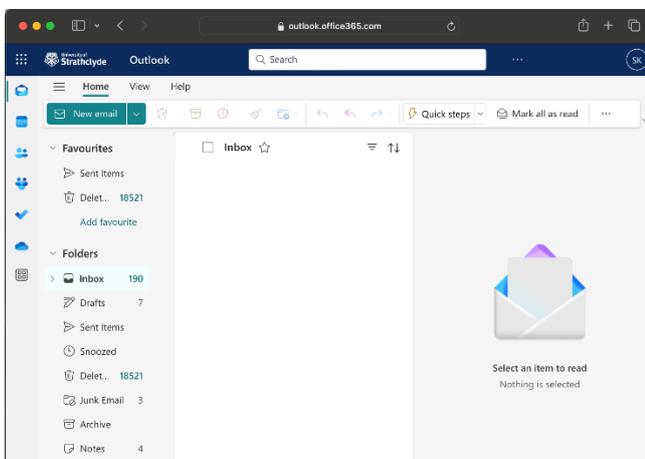


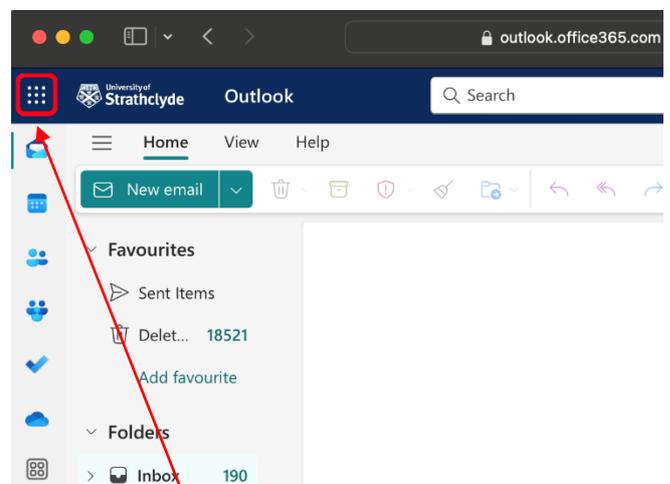
## Downloading and Installing Office 365 ProPlus on Mac

You can download Office 365 ProPlus from your email account. The following instructions show the steps for downloading and installing on a Mac laptop. Different versions of Mac may vary slightly in layout, but the process will remain the same.

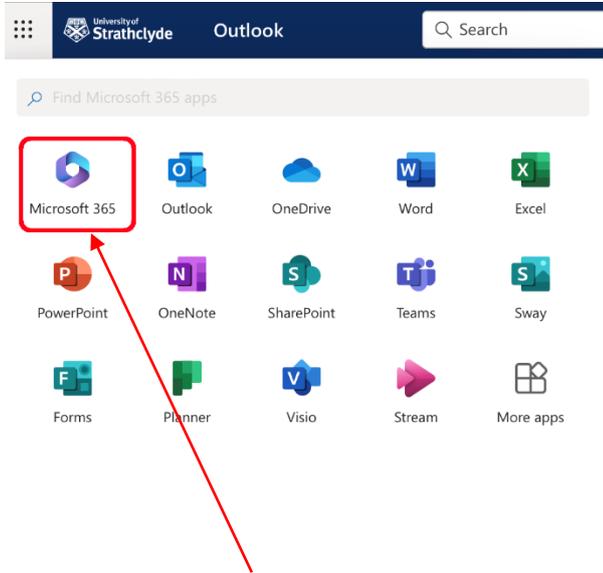
This software can be used while you are a registered student at the University. To validate the Microsoft Office license, the device must connect to the internet at least once every 30 days. When you are no longer a registered student the Office suite will enter a state of reduced functionality until you purchase a license from Microsoft.



