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.

Important: *Before downloading, close all Office programs. If Office 2011, is installed on your computer, be sure to open Applications and move the Office 2011 icons to the trash can. Empty the trash to fully delete Office 2011*

	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** *Note that you can also sign in from the UIW.edu website and click the Mail link*
	5. Office 365 Opens. Click the **Office 365** link in the upper-left corner of the screen
	6. On the next screen, click **Install Office Apps**
	7. Click **Office 2016**
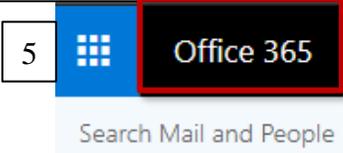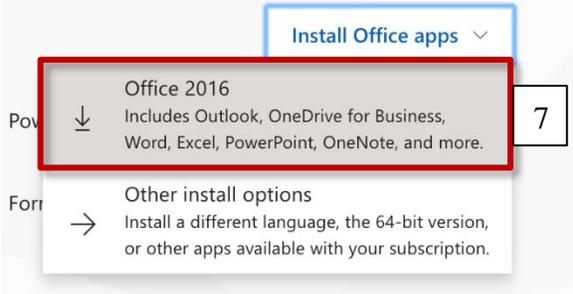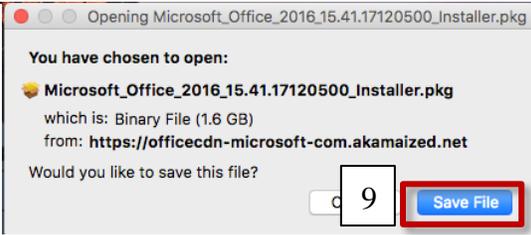
	8. Click **Download**
	9. Click **Save File**
	10. Once downloaded, double-click on the **Install package icon**
	11. Click **Continue** 12. On the next screen, click **Continue** 13. On the next screen click **Agree** 14. On the next screen, click **Continue**
	15. On the next screen, click **Install** 16. *If you did not close any of your office programs,* click **Close Application and Install**
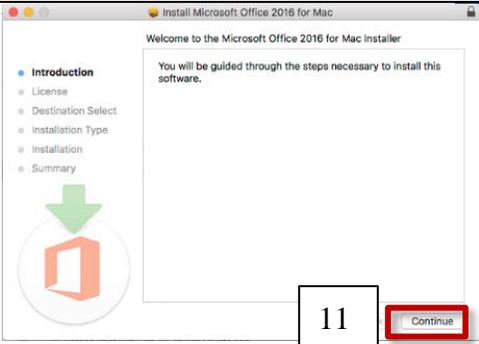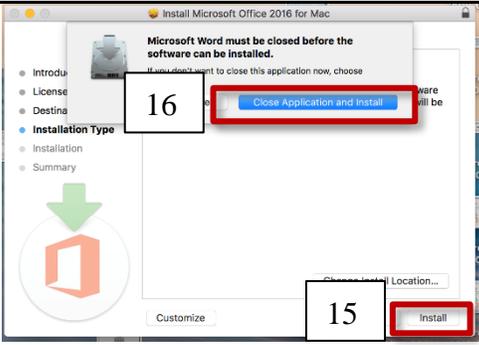
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Installer is trying to install new software. Enter your password to allow this. **17** User Name: [_____] Password: [_____] Cancel Install Software	17. Enter your **Mac** *(Username and password)* **Credentials**
Install Microsoft Office 2016 for Mac The installation was completed successfully. • Introduction • License • Destination Select • Installation Type • Installation • Summary ✓ **The installation was successful.** The software was installed. **18** Close	18. Click **Close**
Do you want to move the "Microsoft Office 2016 for Mac" Installer to the Trash? To keep this package in its current location, click Keep. **19** Move to Trash	19. The following pop up will appear. Click **Move to Trash** to delete the installer
20 Microsoft Excel.app Microsoft OneNote.app Microsoft Outlook.app Microsoft PowerPoint.app Microsoft Word.app	20. The **Office icons** appear in the *Applications folder* 21. Open applications, click an Office icon and drag it to the *Dock*

