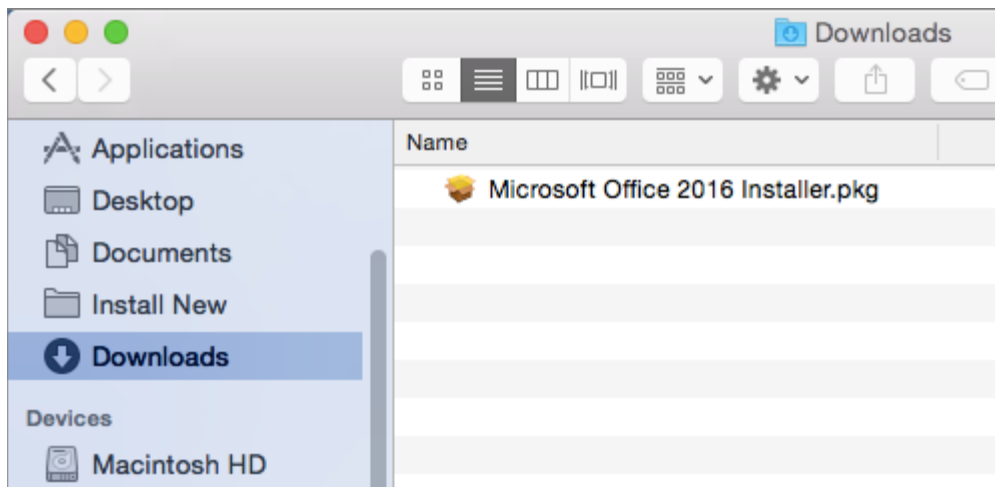


1. Sign in with your work or school account at <http://portal.office.com/OLS/MySoftware.aspx>.
2. On the **Office** page, under **Install Office 2016 for Mac**, select **Install** to begin downloading the installer package.

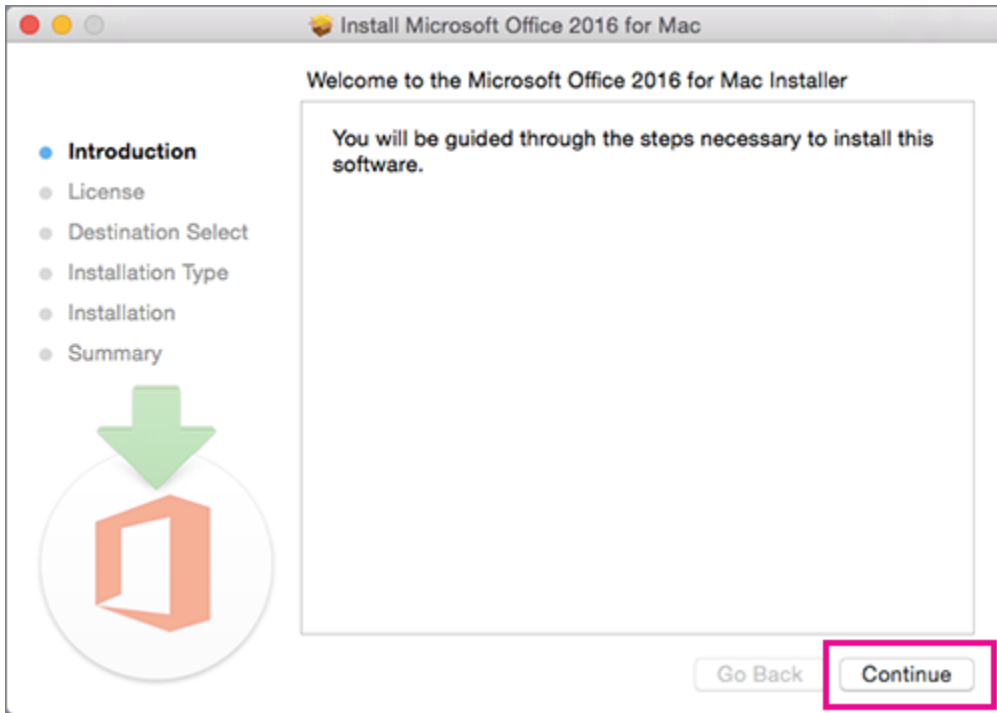


3. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft_Office_2016_Installer.pkg**. (The name might vary slightly.)



Tip: If you see an error that says the **Microsoft_Office_2016_Installer.pkg** can't be opened because it is from an unidentified developer, wait 10 seconds and then try double-clicking the installer package again. If you're stuck at the **Verifying....** progress bar, close or cancel the progress bar and try again.