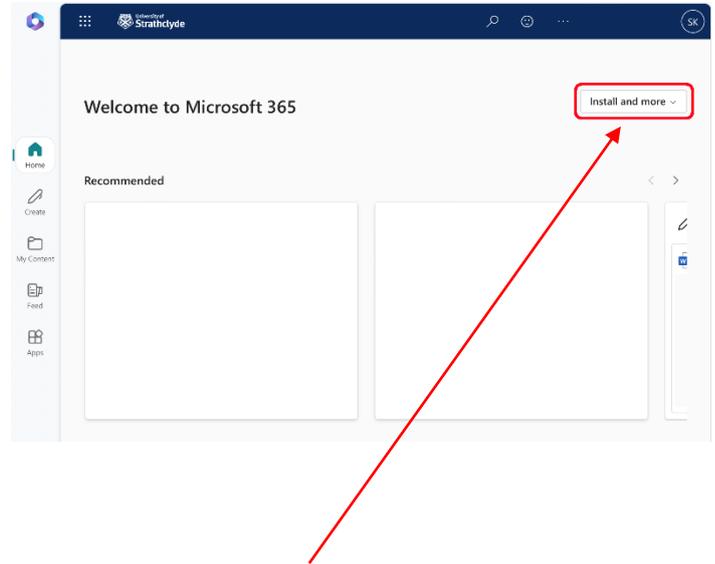
1. Login to your Strathclyde email account at  
<https://outlook.office365.com/mail/>



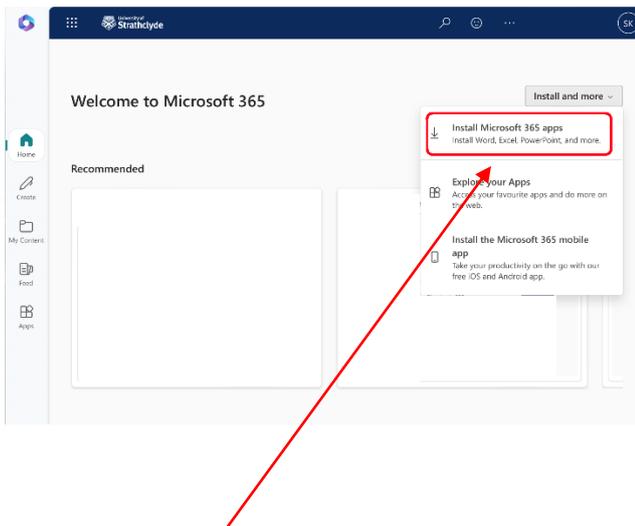
2. Click on the app launcher icon.



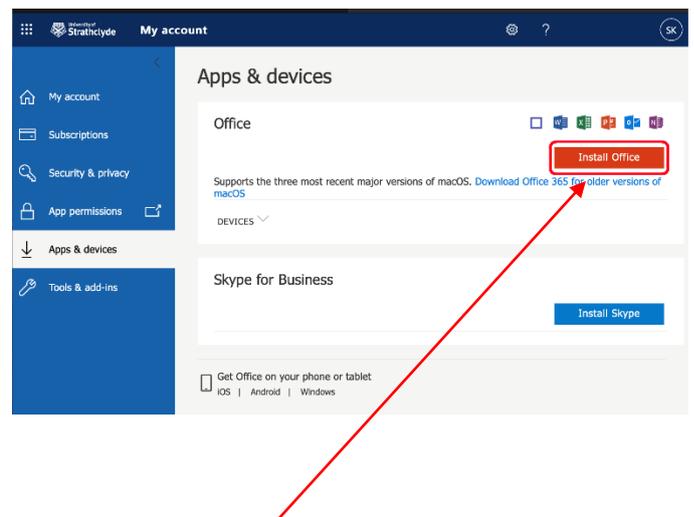
3. Click on the Microsoft 365 icon.



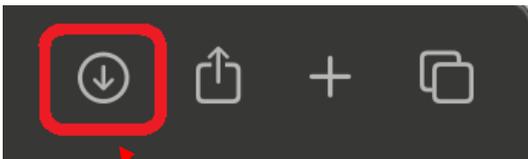
4. Click on the drop-down menu where it says Install and more.



