Install Office 2016 (Mac)

Office 2016 replaces older versions of Office on your Mac. This version of Office is compatible with the Mac OS, and includes a version of Outlook client. Before downloading, be sure to open both the finder and the Dock to remove the Office 2011 icons

	1. Go to http://portal.office.com 2. Sign In with your *UIW email address* You will be re-directed to the *UIW Office 365 Login Page* 3. Login with your **UIW email and password** 4. Click **sign in**
	5. Office 365 Opens 6. Click **Install Office 2016**
	7. Click **Save File**
	8. Once downloaded, double-click on the **Install icon**
	9. Follow the *next seven steps,* clicking the various prompts as directed
	10. When finished, **trash the Installer**
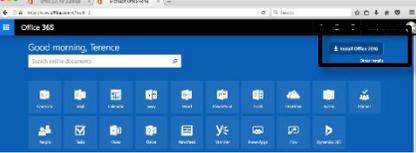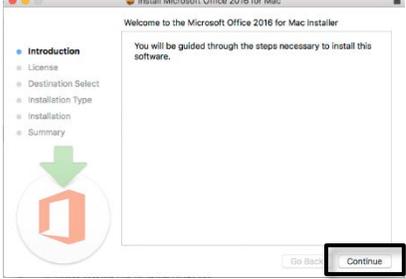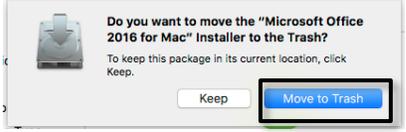
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	11. The **Office icons** appear in the *Finder*
	12. For convenience, click on an icon and drag it to the Dock