

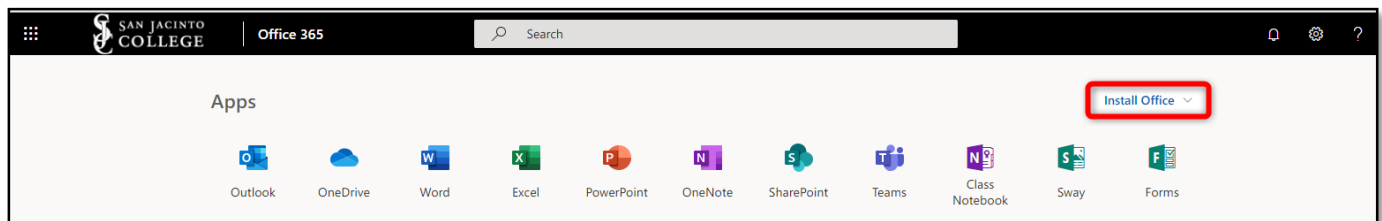


# Microsoft Office for Students

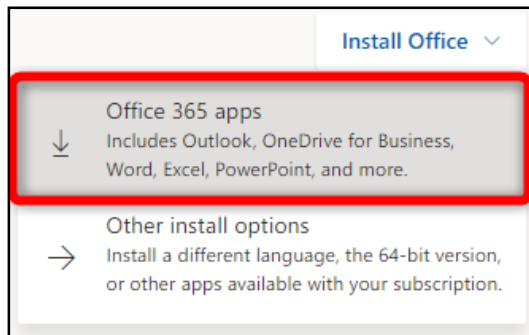
## *Installing the Latest Version of Office*

### 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 <https://portal.microsoftonline.com>
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](http://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”.

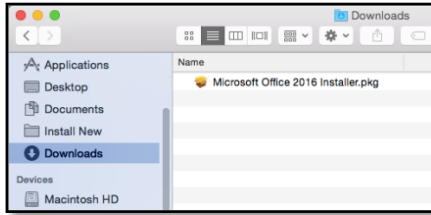


4. Click **Office 365 apps**.



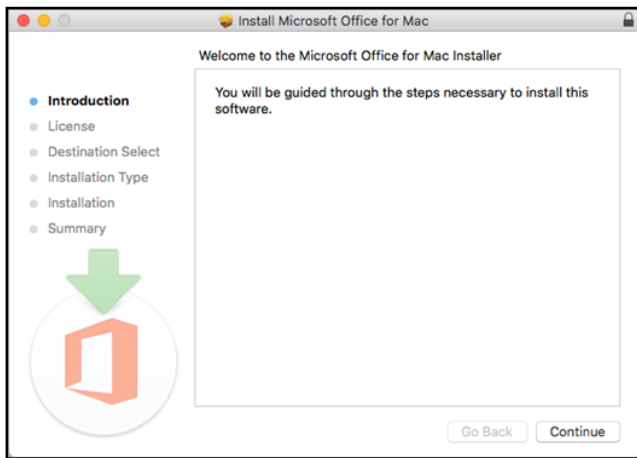
Note: To install Office in a different language, the 64-bit version (if you're on a PC), or other apps available with your subscription, click “Other install options”.

- 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.

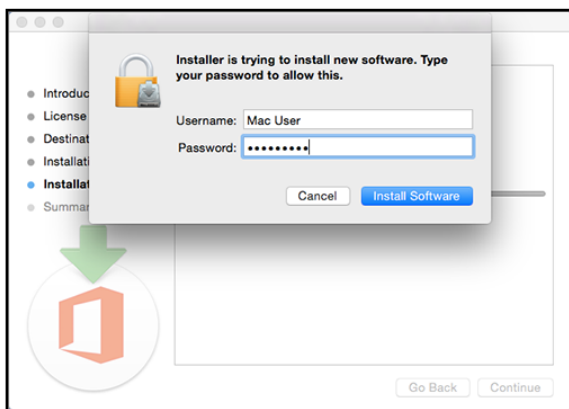


Note: If you see an error that says the Microsoft\_Office\_Installer.pkg can't be opened because it is from an unidentified developer, wait 10 seconds and move the downloaded file to your desktop. Hold **Control** + click the file to launch the installer.

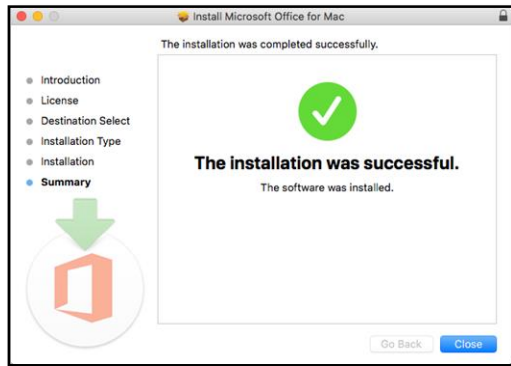
- On the first installation screen, select **Continue** to begin the installation process.



- 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

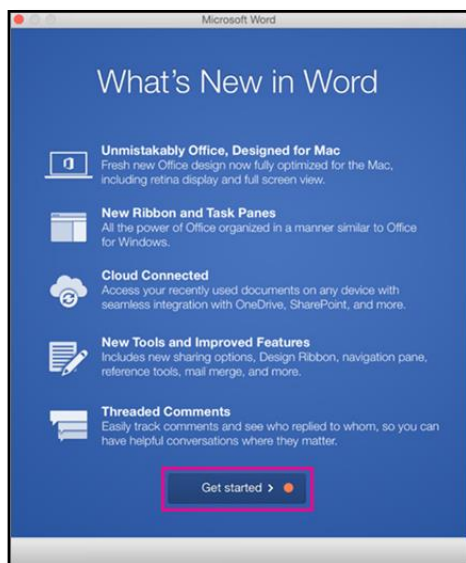
1. Click the **Launchpad** icon in the Dock to display all of your apps.



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](mailto:ITS.CustomerCare@sjcd.edu).