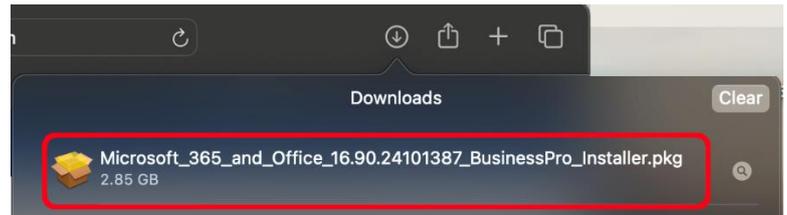
5. Click on Install Microsoft 365 apps.



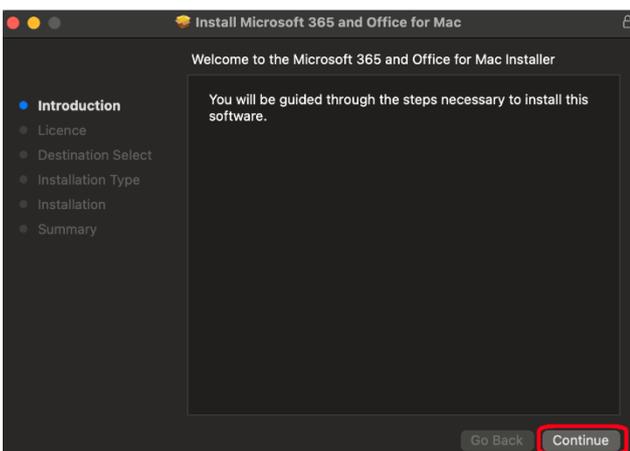
6. Click on Install Office.



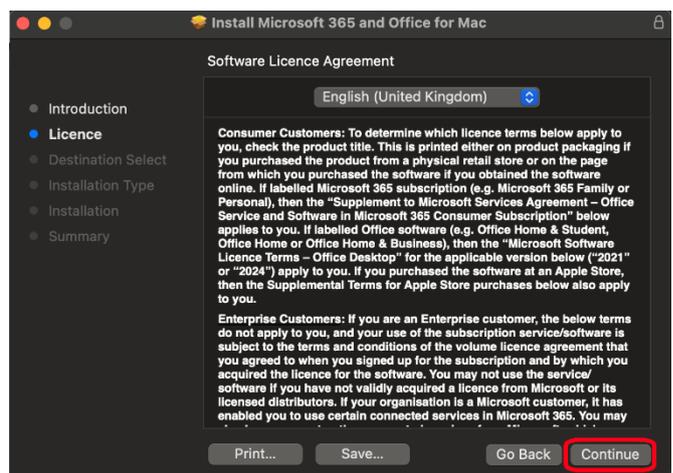
7. Click on the recent downloads icon in your browser.



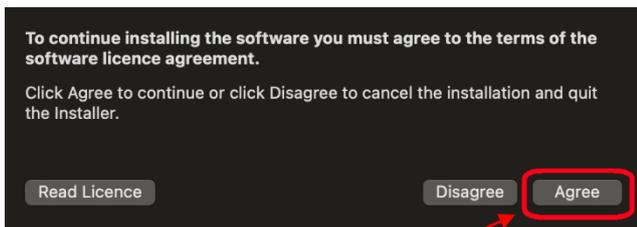
8. Double click on the Microsoft 365 and Office Installer file to open it.



