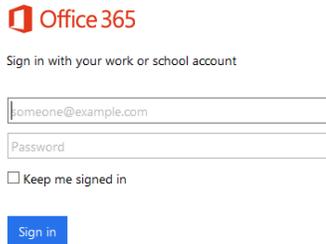




Instructions for Installing Microsoft Office 365 on Mac

Hampden-Sydney has updated its agreement with Microsoft for student use of the Office Productivity Suite. You can now install Office on up to 5 devices. This new agreement also allows Microsoft Office to be used on mobile devices.

- 1) Make sure that you do not have any other full or trial versions of Microsoft Office installed before proceeding with the installation instructions below. Uninstall any other copies of Microsoft Office by dragging the Microsoft Office app from the Applications folder to the Trash, and then choose Finder and Empty Trash. Reboot after uninstallation is complete, and then proceed to the next step.
- 2) Login to the Microsoft portal at <http://portal.office.com>. Enter your H-SC email address in the username field (Ex: DoeJ19@hsc.edu), and click Sign In.

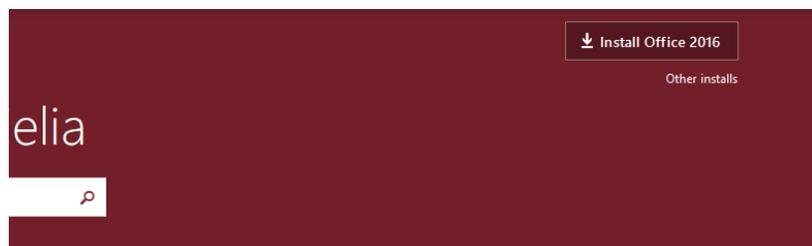


You will be redirected to the Hampden-Sydney Single Sign On page where you will enter your H-SC email password and click Sign in.



- 3) Once you are signed into your Office 365 account you will be given the option to install Office at the top of the page by clicking the **Install now** button.

Note - If you do not have the option to Install now, please see the “**Additional Instructions” at the end of this document.



Just a few more steps...

1 Download
Office 2016 will now start downloading.

2 Install
Open the Office .pkg file in your Downloads folder and follow the steps to install Office.

3 Sign in
To activate Office, sign in with the account you use for Office 365: ccarroll@hsc.edu.

Close Need help installing?

- 4) The installer package will download, and can be located in the Downloads folder on your system. Run the Microsoft Office 2016 Installer Package.

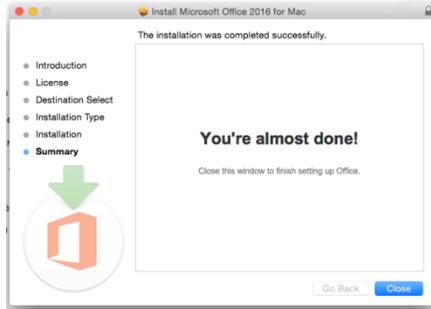


- 5) When the installer starts click **Continue** to begin the installation, click **Continue** again, and then click **Agree** to accept the license agreement.

Next click **Continue** to confirm the destination, and then click **Install**.

Enter your password, and click **Install Software** to allow the installation to take place.

Once the installation is complete click **Close**.

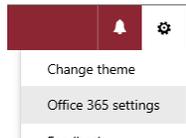


You will be asked to activate the software by logging in to your Office 365 account, use the same username/password combination that you used to access the Office 365 website.

****Additional Instructions**

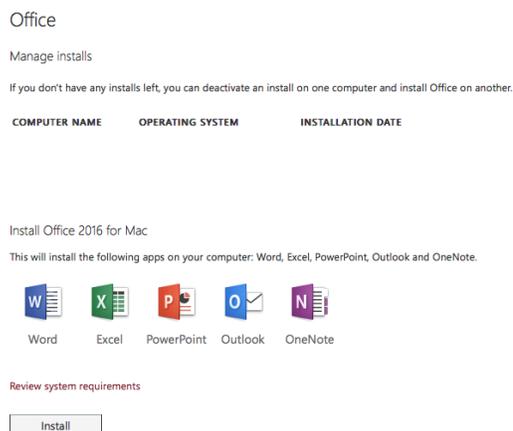
From the Office 365 Home screen click the gear  located on the top right side of the page.

Select **Office 365 settings**.



On the left side of the page select **Software**.

On the **Office** page click **Install**.



After you click Install return to Step 4 to complete your installation.

If you need assistance or have questions, please contact the Computing Center Helpdesk at

434-223-6911 or 434-223-6373