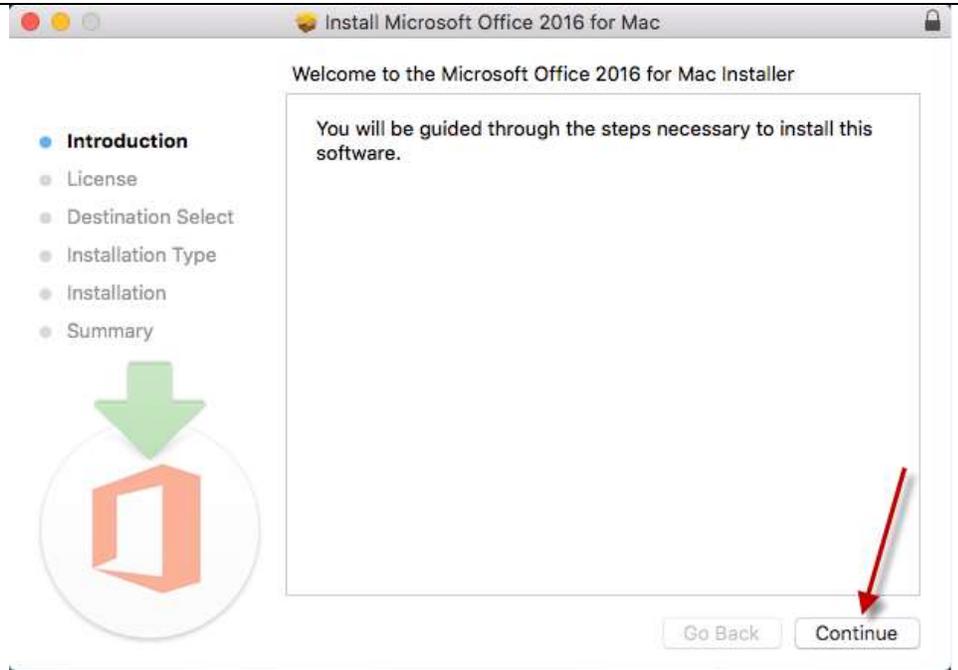
6. Select **continue**	
7. On the **Office** page, select a **Language**, and then choose **continue**	
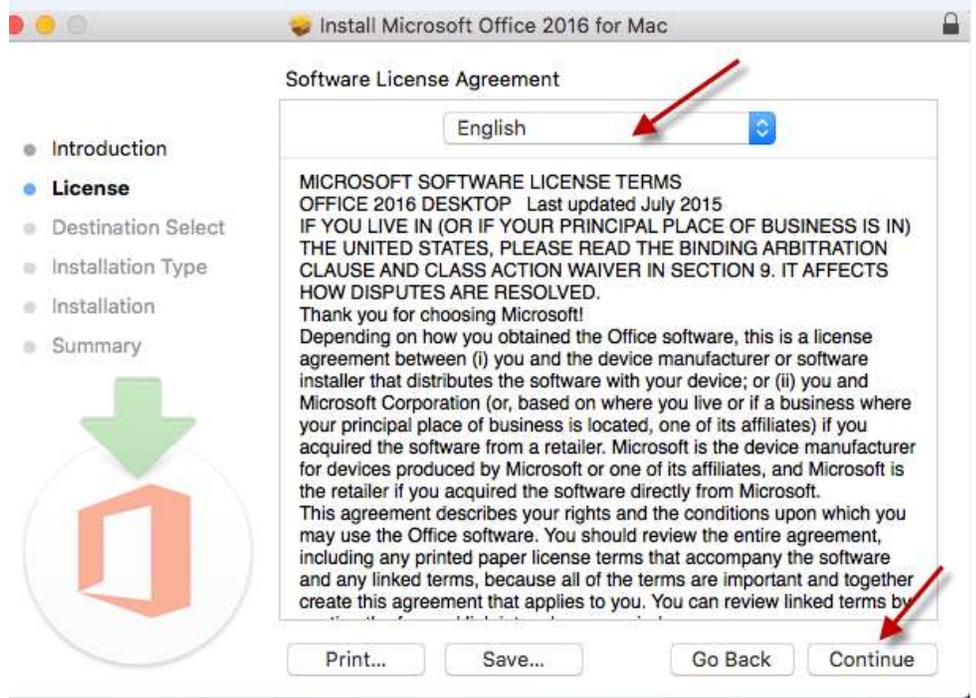
8. Follow the prompts and accept the license agreement	**Install Microsoft Office 2016 for Mac** **To continue installing the software you must agree to the terms of the software license agreement.** Click Agree to continue or click Disagree to cancel the installation and quit the Installer. Intr Lic De Ins Ins Summary [Read License] [Disagree] [Agree] Depending on how you obtained the Office software, this is a license agreement between (i) you and the device manufacturer or software installer that distributes the software with your device; or (ii) you and Microsoft Corporation (or, based on where you live or if a business where your principal place of business is located, one of its affiliates) if you acquired the software from a retailer. Microsoft is the device manufacturer for devices produced by