Office 365 Download and Installation Guide for MacOS
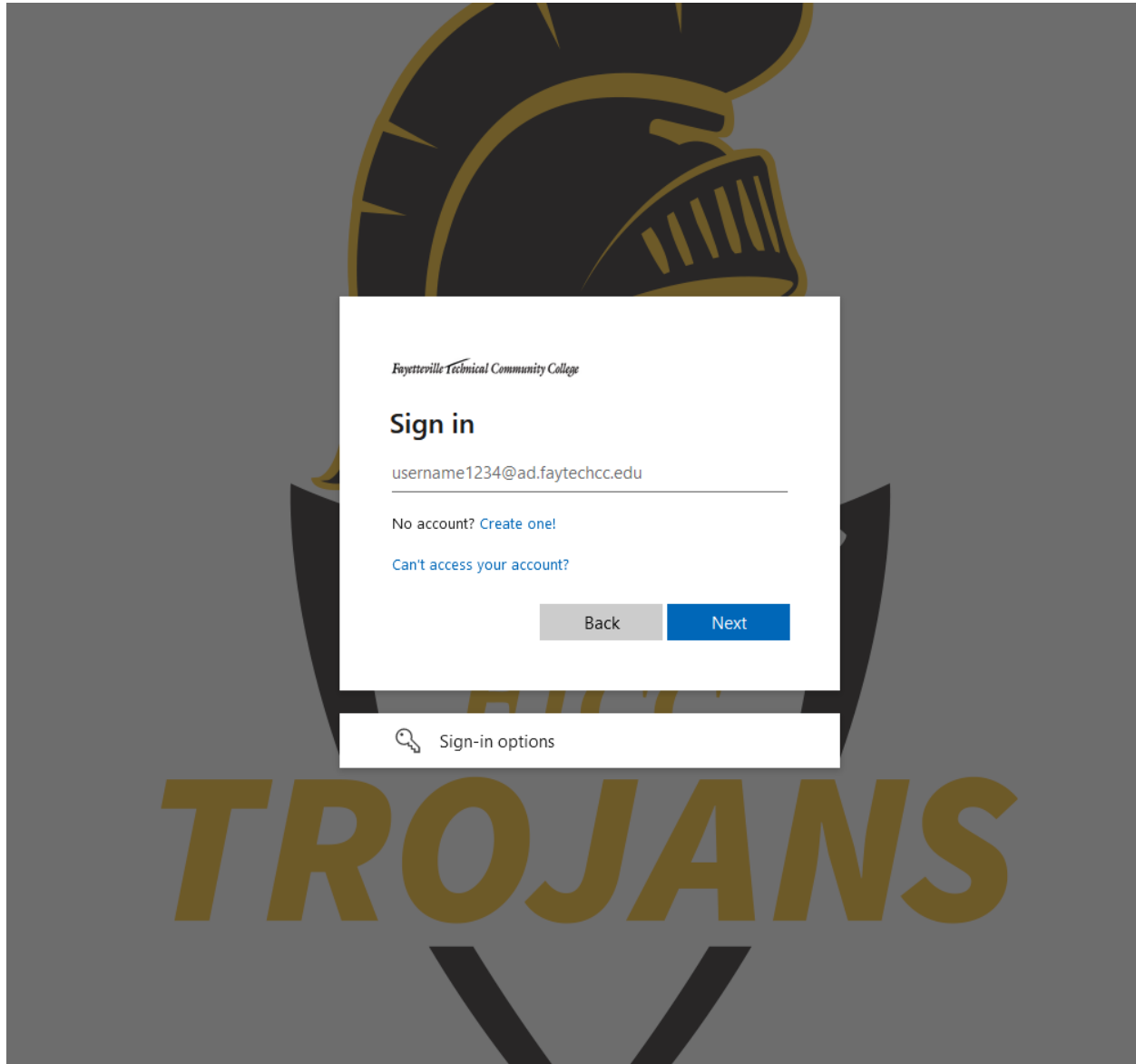
Note: These instructions are ONLY intended for users installing Office 365 on a compatible Apple MacOS device.

