

HOW-TO GUIDE

Microsoft 365: Installing Microsoft 365 Apps on a Mac

Step 1: Open your web browser

Use any modern web browser such as Microsoft Edge, Google Chrome, Mozilla Firefox, or Apple Safari.

Step 2: Go to the Microsoft 365 Portal

In the address bar, type <https://portal.office.com> and press **Enter**. This will take you to the Microsoft 365 sign-in page.

Step 3: Sign in to your Microsoft Account

A. Enter your email address associated with your Microsoft account (e.g., yourname@company.com). Click **Next**.

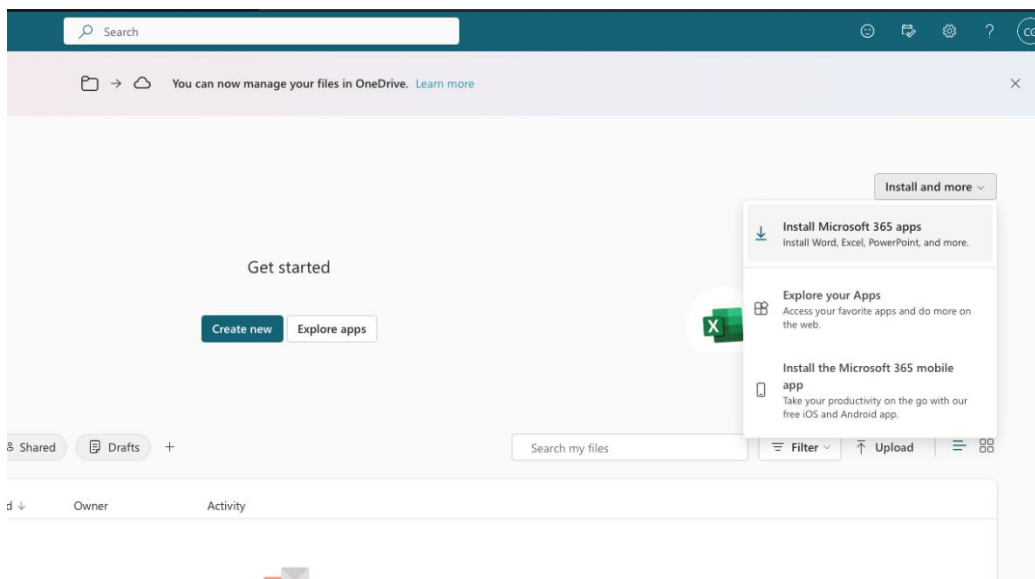
B. Enter your password and click Sign in.

If your organisation uses multi-factor authentication (MFA), you may be prompted to verify your identity using a secondary method (e.g., a code sent to your phone or an authentication app).

Step 4: Download Microsoft 365 Apps for Mac

A. Access the Microsoft 365 Apps Page:

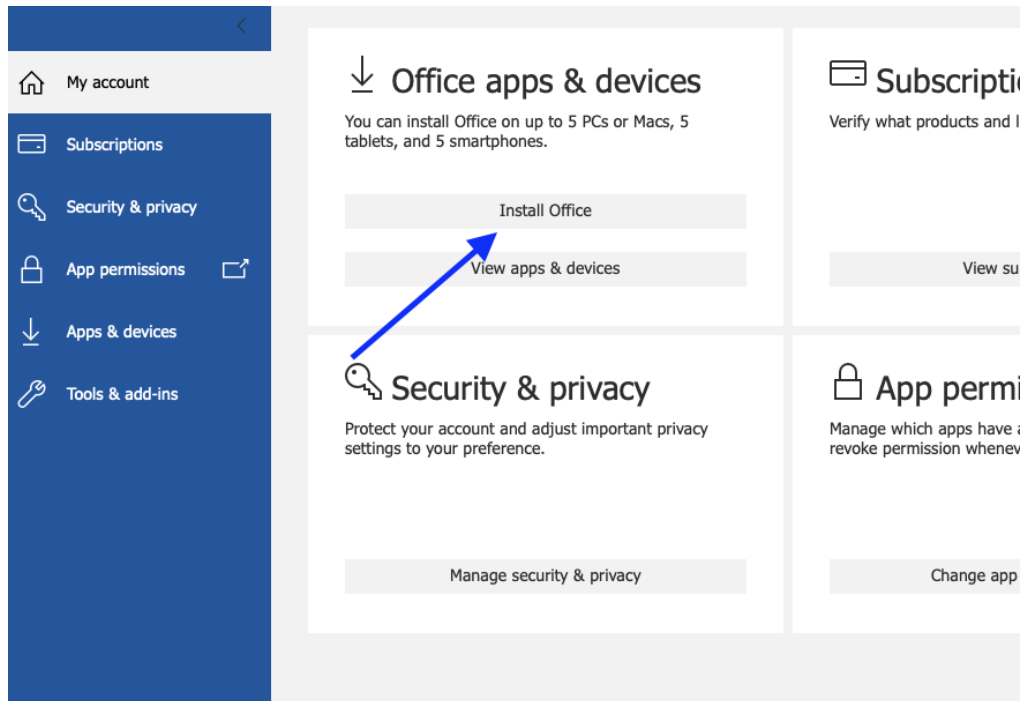
1. Once signed in, you'll be taken to the Microsoft 365 homepage.
2. Look for **Install and more** button in the top right corner of the page.



3.

4. Click **Install Microsoft 365 App** and it will open a new window.

5. Click **Install Office**.



B. Download the Installer:

1. The Office installer package (.pkg file) will begin downloading automatically.
2. Once the download is complete, locate the installer file in your **Downloads** folder.

Step 5: Install Microsoft 365 Apps on your Mac

A. Run the Installer:

Double-click the downloaded .pkg file to start the installation process.

B. Follow the Installation Wizard:

1. The Microsoft Office installer will open. Click **Continue** to proceed through the installation steps.
2. Review the software license agreement, then click **Continue** and **Agree** to accept the terms.

C. Choose the Installation Location:

You can choose where to install the Office apps, but the default location is usually fine. Click **Install** to proceed.

D. Enter Your Mac's Administrator Password:

You'll be prompted to enter your Mac's administrator password to authorise the installation. Enter the password and click **Install Software**.

E. Complete the Installation:

The installation process will take a few minutes. Once it's complete, click **Close** to exit the installer.

Step 6: Activate Microsoft 365 Apps**A. Open an Office App:**

After installation, open any Office app (e.g., Word, Excel, PowerPoint) from your **Applications** folder or Launchpad.

B. Sign In to Activate:

1. When you open the app for the first time, you'll be prompted to sign in with your Microsoft account.
2. Enter the email and password associated with your Microsoft 365 subscription and click **Sign in**.

C. Complete Activation:

Follow the on-screen instructions to complete the activation process. Once activated, you can start using the Office apps.

If CyberGuru can be of assistance in any way, please feel free to contact us on 0488 80 GURU (4878) or email cyberguru@cyberguru.com.au.