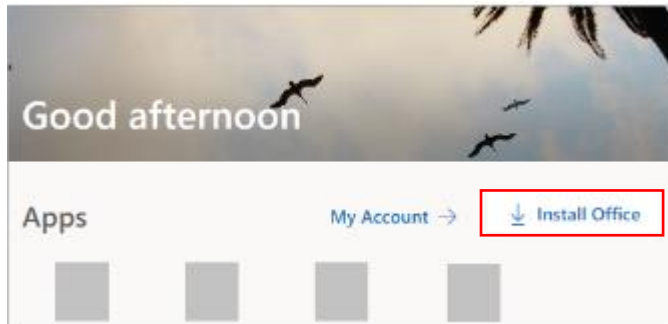
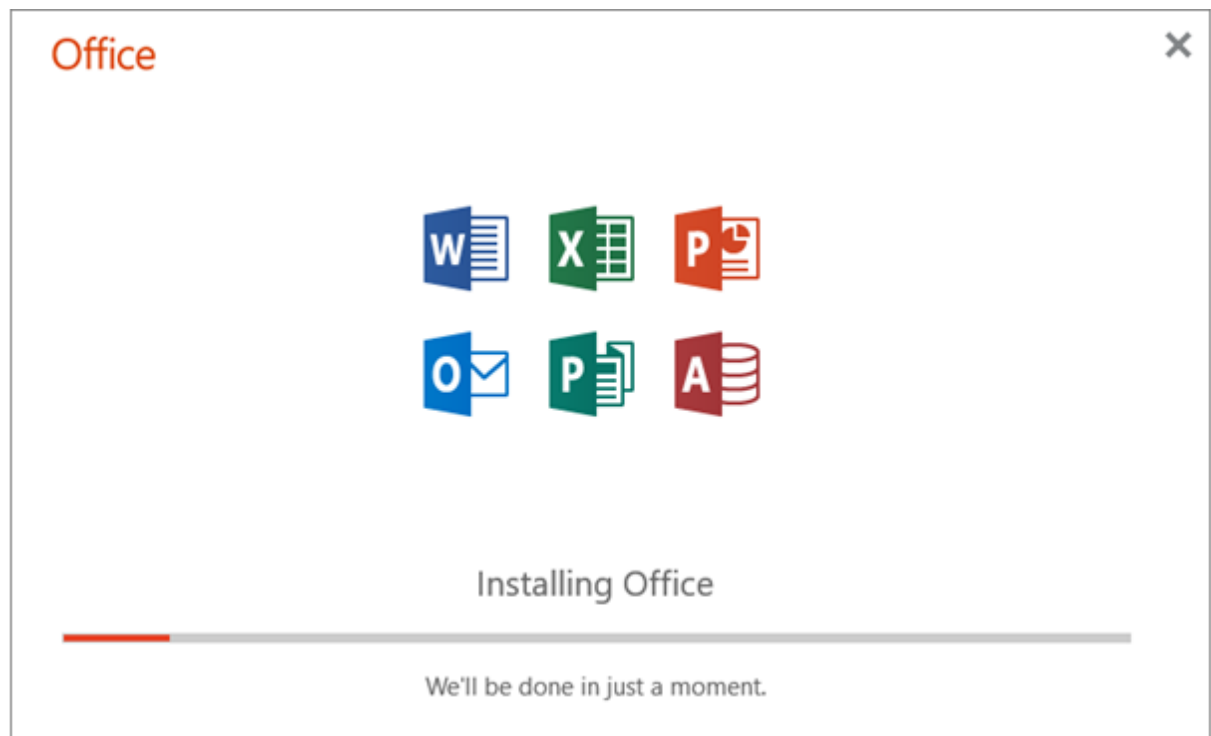


Install Microsoft Office on a PC

1. Go to [Office 365](https://office.com) and sign in with your UTS email address and password.
2. From the office homepage select **Install Office** to start the download.



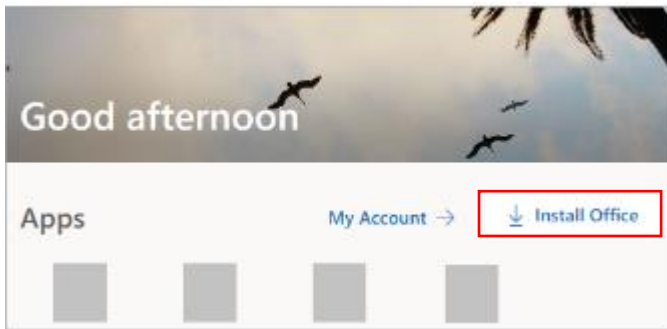
3. Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox). The install begins.



