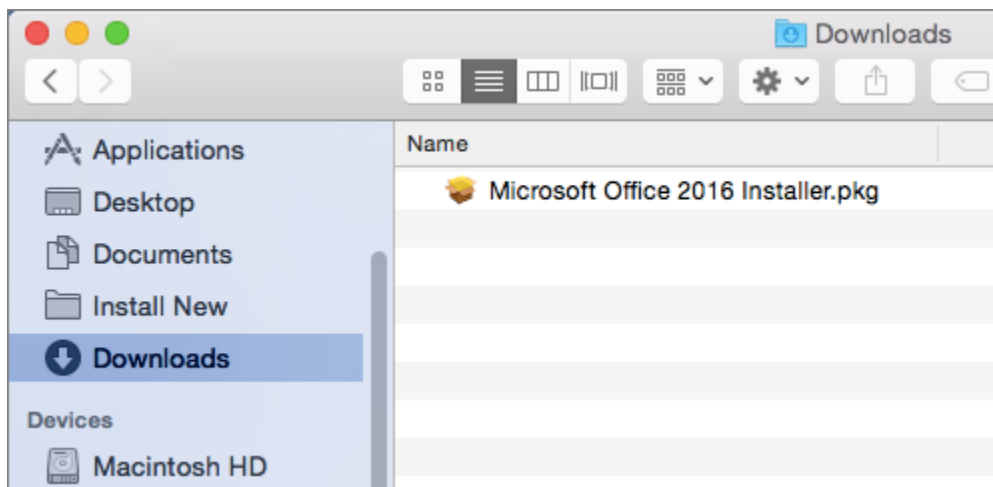


Download and install Office 2016 for Mac

1. Sign in to the [Office 365 portal](#) with your work or school account.
2. Go to **Settings** ⚙️ > **Office 365** (under **My app settings**) > **Software**.
3. On the **Office page**, under **Install Office 2016 for Mac**, select **Install** to begin downloading the installer package.

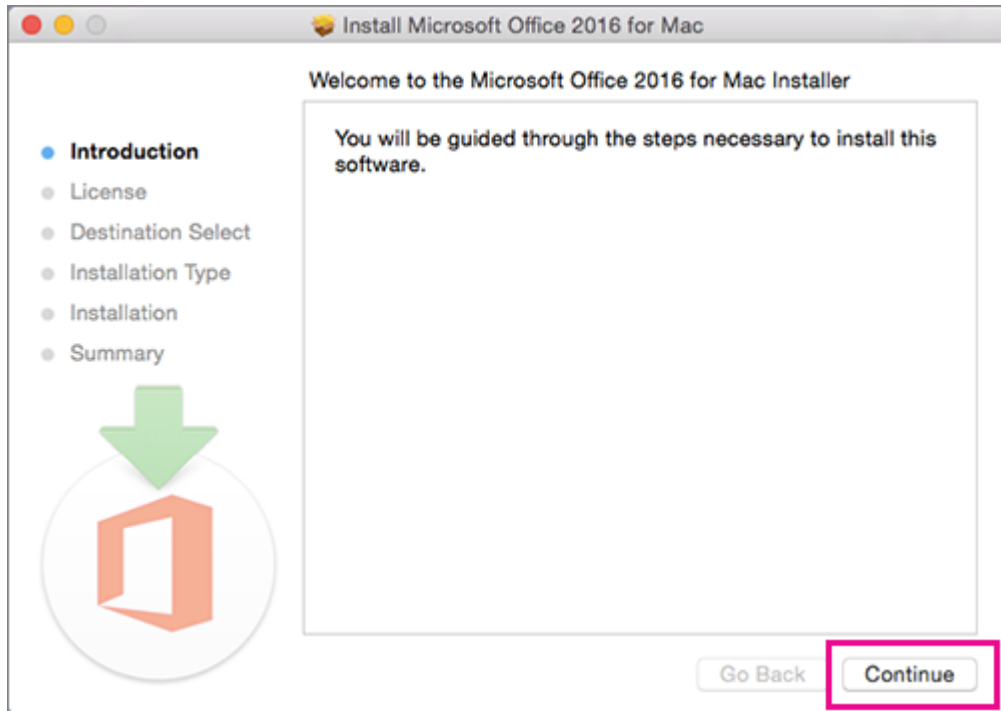


4. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft_Office_2016_Installer.pkg**. (The name might vary slightly.)