Microsoft or one of its affiliates, and Microsoft is the retailer if you acquired the software directly from Microsoft. This agreement describes your rights and the conditions upon which you may use the Office software. You should review the entire agreement, including any printed paper license terms that accompany the software and any linked terms, because all of the terms are important and together create this agreement that applies to you. You can review linked terms by [Print...] [Save...] [Go Back] [Continue]
9. Select **install** to take the default install location otherwise select **Change install Location** to change the location	**Install Microsoft Office 2016 for Mac** Standard Install on "El Capitan HD" • Introduction • License • Destination Select • **Installation Type** • Installation • Summary This will take 7.84 GB of space on your computer. Click Install to perform a standard installation of this software for all users of this computer. All users of this computer will be able to use this software. [Change Install Location...] [Customize] [Go Back] [Install]

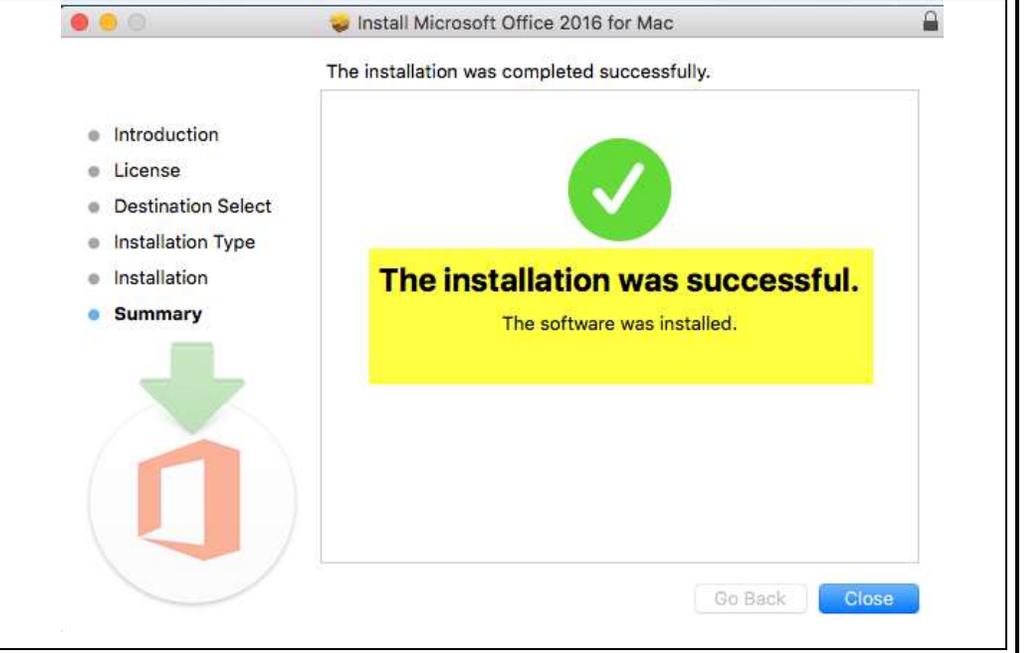|	
10. Type in your **Username** and **Password** of your MAC and select **Install Software**	
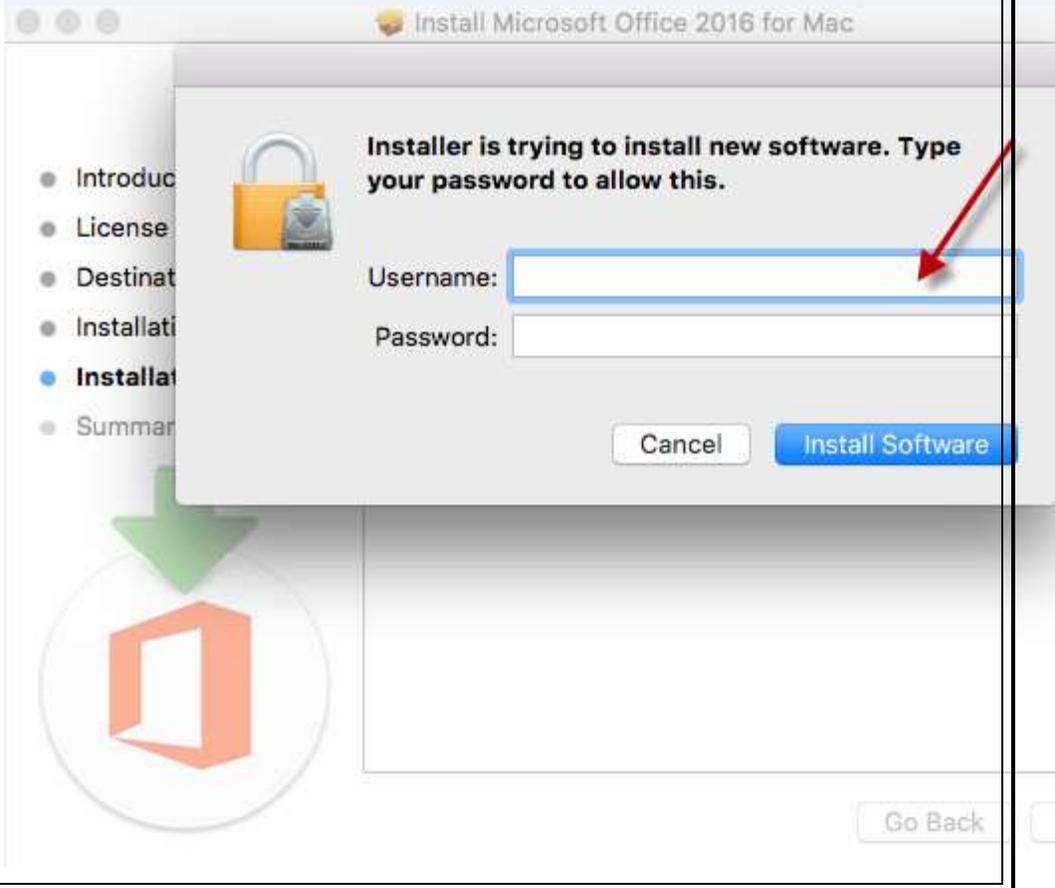
11. Wait for the Installation to complete	Install Microsoft Office 2016 for Mac Installing Microsoft Office 2016 for Mac ● Introduction ● License ● Destination Select ● Installation Type ● **Installation** ● Summary **Writing files...** Go Back
12. When you see "The installation was successful," select **close**.	Install Microsoft Office 2016 for Mac The installation was completed successfully. ● Introduction ● License ● Destination Select ● Installation Type ● Installation ● **Summary** ✓ **The installation was successful.** The software was installed. Go Back Close
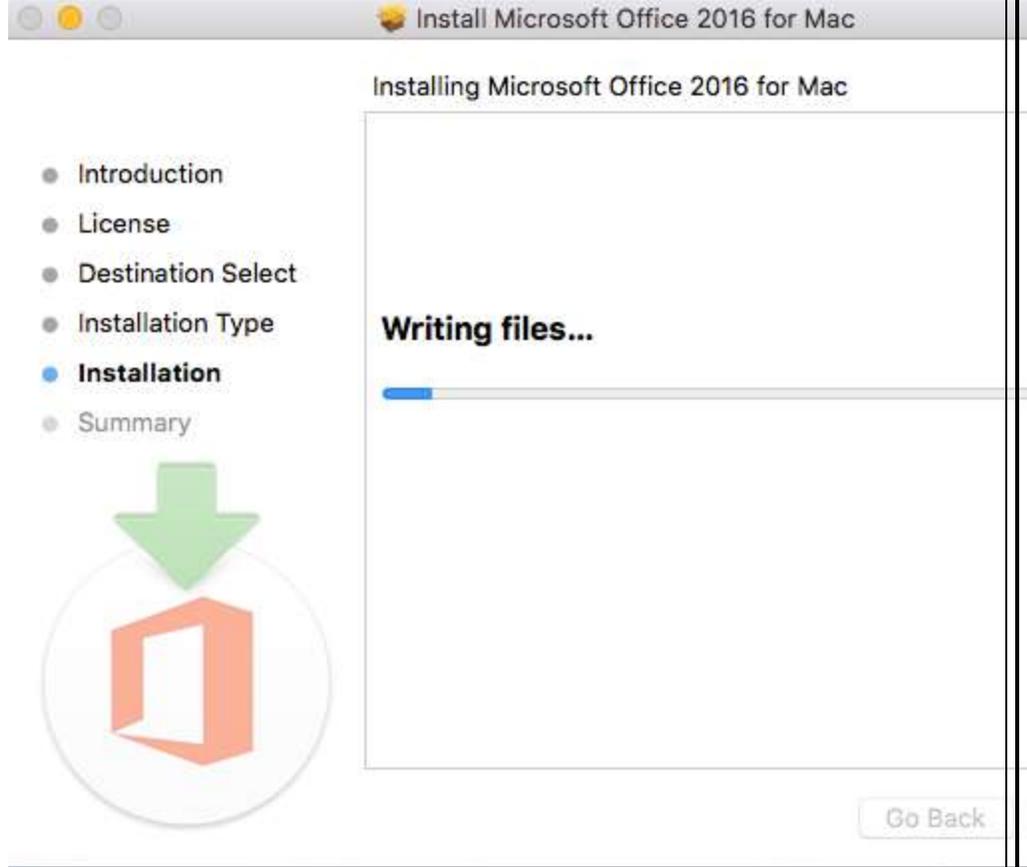
13. To access Office applications click on the **Launchpad**	
14. The system will display the Microsoft applications	