

How to install Office 365 Pro Plus on MAC

System Requirements:

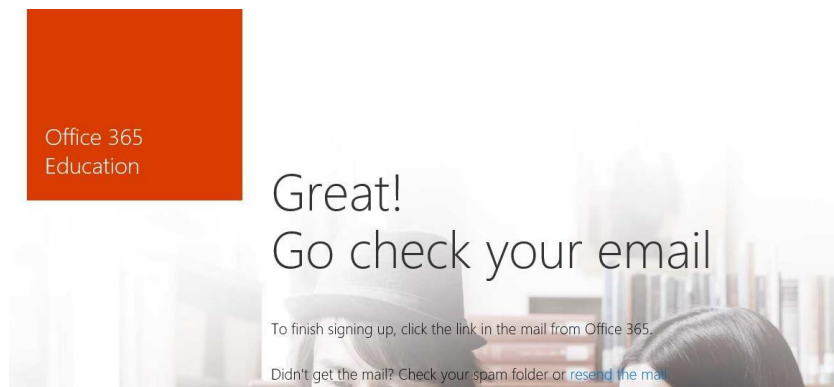
- Mac OSX 10.6 or higher (Snow Leopard, Lion, Mountain Lion, or Mavericks)
- At least 1GB of RAM
- At least 2.5GB free space on Hard Drive
- More details here: [Office for Mac 2011 System Requirements](#) (under the "For business" heading select "Office 365 ProPlus")

INSTALLATION GUIDE:

- 1) For students - go to <http://office.com/GetOffice365>, choose Students, then click **Find out if you're eligible**, sign up using your Mapua email account (e.g. juandelacruz@mapua.edu.ph). Once signed in, Office 365 account and Office 365 Pro Plus license will automatically be created and assigned to you.

For Faculty/Staff - go to <http://office.com/Teachers>, choose Teachers, then click **Find out if you're eligible**, sign up using your Mapua email account (e.g. juandelacruz@mapua.edu.ph). Once signed in, Office 365 account and Office 365 Pro Plus license will automatically be created and assigned to you.

- 2) Check your email (e.g. access your email juandelacruz@mapua.edu.ph).



- 3) Click the link and finish signing up. You should now be redirected to the Office 365 Portal, sign in using your CIIT email address and password.

Finish signing up for Office 365 Education | [View this email in your browser.](#)



We received a request from stacy.gumera@ciit.edu.ph to sign up for Office 365 Education. To finish signing up, click this link:

[Complete Office 365 Education signup](#)

Or copy and paste the following link into your browser:

<https://portal.office.com/Start/Confirm?Token=XjsZvoAkBQQCqxsngESua8dqmSuwP3Z2k1aRDtdKM%2f3kTFXF6s4dXR10WkLiB24o0w52bivTRebcWGjtqk7PVV8%2bOMnozUcyQE9PwLtgYB33Dj6dtX7klsni4Dfc1%2b3DLbAvk%2FGcgFLKB%2bO15nSk23fkph%2bvTuMCzeCtaN8%3d&culture=en-US&sku=78e66a63-337a-4a9a-8959-41c6654dfb56&ru=https://portal.office.com/>

Didn't try to sign up for Office 365 Education? Don't worry. You can ignore this email. The request will be canceled automatically.

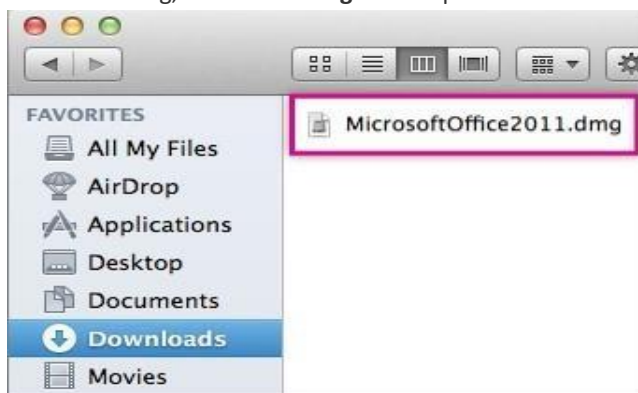
Thank you,
The Microsoft Office 365 Team



- 4) Select **gear icon** found at the upper right corner of the screen beside your name
- 5) Select **Office 365 settings**
- 6) Select **Software**, then **Office**. You should now see a screen with Office icons (Word, Excel, Powerpoint, and Outlook) shown below. Click **Install**.



- 7) After the disk image file finishes downloading, select the **.dmg file** to open the Office installer.



- 8) Accept the license agreement and enter your Mac password to start installing.
- 9) On the Welcome to Office: Mac screen, select **Sign in to an existing Office 365 subscription**, and then sign in with your Mapua email account (e.g. juandelacruz@mapua.edu.ph).



- 10) If you get a screen that says you have more than one account with the same email address, select **Organizational account**. **for new version of MACs this prompt may not appear.**



- 11) Enter your Mapua email account (e.g. juandelacruz@mapua.edu.ph) and your password when asked to sign in to activate Office. Then select **Sign in**.
- 12) You will be asked where you would like Office setup to access your contacts. Depending on your preference, select **OK** or **Don't Allow**
- 13) Enter the information to personalize this copy of Office (first name, last name, and/or Company Name). Company name is not required. Then select **Continue**.
- 14) Select **Yes** if you would like to keep Office for Mac up to date. Depending on your preference, select either **Yes** or **No** when asked whether you'd like to join the Customer Experience Improvement Program.
- 15) You will now see a screen that says **Congratulations! You're now ready to use Office for Mac**. Select **Done**.

You can now use Office on Mac! 😊