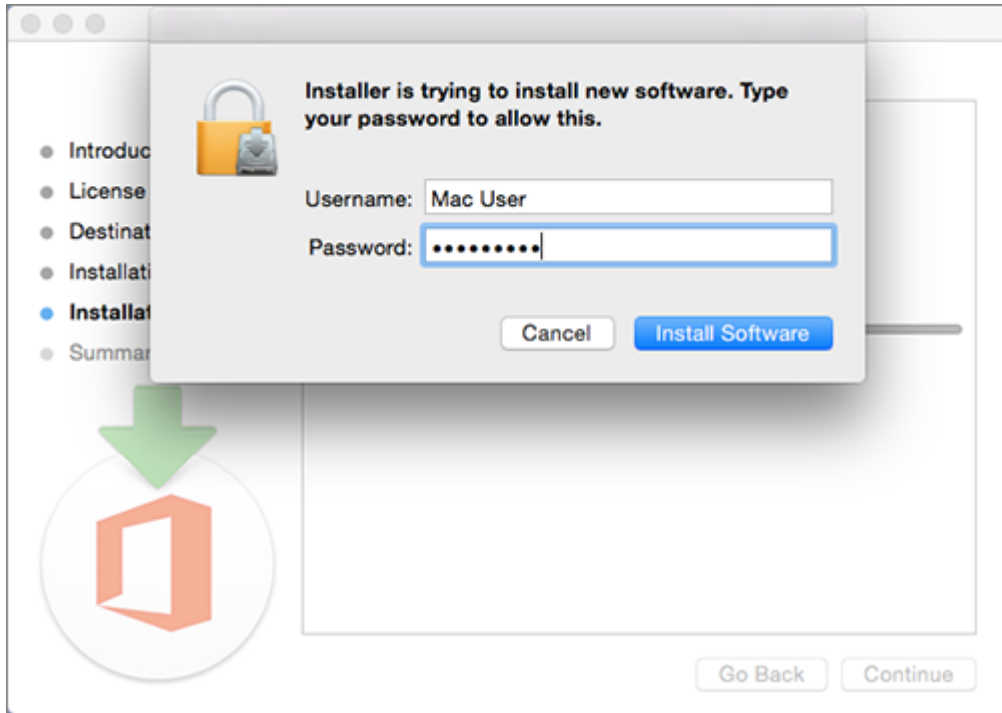


TIP: If you see an error that the Microsoft_Office_2016_Installer.pkg can't be opened because it is from an unidentified developer, wait 10 seconds and then try double-clicking the installer package again. If you are stuck at the **Verifying....** progress bar, close or cancel the progress bar and try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

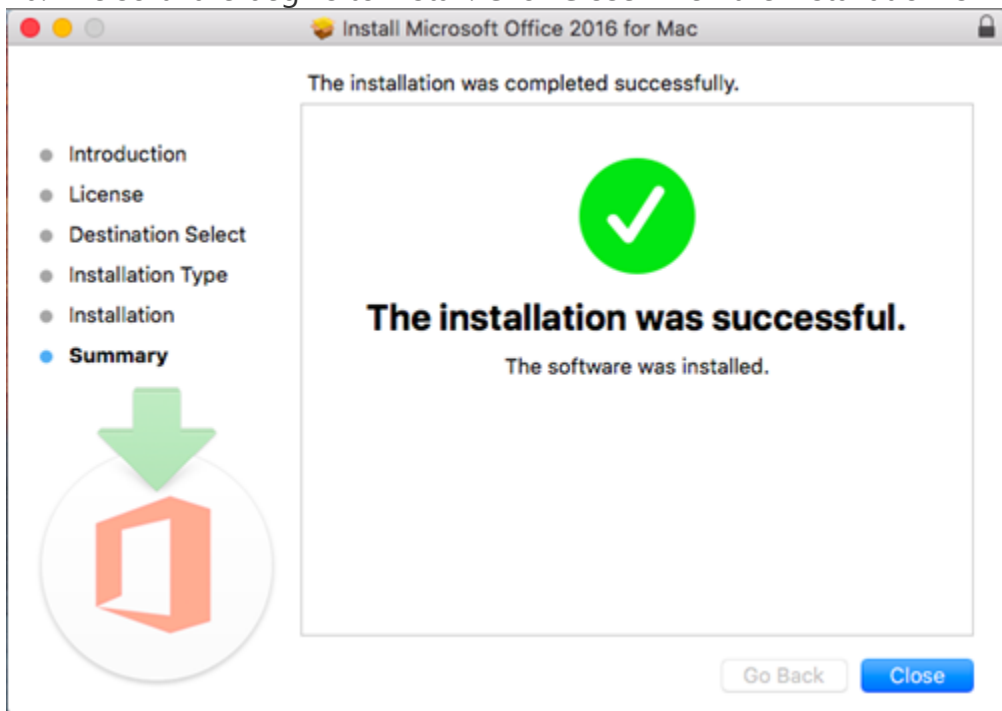
5. On the first installation screen, select **Continue** to begin the installation process.