This document will walk you through how to install Office 365 on Apple MacOS devices.
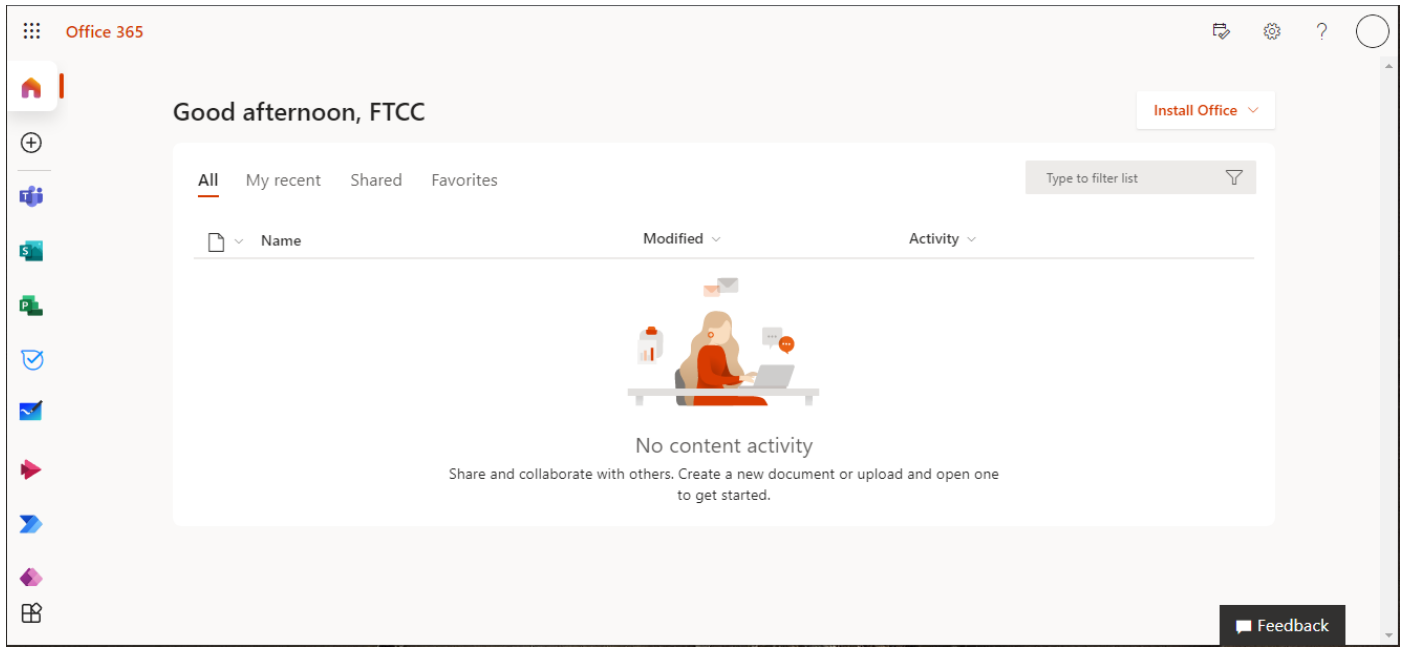
STEP 1) HOW TO LOG INTO OFFICE 365

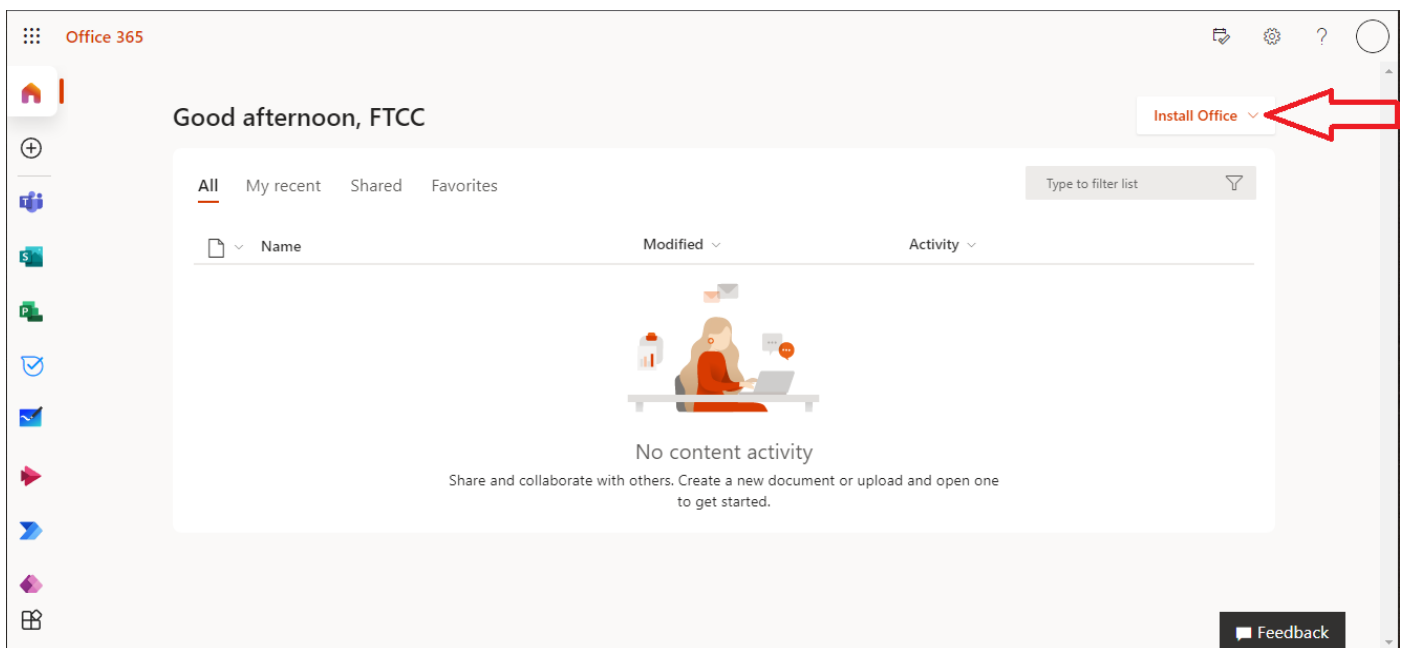- To sign in, visit https://login.microsoftonline.com/?whr=ad.faytechcc.edu

