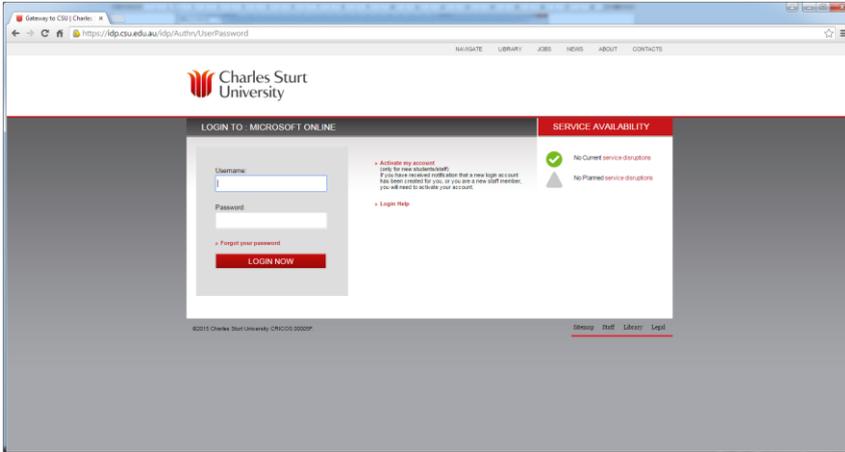## Office 365 – MAC Installation Guide

1. Connect your computer device to a power source or ensure you have sufficient battery. Remain connected to the Internet throughout the installation process.

2. Open an Internet Browser Session: (e.g. Firefox, Google Chrome, Safari, etc.)

3. Navigate to office.csu.edu.au and enter your normal CSU Username and Password details


4. Log in to your Office 365 Account via the link on the web page.

5. Download Microsoft Office by selecting the 'Install' button. **Then Open and run the file**.

(If at any time you are prompted by Microsoft to enter your 'school account' email address, please enter your username as follows: username@**student.**csu.edu.au e.g. jsmith01@**student.**csu.edu.au)

6. After the disk image file finishes downloading, select the .dmg file to open the office installer.
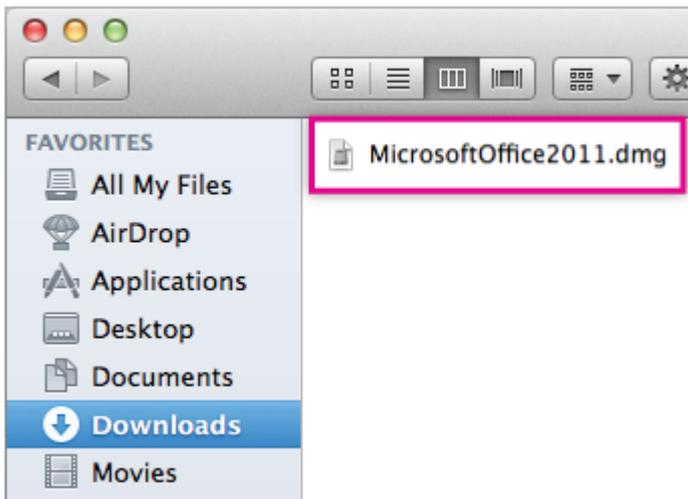
7. Select 'Office Installer'.
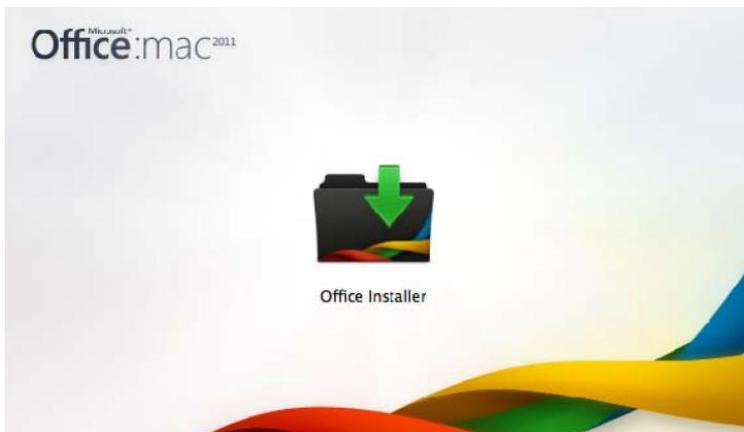
8. When the installation begins, you will be taken to the following screen. Select 'Continue'.

9. Read the license agreement, and then select 'Continue'.

10. Accept the license agreement by selecting the 'Agree' button.

11. Check that the destination type is correct, and then the 'Install' button.

12. If there are open applications that need to be closed to complete the install, close them and continue. If you are prompted to type your password to allow an install, login with credentials for the local computer (not your CSU credentials) and then select 'Install Software'.

13. Microsoft Office will now be installed. Once the installation is complete, you will see the following screen. If the installer does not advance to the next screen after the installation is complete, select 'Continue' to proceed.

14. The installation is now complete. Select 'Close' to complete the installation.

15. The following subscription registration screen may appear the first time that Microsoft Office is started. If it does, begin by selecting the 'Sign in to an existing Office 365 subscription' option.

16. In the email field, enter in your CSU school account (username@**student.**csu.edu.au), and then select the 'Next' button.

17. Select the 'Organization Account' Option.

18. Then, sign in with your regular CSU Username and Password. Select 'Sign in'.

19. If prompted to allow access to your contacts, choose **Don't Allow** if you do not want Microsoft Office to have access to your contacts, and **OK** if you do.

20. Microsoft Office will ask for information to identify you. This information is saved as part of each file you create. Fill in the information (only 'First name' is mandatory) and then select 'Continue'.

21. Microsoft Office will now provide you with a few choices to improve future versions of Microsoft Office. We recommend choosing to update office periodically. Once you are satisfied with your choices, select 'Continue'.

22. The registration is now complete. Select 'Done' and Microsoft Office is now ready for use.

23. Managing Your Licences: You can install the software on a total of 5 computers. Follow the above instructions to install another installation of Office. You can deactivate a licence from a computer via the Office 365 Settings > Software page.