6. Review the software license agreement, and then click **Continue**.
7. Select **Agree** to agree to the terms of the software license agreement.
8. Review the disk space requirements, and then click **Install**.
9. 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.)



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

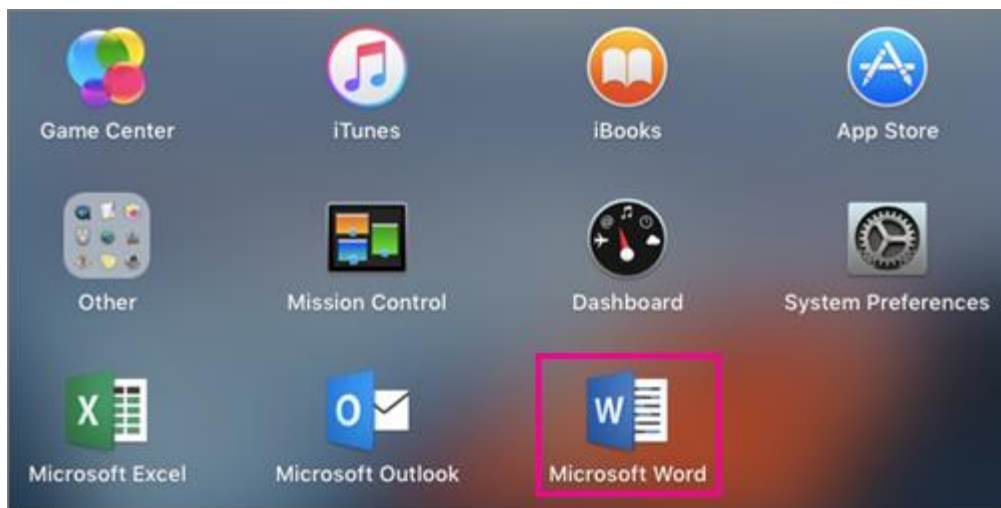


Launch an Office for Mac app and start the activation process

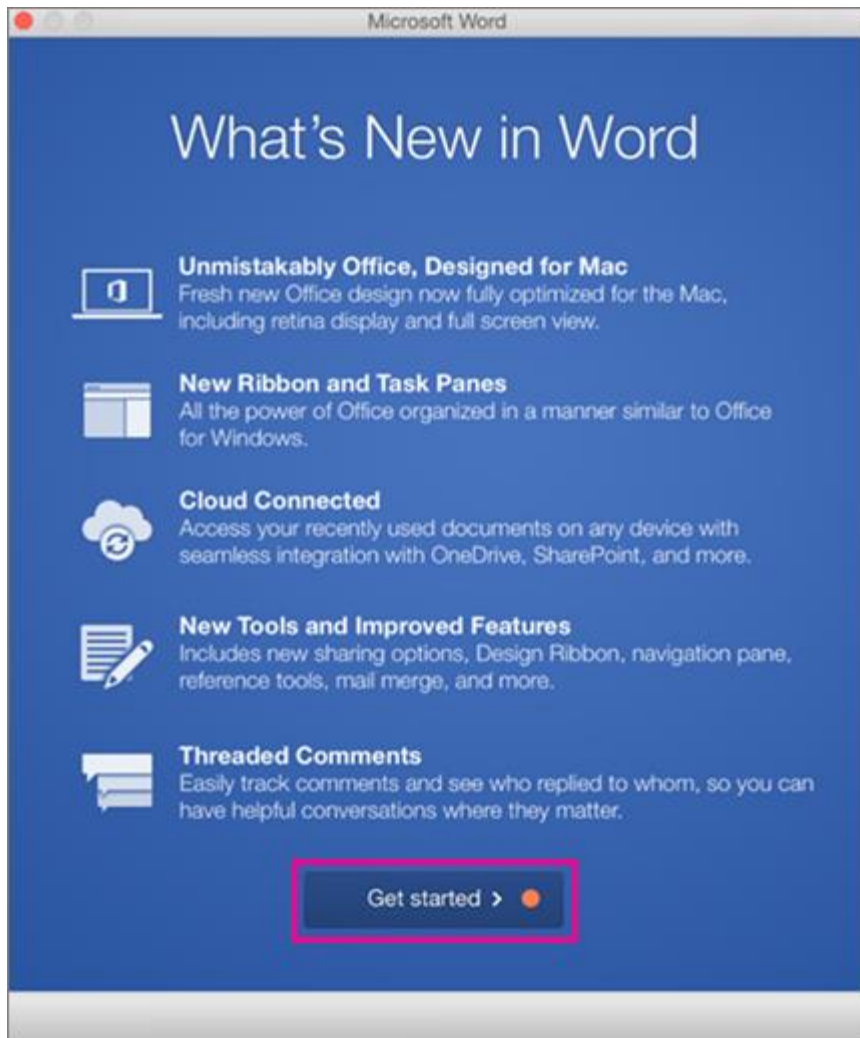
1. Click the **Launchpad** icon in the Dock to display all of your apps.



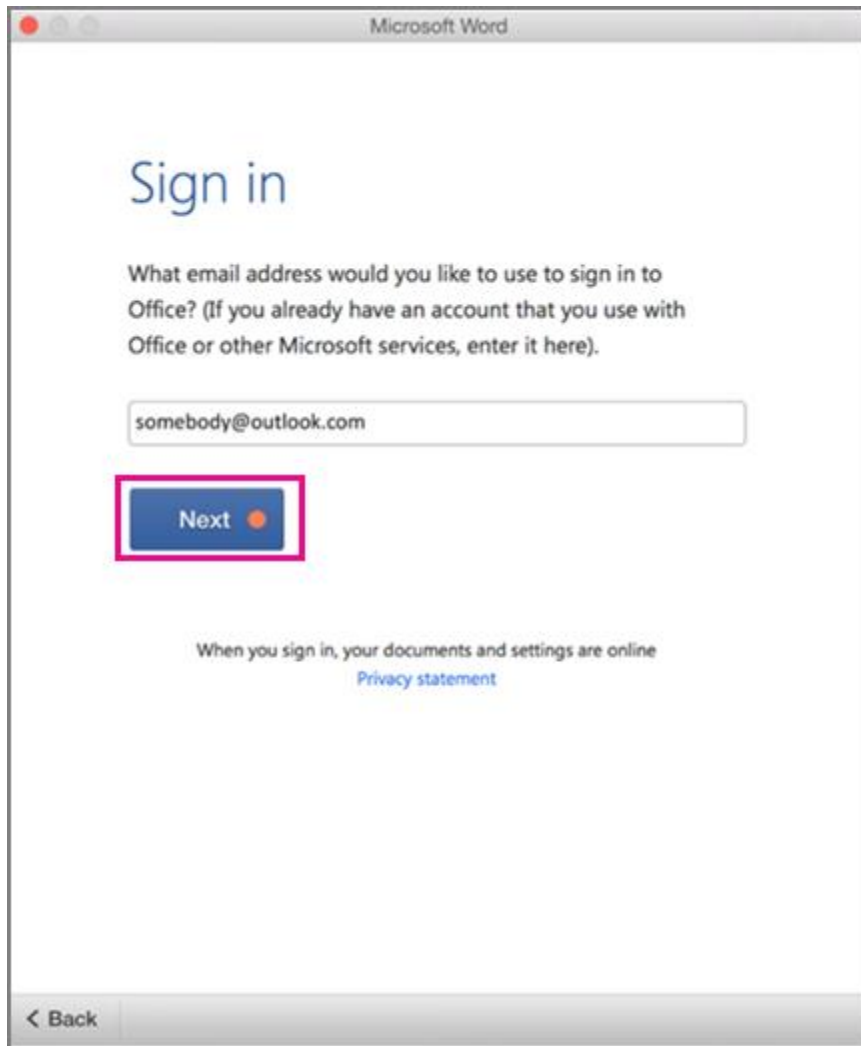
2. Click the **Microsoft Word** icon in the Launchpad.