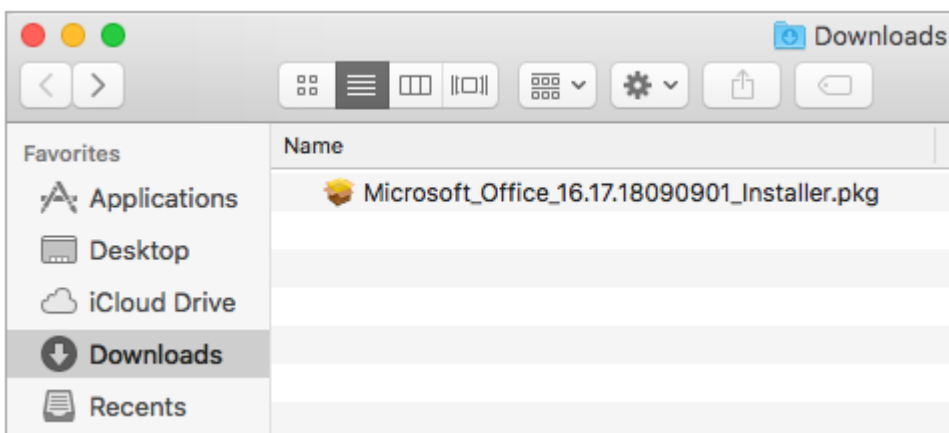
4. Your install is finished when you see the phrase, "**You're all set! Office is installed now**".

Install Microsoft Office on a Mac

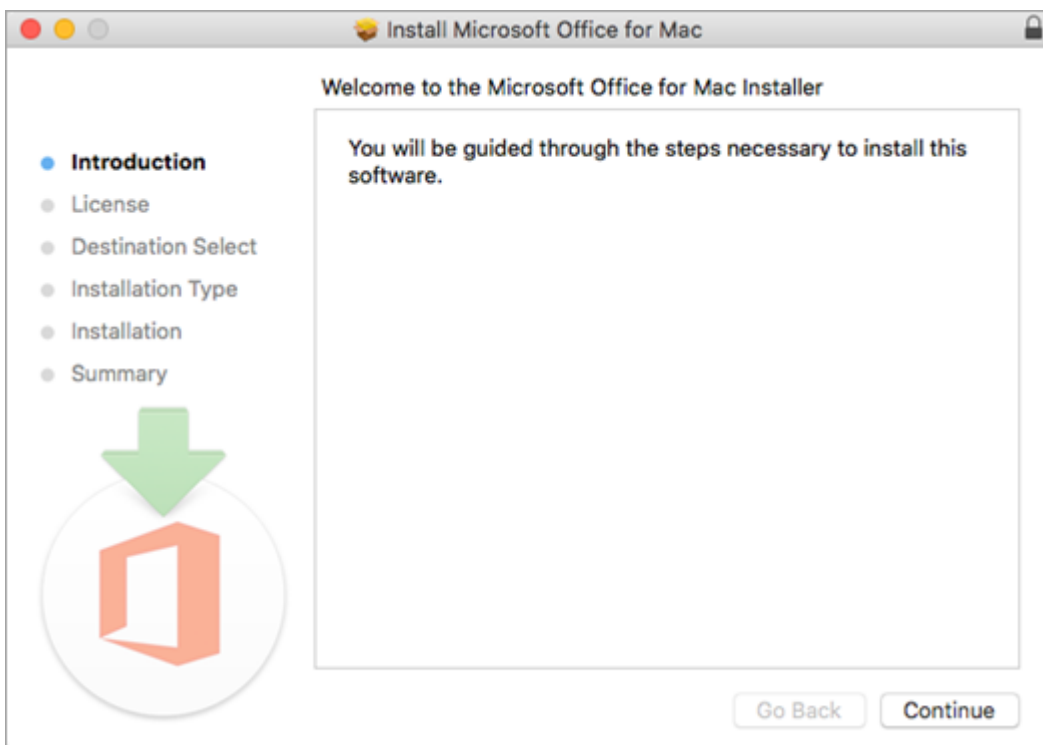
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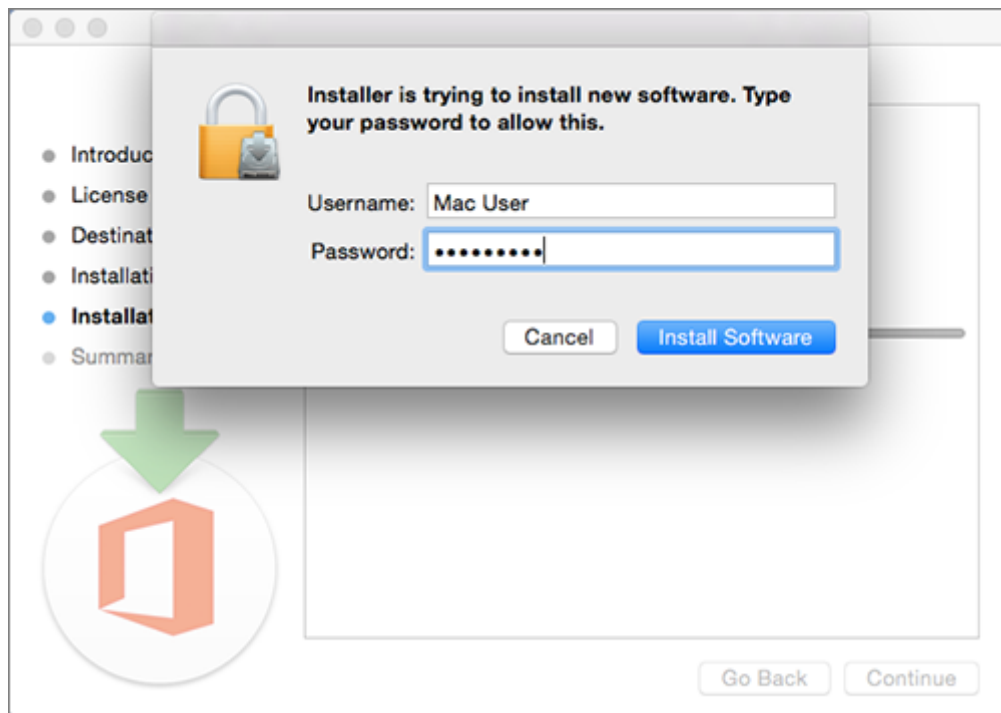
3. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft Office installer.pkg** file (the name might vary slightly).