- Log in with your **[AD username]@ad.faytechcc.edu** and network password.

  EX: doej1234@ad.faytechcc.edu

  Pas$w0rd1$ (network password)

- Upon successful log in you will be taken to the Office 365 home page.
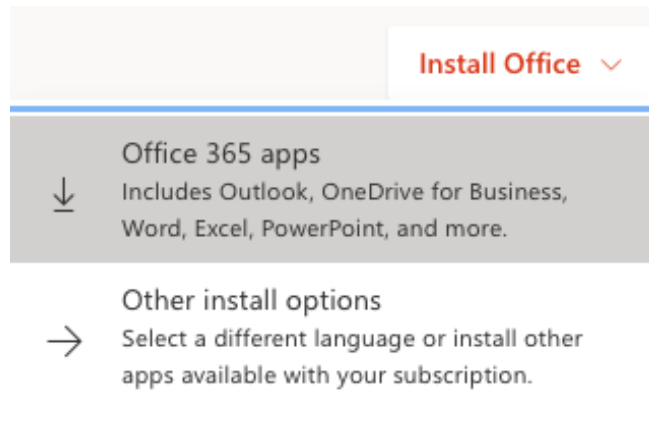
STEP 2) DOWNLOADING OFFICE 365

Upon logging in for the first time you will be presented with the following screen:

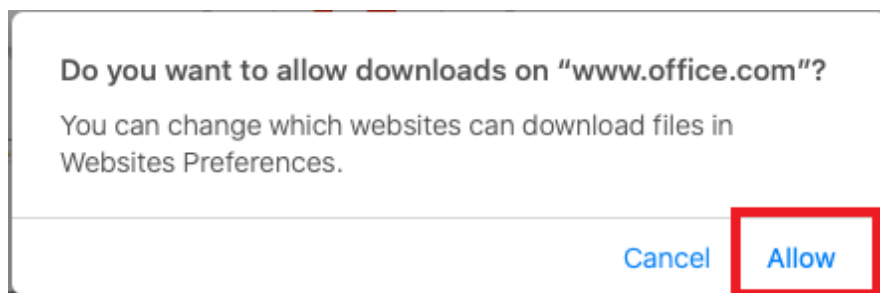- From the center of the home page select **Install Office.**

- Select **Office 365 apps** from the **Install Office** dropdown to begin the download.

Upon first download from office.com, you may be presented with the following message:
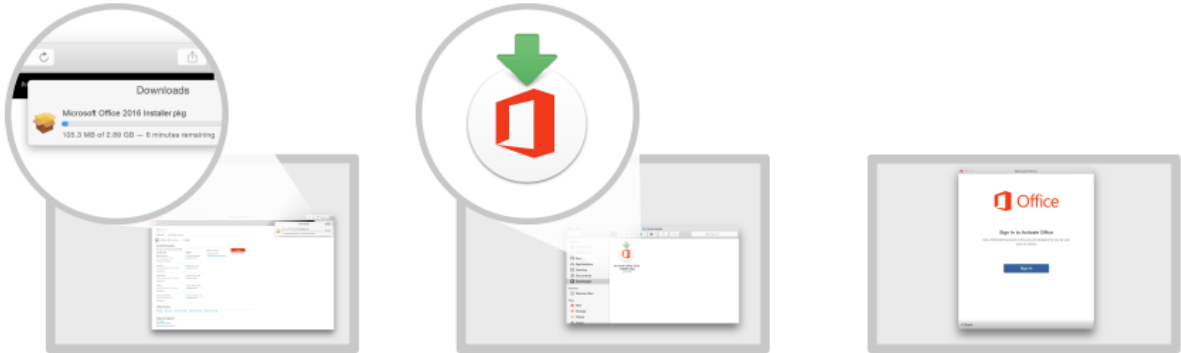
- Select Allow to allow downloads from office.com.