Install the Auto-Update
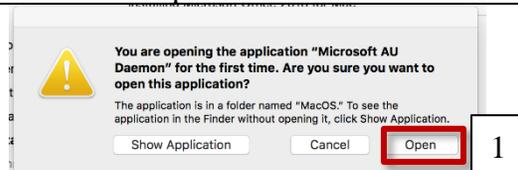
You are opening the application "Microsoft AU Daemon" for the first time. Are you sure you want to open this application? The application is in a folder named "MacOS." To see the application in the Finder without opening it, click Show Application. Show Application Cancel Open **1**	1. If the *Microsoft AU Daemon Pop Up* appears, click **Open**
Microsoft AutoUpdate The following updates are available for your Microsoft software. Install Name Type Released Size ☑ AutoUpdate 3.14.1 (17121501) Recommended 12/15/17 3.7 MB For detailed information about this update, please visit the following Web site: https://go.microsoft.com/fwlink/?LinkID=831049 Cancel Install **2**	2. On the Auto-update screen, click **Install**
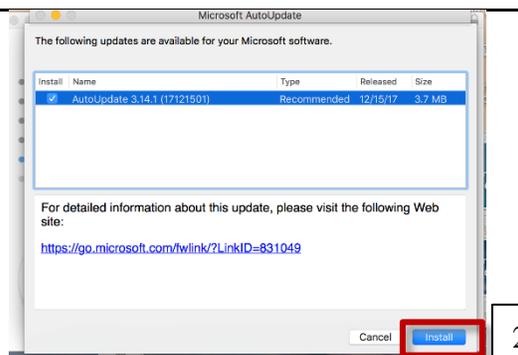
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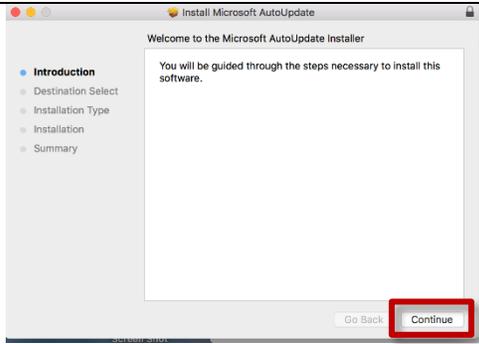
	3	3. On the next screen, click **Continue** 4. On the next screen, click **Continue**
	5	5. On the next screen, click **Install**
	6	6. On the next screen, click **Close**
	7	*7.* The **Office Icons** appear in the *Applications folder*
	8	8. Open applications, click an Office icon and drag it to the *Dock*
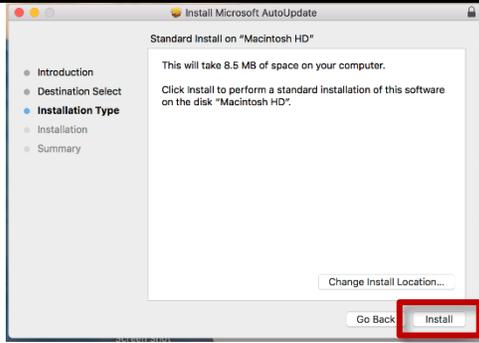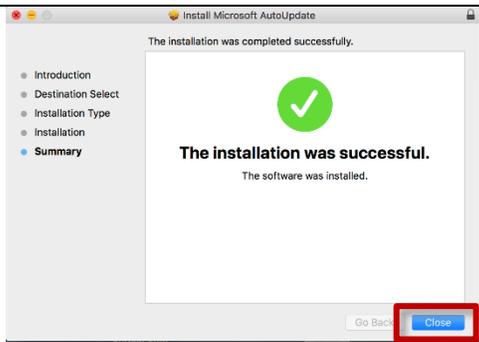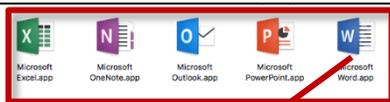
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