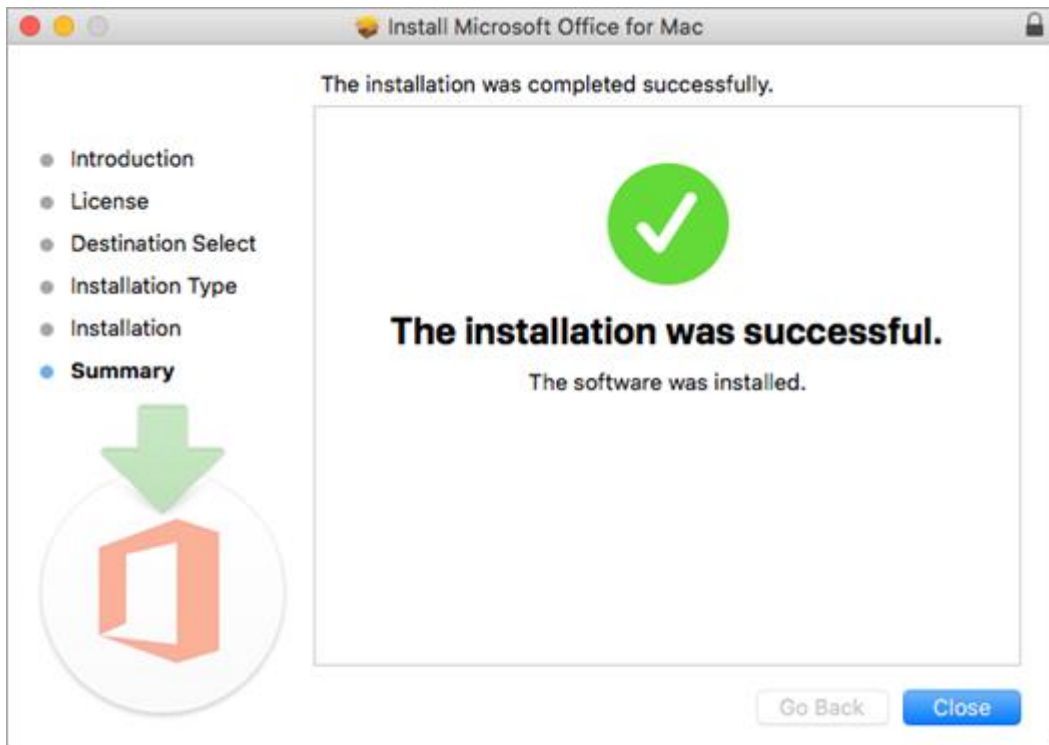
4. On the first installation screen, select **Continue** to begin the installation process.



5. Review the software license agreement, and then click **Continue**.
6. Select **Agree** to agree to the terms of the software license agreement.
7. Choose how you want to install Office and click **Continue**.
8. Review the disk space requirements or change your install location, and then click **Install**.
9. 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.)



10. 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](#). We



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.