This completes the download of Office 365 to your device.

STEP 3) INSTALLING OFFICE 365

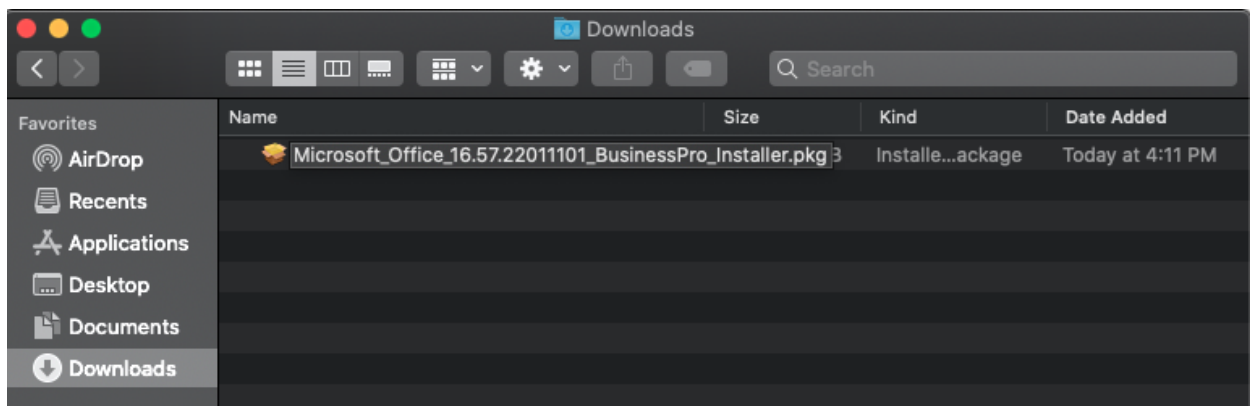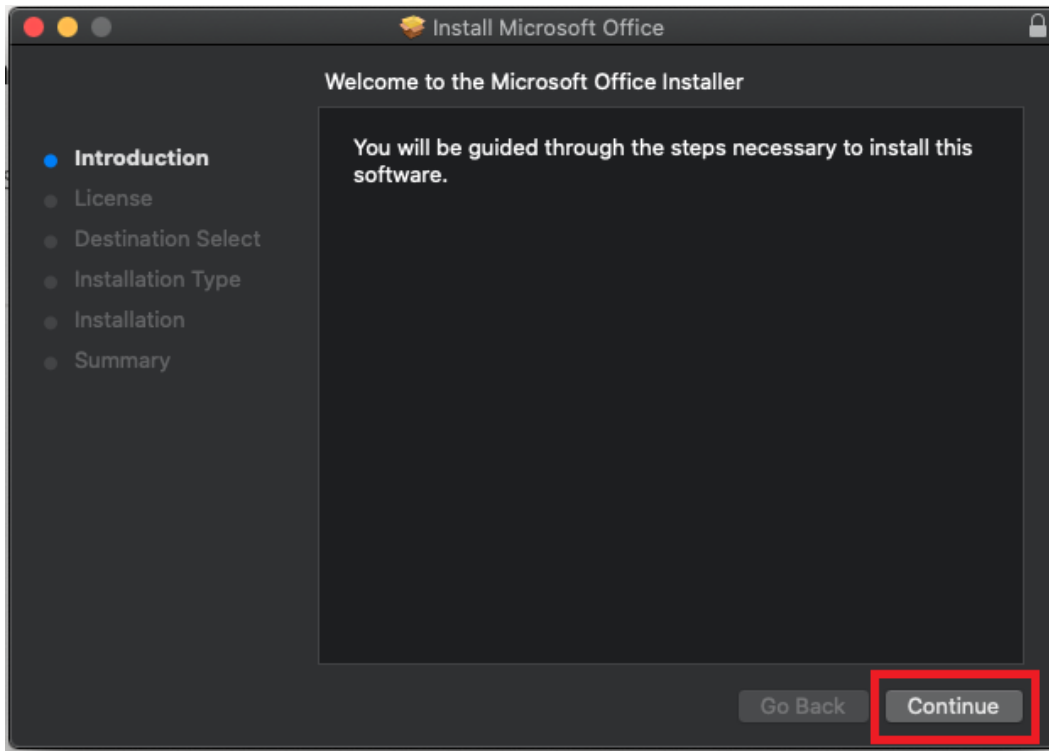Follow the installation instructions presented to you on the Office 365 webpage:
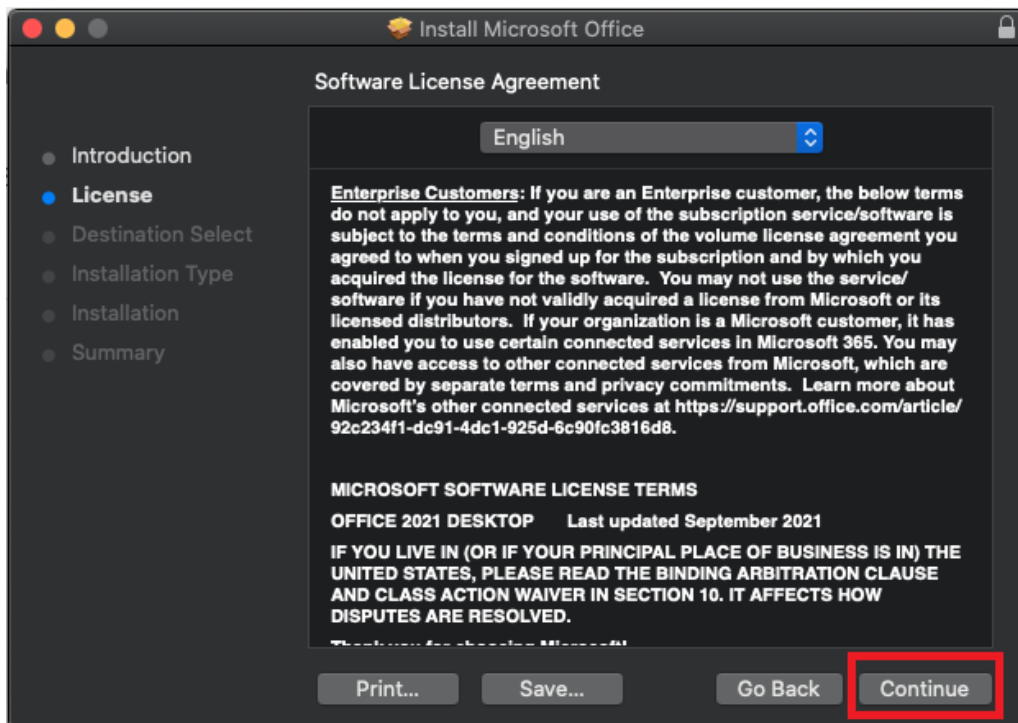