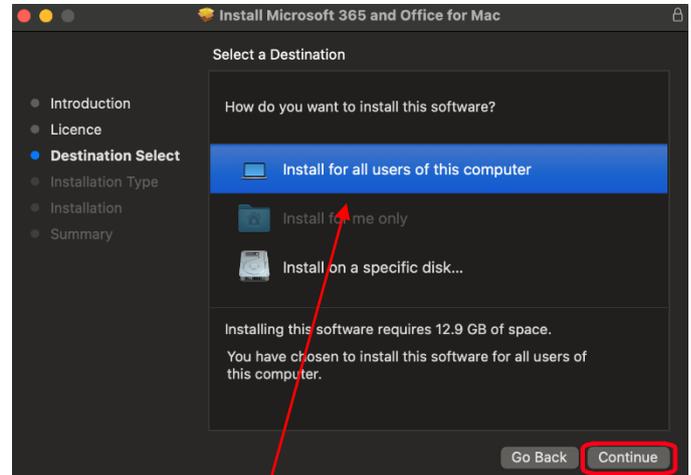
9. Click on Continue.



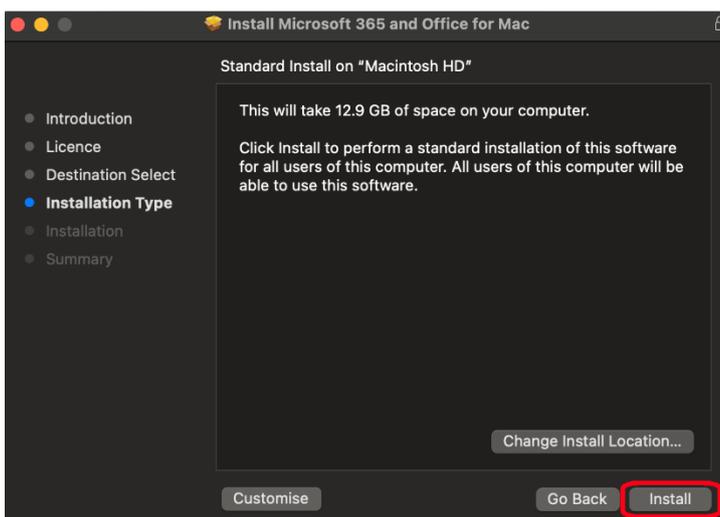
10. Click on Continue.



11. Click on Agree.



12. Select an install option. Then click on Continue.



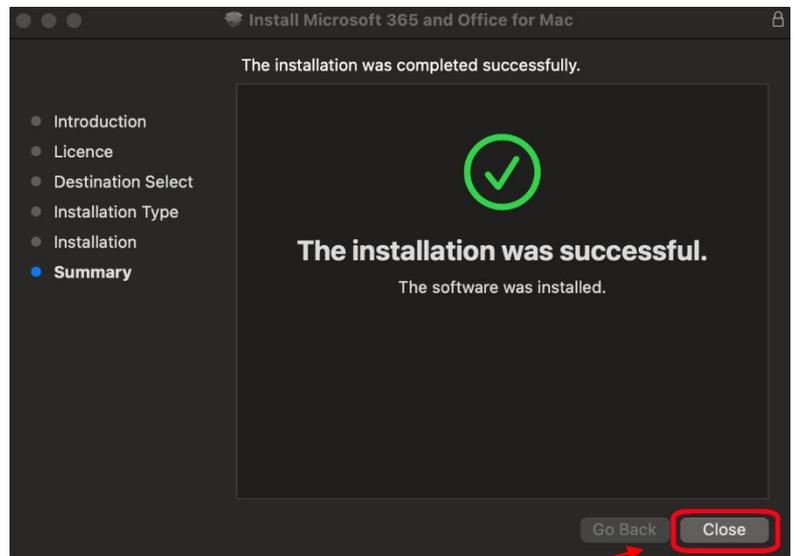
13. Click on Install.



14. Click on Use Password.



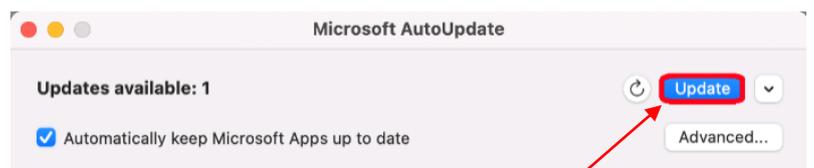
15. Enter your device's administrator password. Then click on Install Software.



