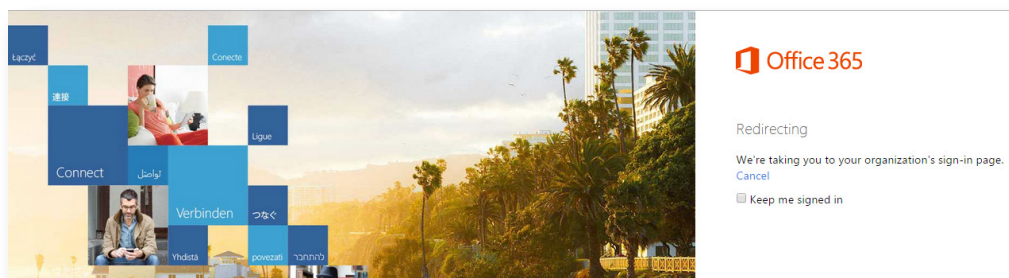
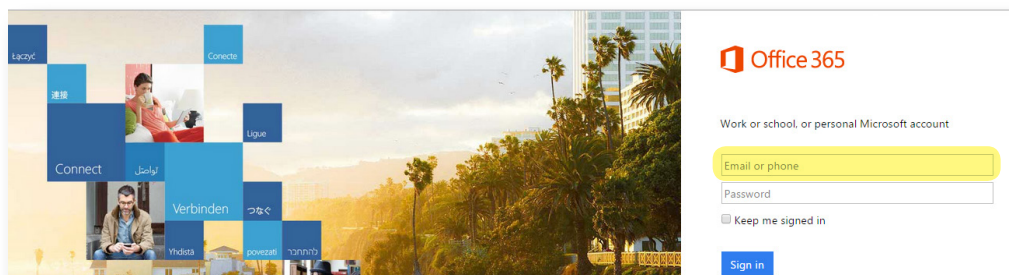


Installing Microsoft Office 365 (Mac OS)

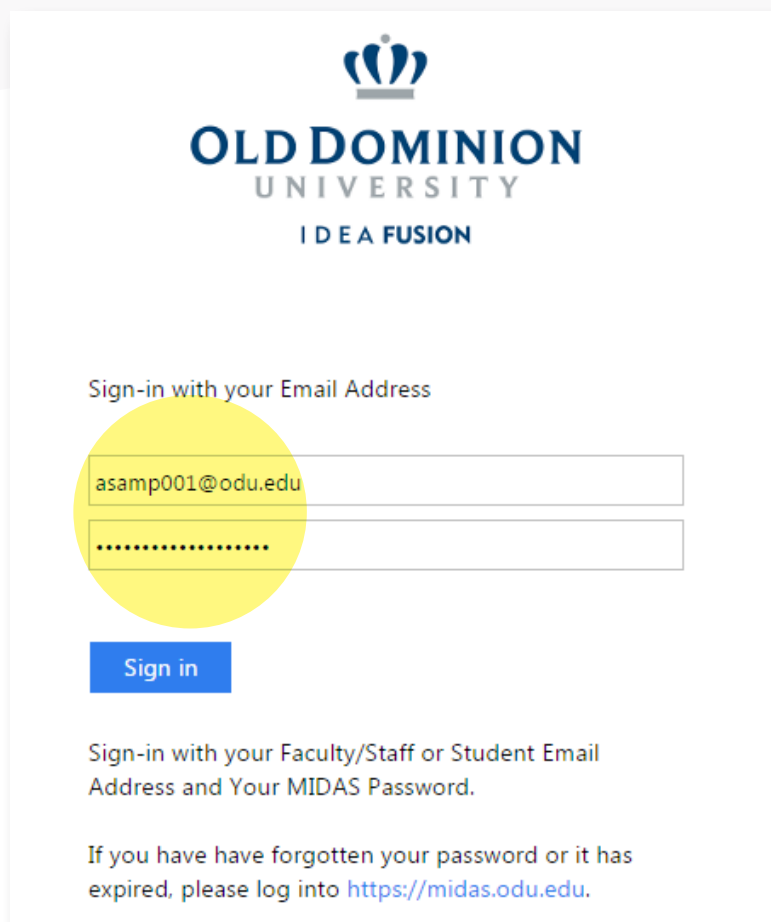
1. To download and install MS Office 365, go to **odu.edu/office365** and select **Download Microsoft Office**.