- After download completion navigate to your Downloads folder, open the **Office .pkg file** and follow the installer steps to install Office.
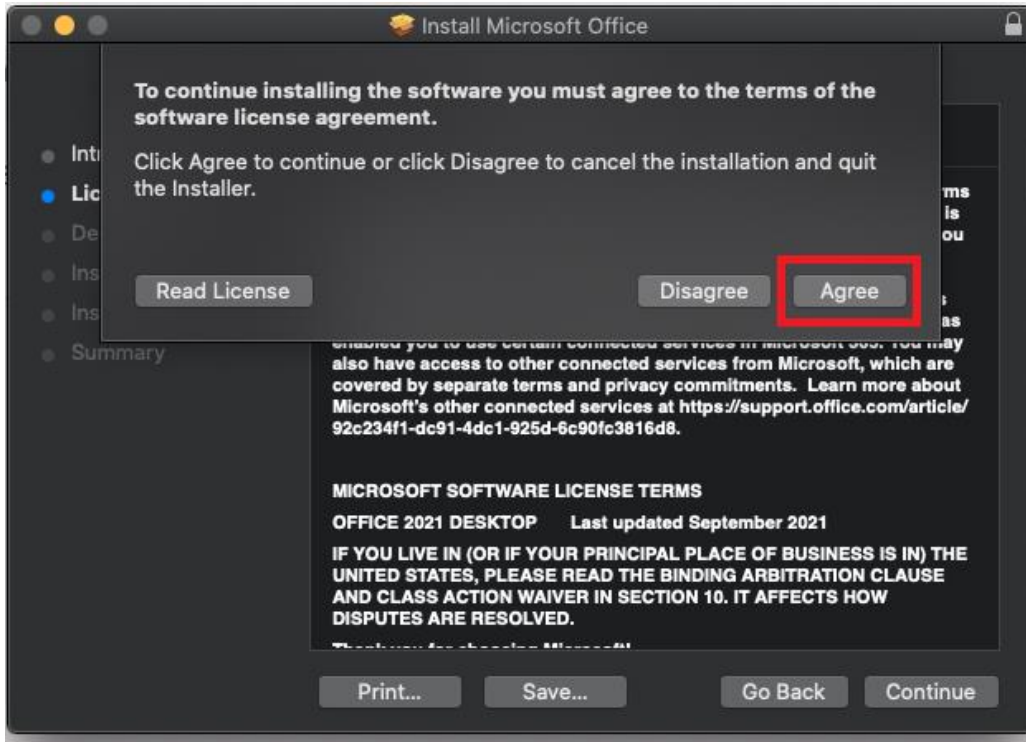
- On the first installation screen, select **Continue** to begin the installation process.
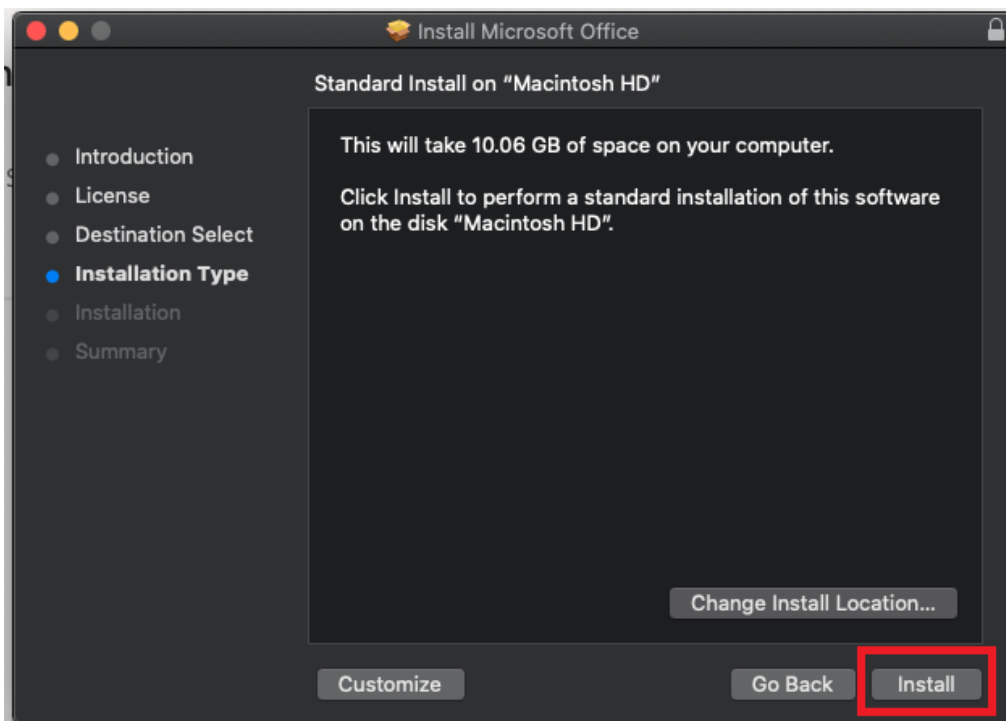

