Office 365 – Installing on a personal Mac

This fact sheet provides guidance for University staff and students who want to install Microsoft Office for **home use** on a **Mac**. While you are a **registered member of staff** with an **A3 or A5** licence or **registered student** at the University of Aberdeen you can install the latest version of **Office 365 ProPlus** on up to five personal devices, allowing you to use applications such as Word, Excel and PowerPoint under the University's Office 365 licence. **Your subscription will end when you leave the University or if your license changes to A1 as a result of your staff role changing.** Find out more about how Microsoft licensing is assigned at the University of Aberdeen.

In order to use Office 365 ProPlus you will need your University of Aberdeen **IT account username** as your installation is tied to your account.

> ⚠️ Once you start installing Office 365 ProPlus, you must keep your computer "awake" and online until the installation is complete.
>
> After installation, Microsoft will check the validity of your Office 365 licence in the background every 30 days. This should require no further action on your part. However, occasionally you may be prompted to sign in again.

Installing Office 365 ProPlus

1. Open your internet browser and go to **Office Web App**: https://www.office.com/?auth=2
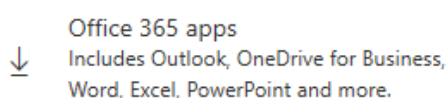
   Type your University **username**, followed by @abdn.ac.uk
   e.g. s01tad7@abdn.ac.uk, u99jb19@abdn.ac.uk, etc.

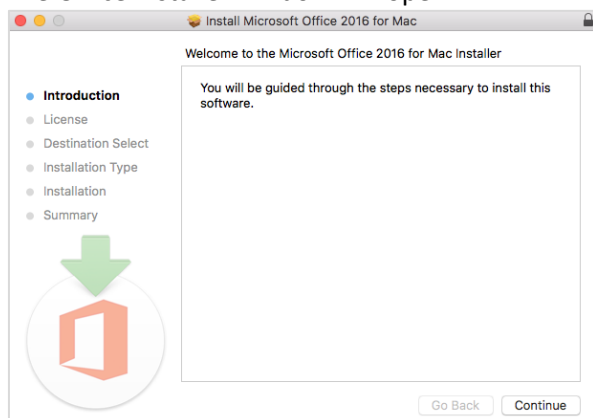   Type in your **password** and **Sign In**.

2. Click **Install Office** (top right)

3. Click **Office 365 apps**

4. The Office installer file (Microsoft_Office_2016_BusinessPro_Installer.dmg) will be downloaded to the **Downloads** folder. **Double click** on this file once the download has completed.

5. The Office installer window will open.

Note: you may see a warning that the Office Installer application cannot be opened due to security settings on the Mac. Click **Open** to start the Installer application.

6. Click **Continue** to start the installation.
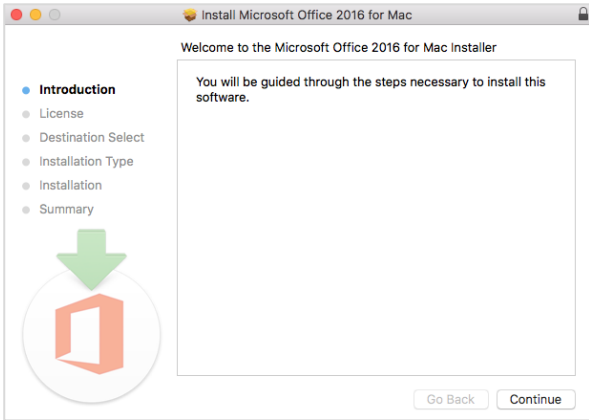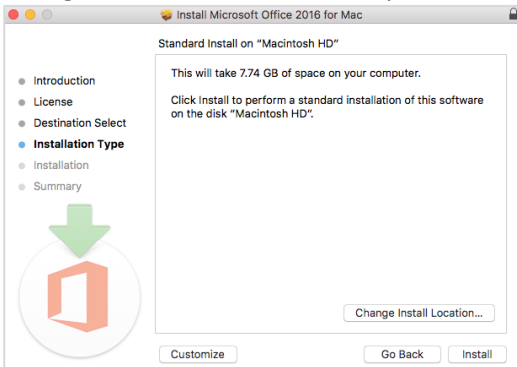