2. Enter your Old Dominion University email address. Microsoft will redirect you to the ODU login page.

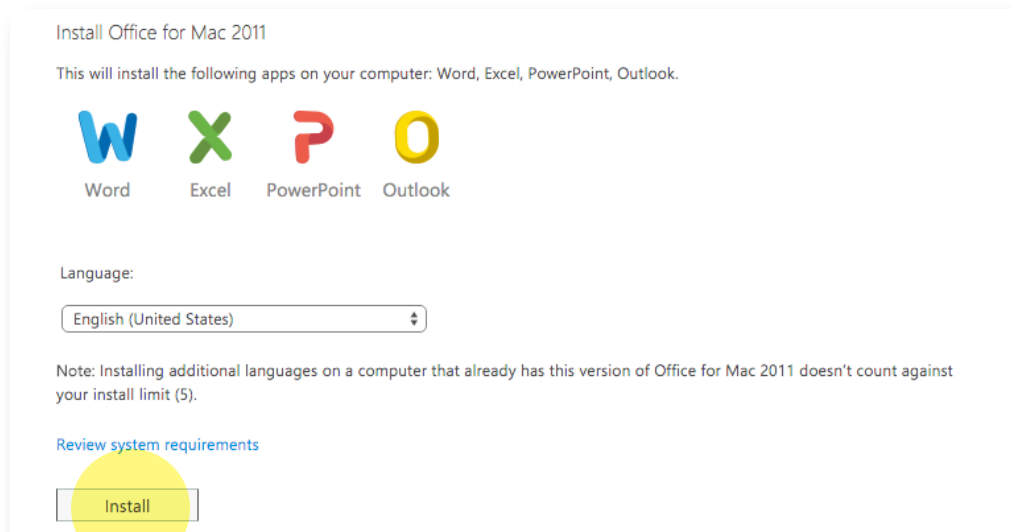


3. Sign in with your ODU email address and MIDAS password.



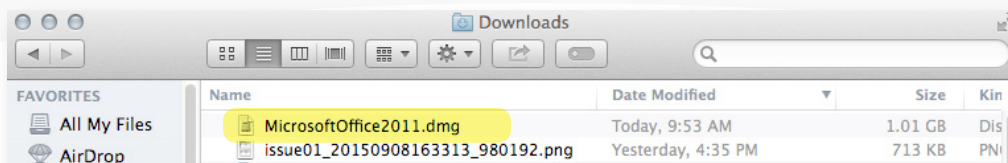
The image shows the Old Dominion University sign-in page. At the top is the university's logo and name. Below that, the text "Sign-in with your Email Address" is displayed. There are two input fields: the first contains the email address "asamp001@odu.edu" and the second contains a masked password ".....". A yellow circle highlights both input fields. Below the fields is a blue "Sign in" button. Further down, there is text for signing in with a Faculty/Staff or Student Email Address and a MIDAS Password, and a link to the password recovery page: "https://midas.odu.edu".

4. Make any changes to the Language and Version, if necessary. (You'll see Office for Mac 2016 if you have OS X Yosemite (10.10) or higher. Otherwise, you'll see Office for Mac 2011.) Select **Install**.



The image shows the "Install Office for Mac 2011" window. It lists the apps to be installed: Word, Excel, PowerPoint, and Outlook, each with its corresponding icon. Below the app list, there is a "Language:" section with a dropdown menu set to "English (United States)". A note states: "Note: Installing additional languages on a computer that already has this version of Office for Mac 2011 doesn't count against your install limit (5)." There is a link to "Review system requirements" and a yellow "Install" button at the bottom, which is highlighted by a yellow circle.

5. The installation file will now be downloaded to your machine. Once downloaded, locate the file under **Downloads** in the Finder. Double click to begin.



6. Office will begin the installation. Click the **Office Installer** icon.



7. Click **Continue** for each step, respectively.



8. Microsoft Office will complete the installation.



9. Once MS Office completes the installation, you will be able to locate your Microsoft Office applications within the LaunchPad.