16. Click on Close.



17. Click on Move to Bin



18. A pop-up window might appear prompting you to install Office updates. Click on Update.



19. Click on the red button to close Microsoft AutoUpdate.



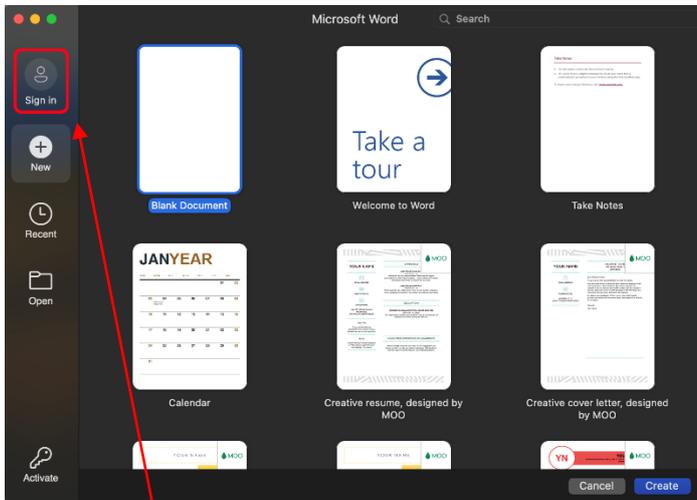
20. Click on the Launchpad icon in the Dock bar.



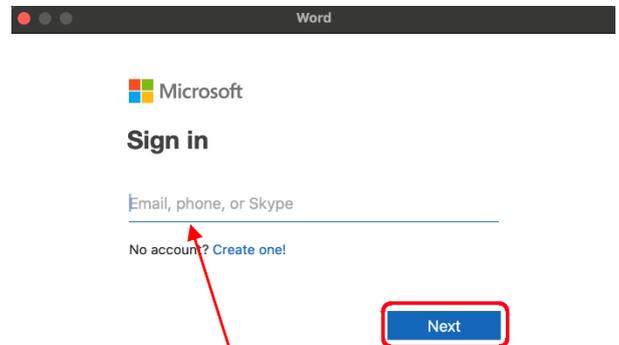
21. Search for Microsoft Word and click to open it.



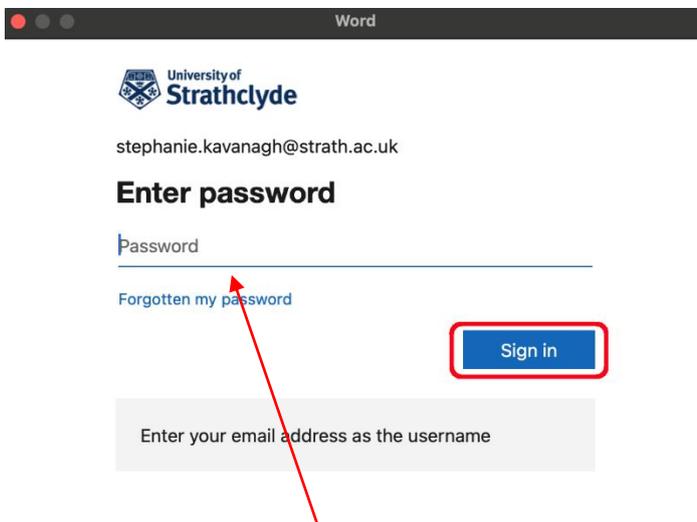
22. Click on Done.



23. Click on Sign in.



24. Enter your university email address.  
Then click on Next.



25. Enter your university password, then click on  
Sign in. Installation is complete.

Was this information helpful?

**CONTACT US**

**Email:** help@strath.ac.uk **Call:** 0141 548 4444