7. Click **Continue** after you have read the Software License Agreement.

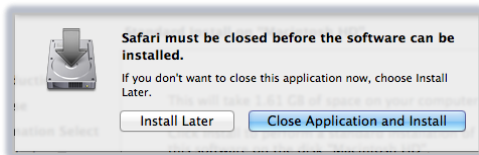8. Click **Agree** to accept the software license agreement.

9. Change the **Install location** if required then click **Install.**
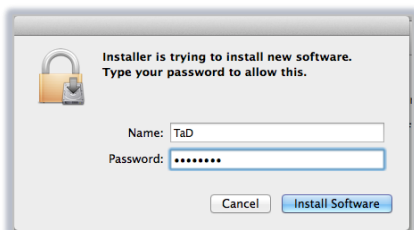

10. If your browser is still open you will see a warning message.
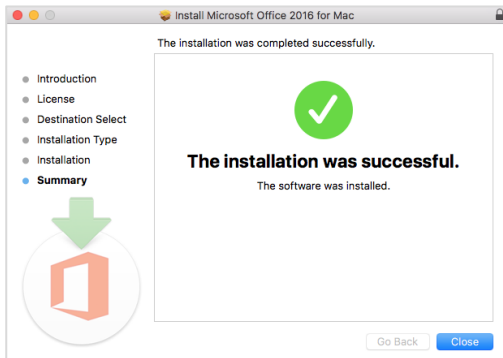   Click **Close Application and Install** to close your browser.

11. If you have an Admin password on your Mac, you will see a security prompt.
   **Type the password** for your Mac, then click **Install Software**.

12. The installation will continue followed by a confirmation screen when it is complete. Click **Close**.

13. On the first start-up of an Office application (Word, Excel, PowerPoint etc.) you will be asked to **Sign In**
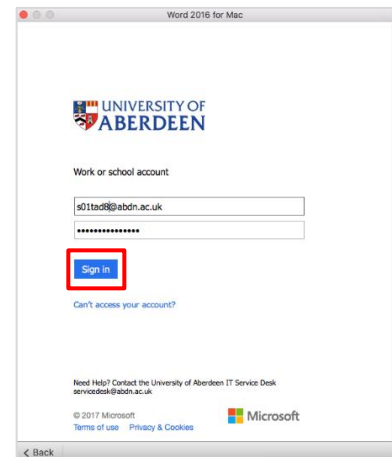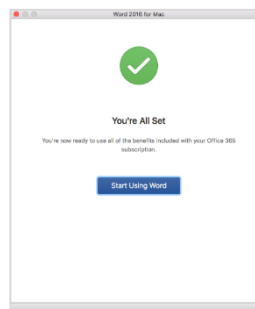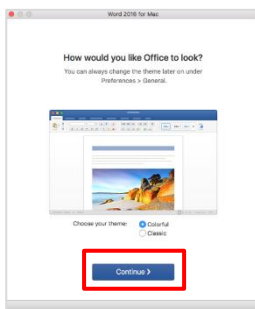

14. Type your university username, followed by **@abdn.ac.uk**

   e.g. s01tad7@abdn.ac.uk, u99jb19@abdn.ac.uk, etc., then click **Next**
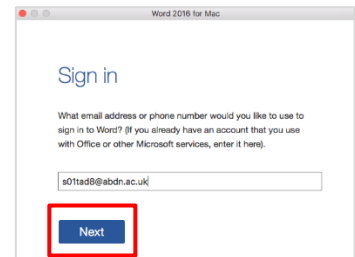
15. Enter your password and click **Sign In**

Pick your preferred colour theme and click **Continue**

16. Click **Start Using Word (Excel, PowerPoint etc.)** You now have access to all the Office programs.

Help and Support

Contact IT Service Desk: myit.abdn.ac.uk