

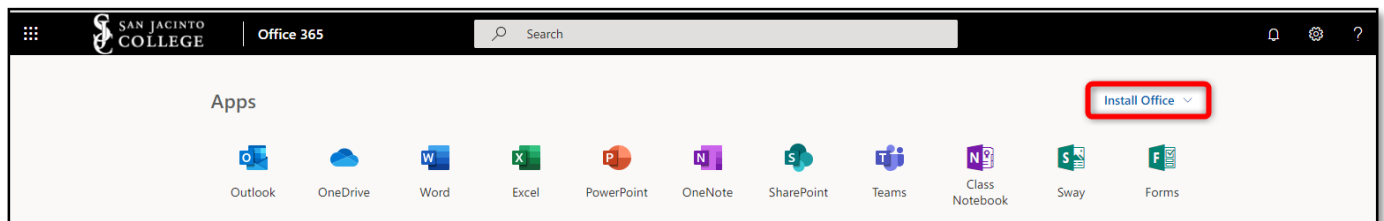


Microsoft Office for Employees

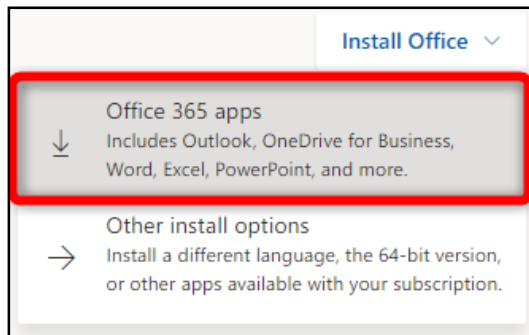
Installing the Latest Version of Office

INSTRUCTIONS

1. In order to download and install Microsoft Office on your Mac, you will need to access your San Jacinto College email account by visiting <http://outlook.com/sjcd.edu>.
2. Log in with your username and password.
Note: If you need assistance logging in, you may access these instructions at www.sanjac.edu/email.
3. Once you log in, click **Install Office**.
Note: If your landing page is different, simply click on “Office 365” towards the upper left corner of your screen or click the App launcher and click “Office 365”.

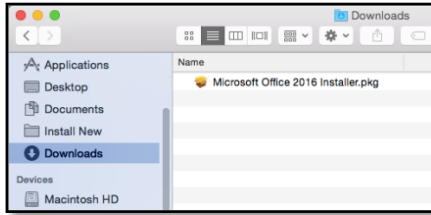


4. Click **Office 365 apps**.



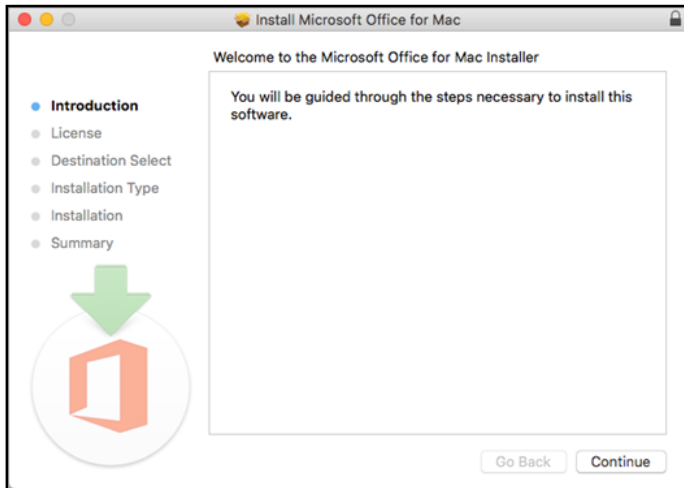
Note: To install Office in a different language, the 64-bit version (if you're on a PC), or other apps available with your subscription, click “Other install options”.

- Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft_Office_Installer.pkg** (the name might vary slightly).
Note: Please contact the San Jacinto College ITS Help Desk at 281-998-6137 should you receive the following message “Please contact your admin. It looks like they haven't assigned you a license for the Office desktop apps”. One of our Help Desk analysts will be able to assist you.