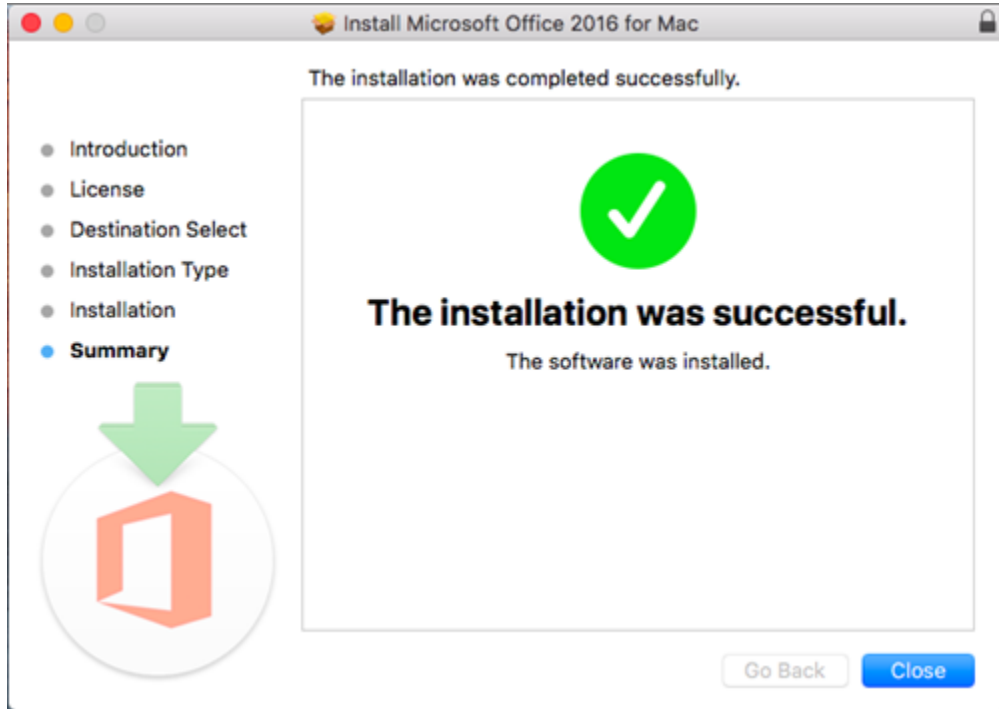
4. On the first installation screen, select **Continue** to begin the installation process.



5. Review the software license agreement, and then click **Continue**.
6. Select **Agree** to agree to the terms of the software license agreement.
7. Review the disk space requirements, and then click **Install**.
8. 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.)



9. The software begins to install. Click **Close** when the installation is finished.

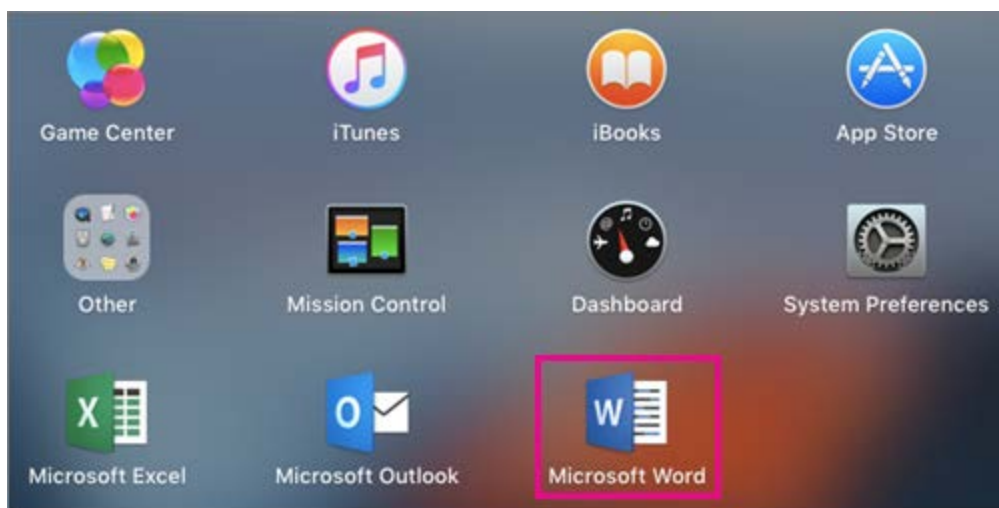


Launch an Office for Mac app and start the activation process

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.