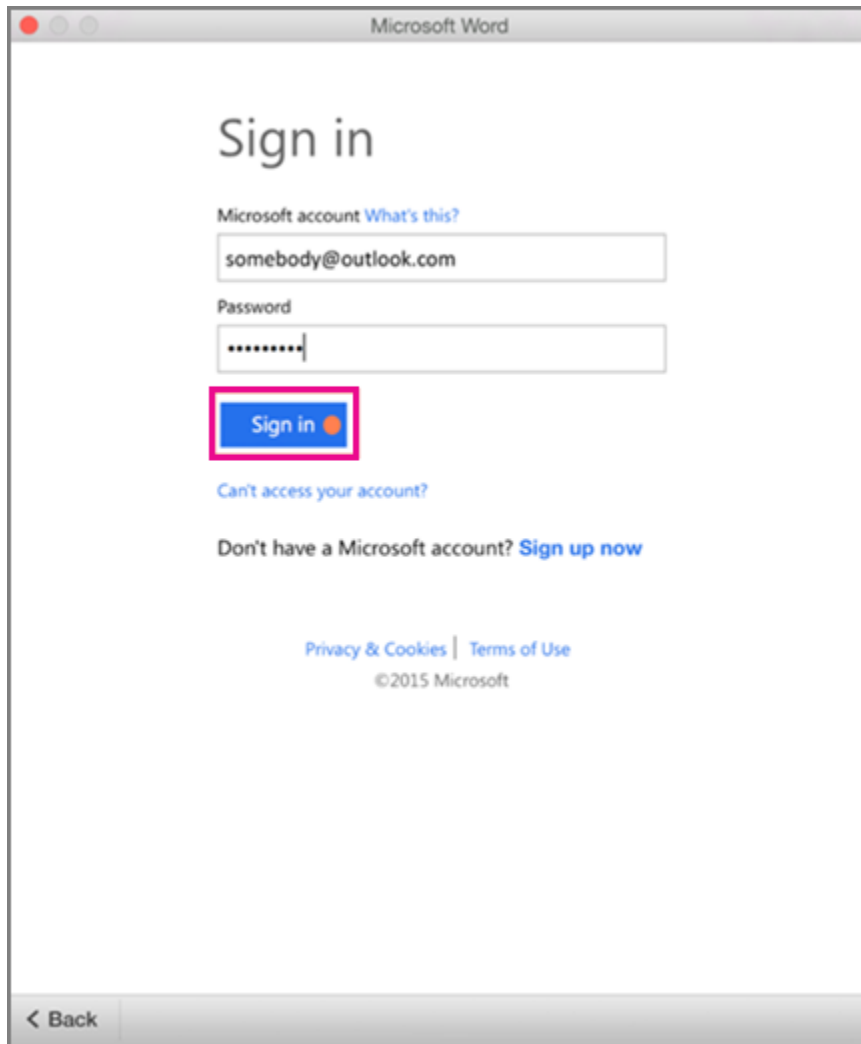
1. The **What's New** window opens automatically. Click **Get Started** to start activating.



2. Click **Sign in**.
3. Enter the email address you used for your Microsoft account or the account assigned to you by your work or school, and click **Next**.