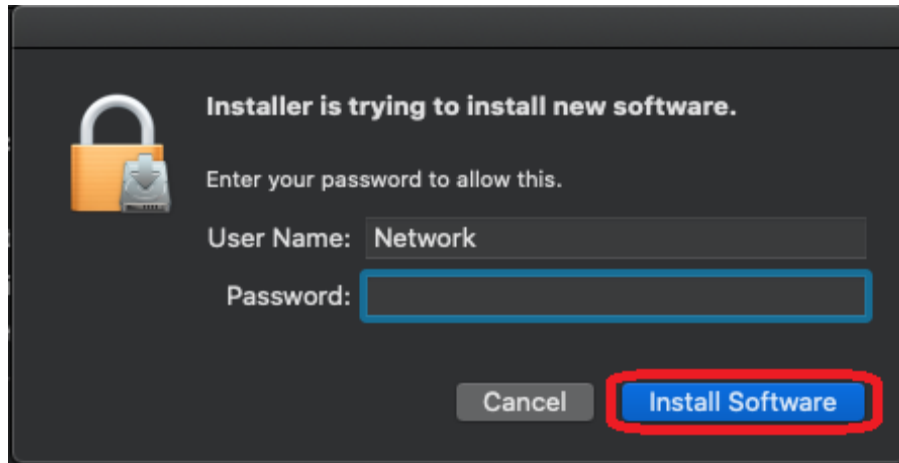- Review the software license agreement, and then click **Continue**.

- Select **Agree** to agree to the terms of the software license agreement.