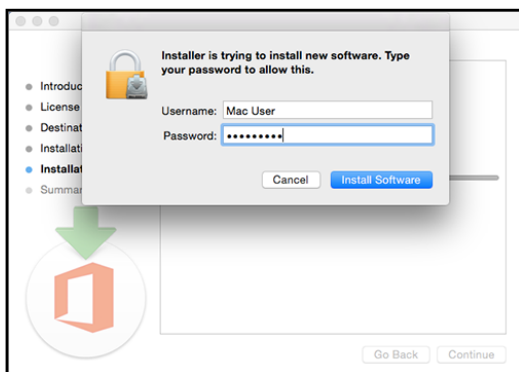


Note: If you see an error that says the Microsoft_Office_Installer.pkg can't be opened because it is from an unidentified developer, wait 10 seconds and move the downloaded file to your desktop. Hold **Control** + click the file to launch the installer.

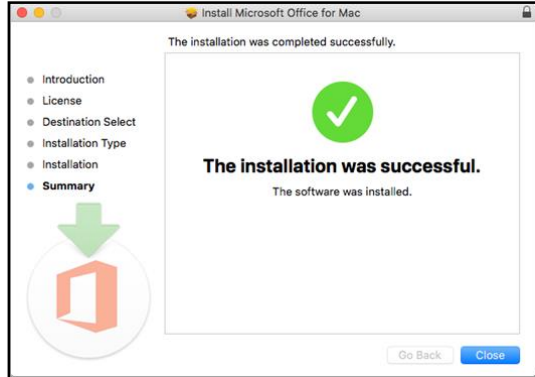
- On the first installation screen, select **Continue** to begin the installation process.



- Review the software license agreement, and then click **Continue**.
- Select **Agree** to agree to the terms of the software license agreement.
- Choose how you want to install Office and click **Continue**.
- Review the disk space requirements or change your install location, and then click **Install**.
Note: If you want to only install specific Office apps and not the entire suite, click the Customize button and uncheck the programs you don't want.
- 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.)



12. 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”](#).

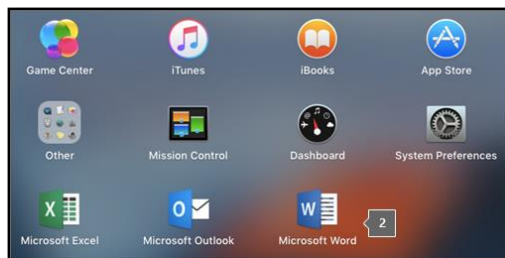


Launch an Office for Mac app and start the activation process

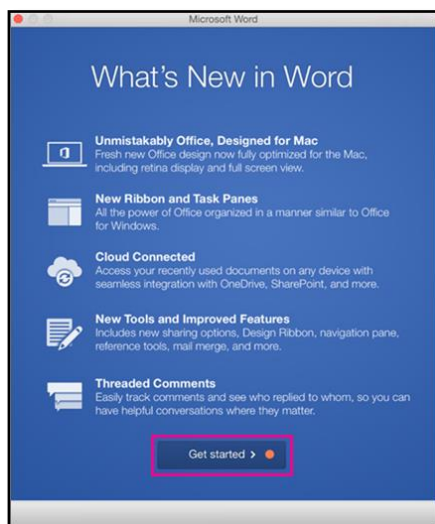
1. Click the **Launchpad** icon in the Dock to display all of your apps.



2. Click the **Microsoft Word** icon in the Launchpad.



3. The **What's New** window opens automatically when you launch Word. Click **Get Started** to start activating. If you need help activating Office, see [Activate Office for Mac](#). If Office activation fails, see [What to try if you can't install or activate Office for Mac](#).



Installation notes

How do I pin the Office app icons to the dock?

Go to **Finder > Applications** and open the Office app you want.

In the Dock, Control+click or right-click the app icon and choose **Options > Keep in Dock**.

Can I install Office on my iPhone or iPad?

Yes, see [Install and set up Office on an iPhone or iPad](#). You can also [set up email on an iOS device \(iPhone or iPad\)](#).

For suggestions or to provide feedback regarding this document, please contact ITS Customer Care at: ITS.CustomerCare@sjcd.edu.