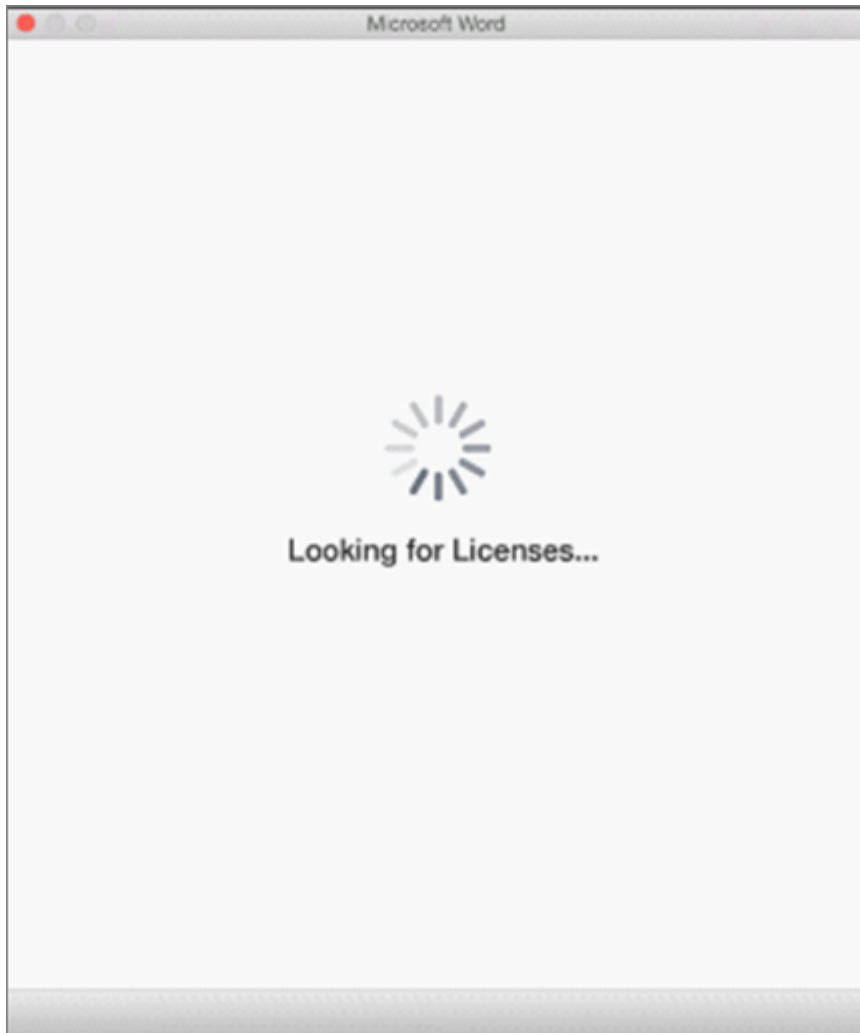


4. Enter the email address and password you used for your Microsoft account or the account assigned to you by your work or school, and click **Sign in**.