- Review the disk space requirements or Change Install Location, and then click Install. **If you prefer to use the default installation settings, simply click install to proceed.**
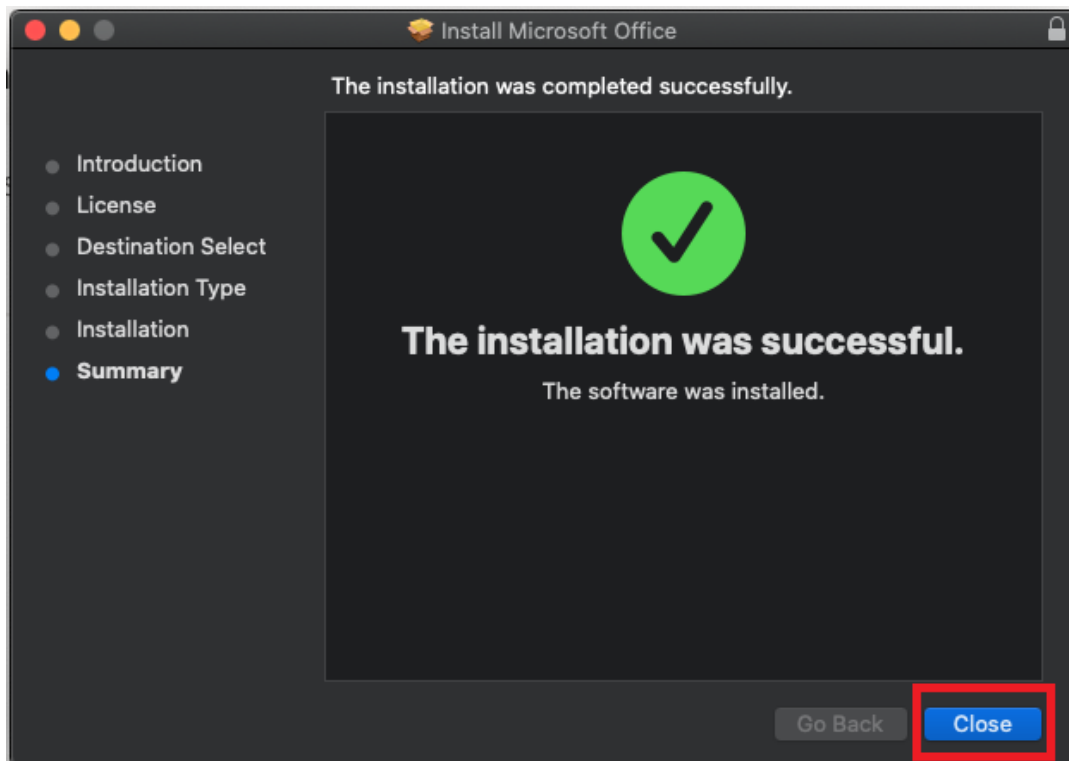