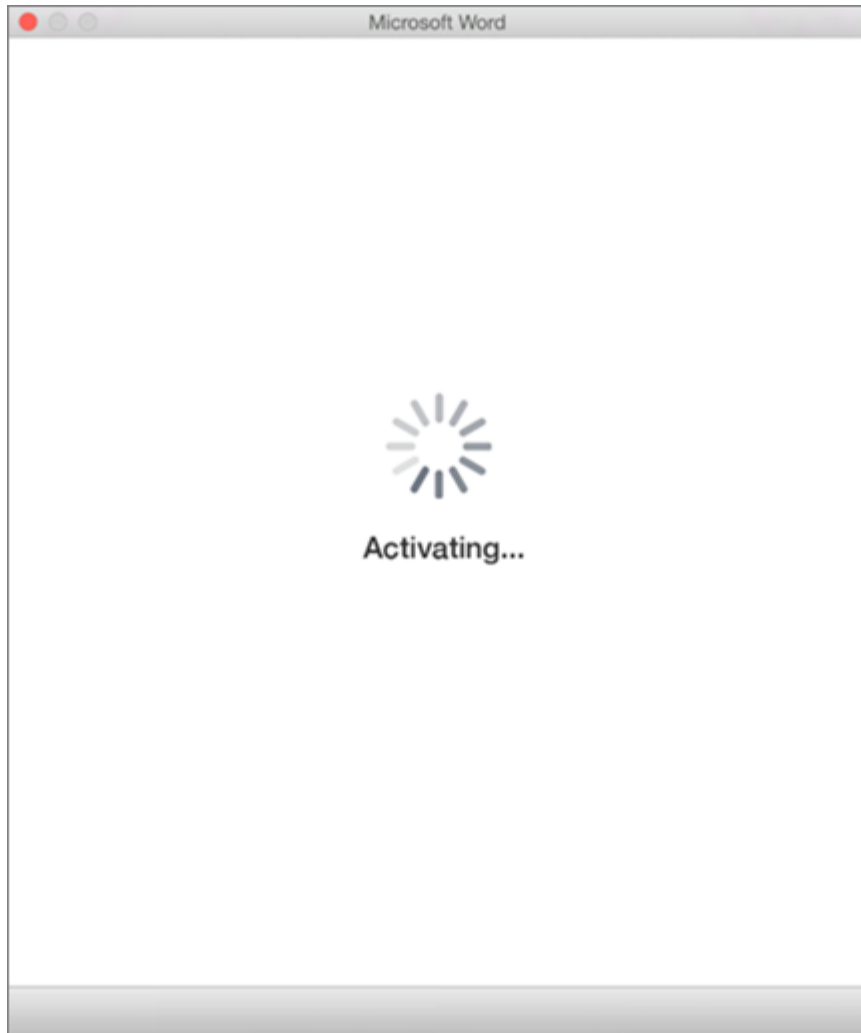


5. The system checks if you have a valid license.

IMPORTANT: If you have multiple licenses, please follow the steps in the [Activate with multiple licenses](#) section.

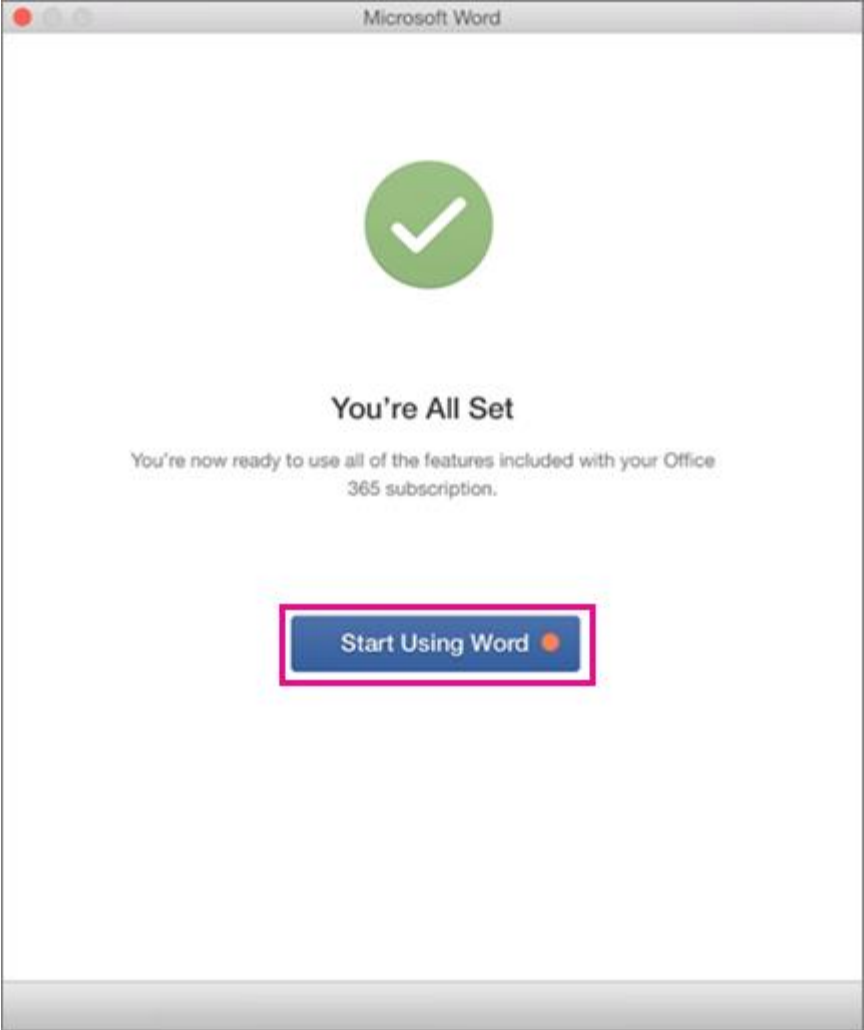


6. After the license validates, it will activate the product.



7. On the next screen, choose a theme for your Office install, and then click **Continue**.
8. You're done! Click **Start Using Word**, to open and start using the app.

TIP: To make the Office apps easy to launch, you can [add the Office for Mac app icons to the dock](#).



Microsoft Word



You're All Set

You're now ready to use all of the features included with your Office 365 subscription.

Start Using Word 