Note: If you want to only install specific Office apps and not the entire suite, click the Customize button and uncheck the programs you do not need.
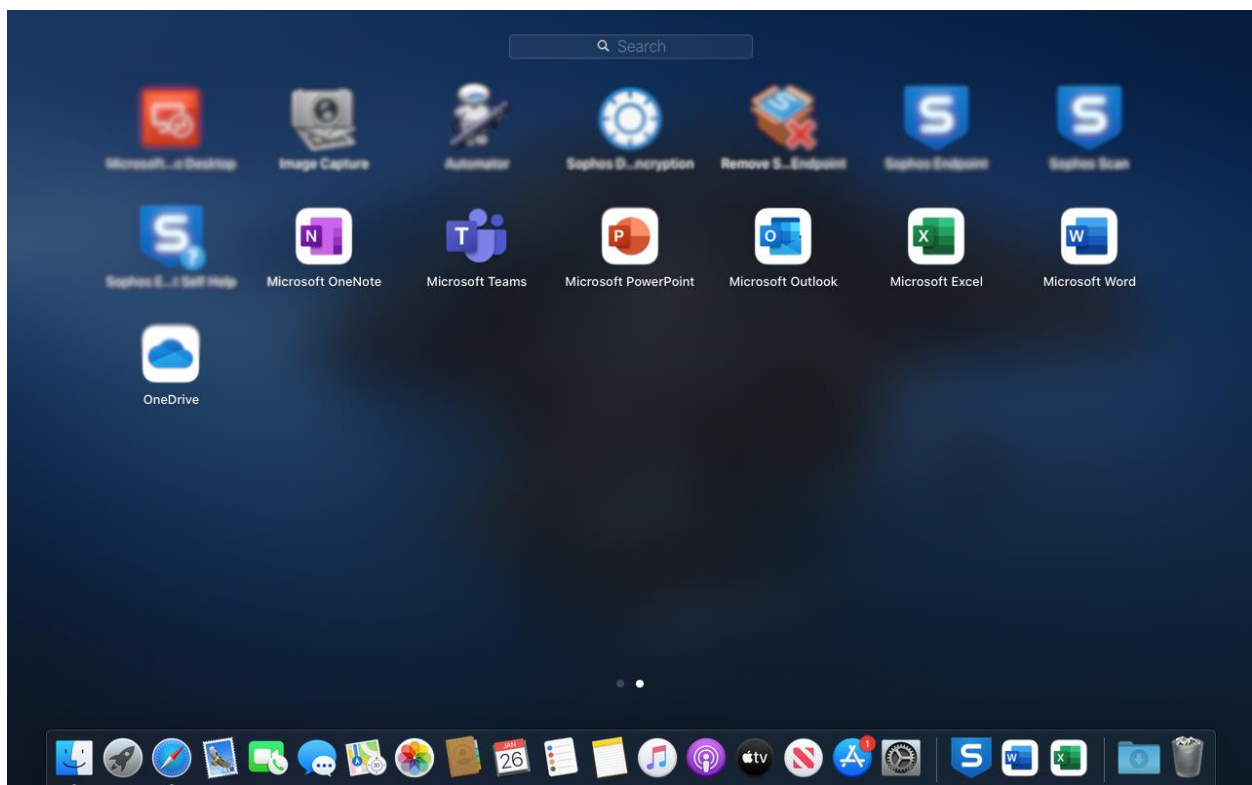
Note: Enter your Mac login password, if prompted, and then click **Install Software**. (This is the password that you use to log in to your Mac.)
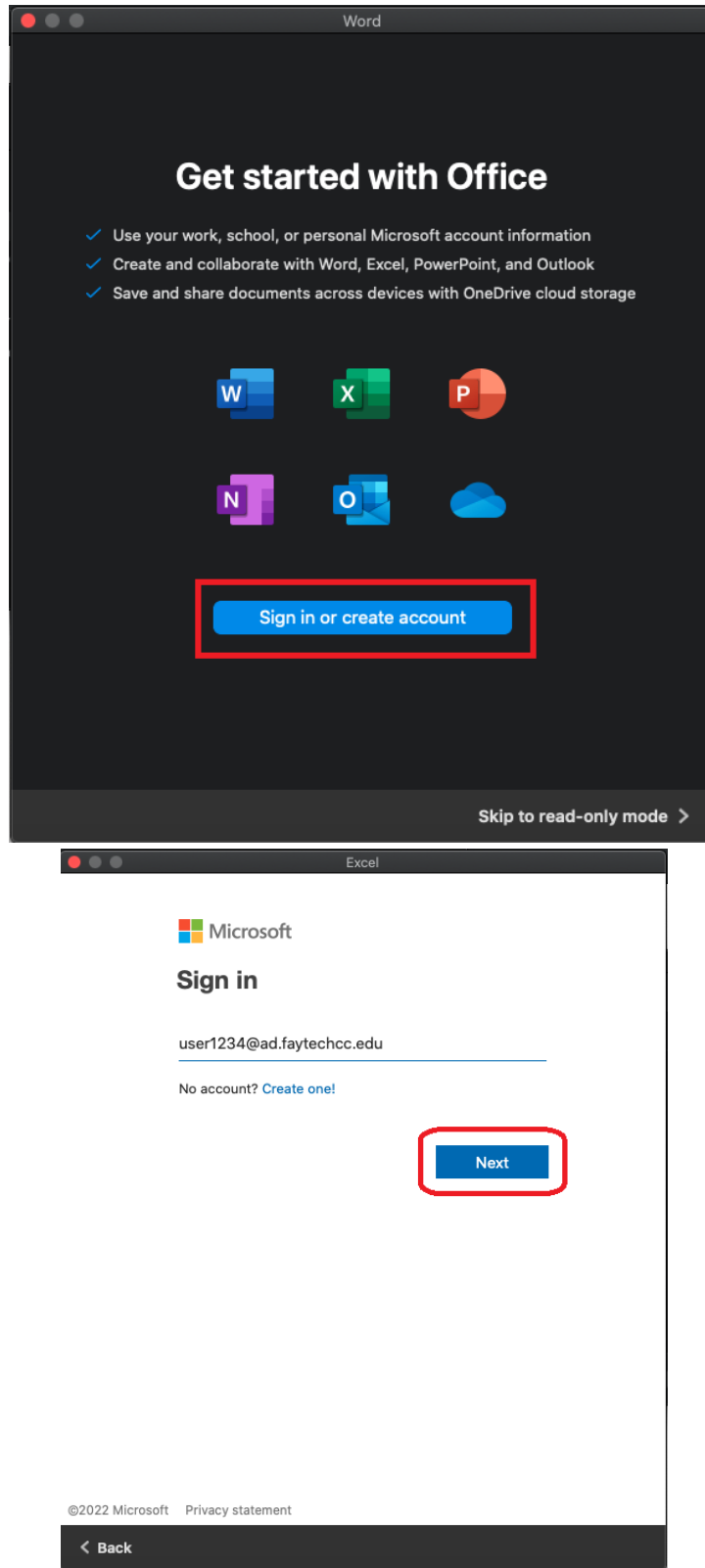
- Installation will be complete when you see the phrase, **"The installation was successful. The software was installed."** Select **Close**.

- Stay online. After installation, start Office by clicking the Launchpad icon in the dock to display all of your apps and select your desired Office app in the Launchpad.

- Sign in with the FTCC AD account used in step 1.
  EX: **doej1234@ad.faytechcc.edu**

Office 365 installation is now complete.