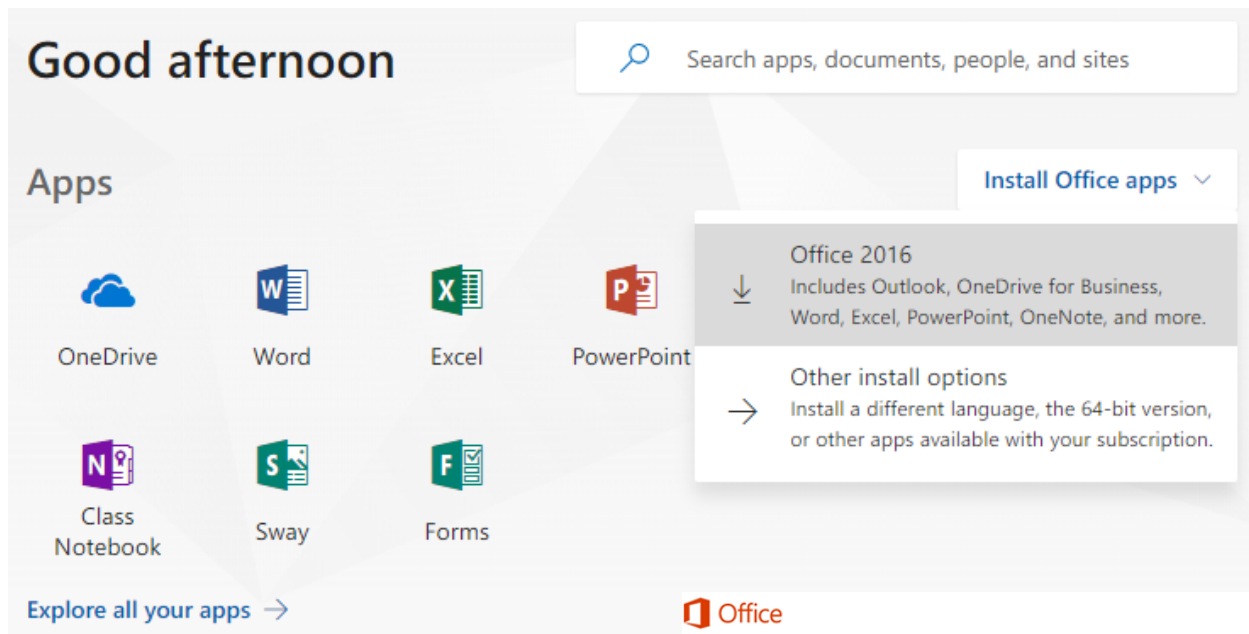


INSTALL 0365 ON MAC



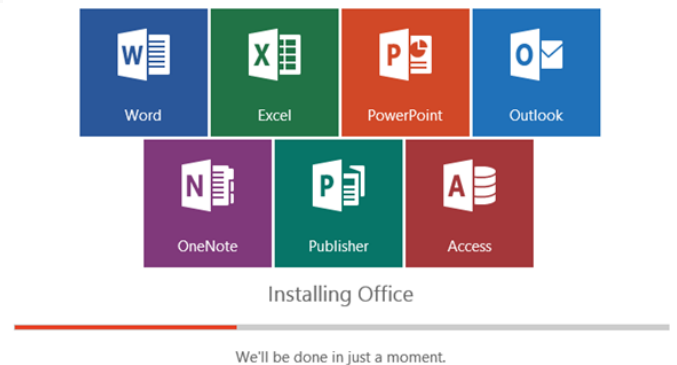
Step 1 – Sign in to download Office

1. Go to portal.office.com and if you're not already signed in, select Sign in.
2. Sign in with your Pearland ISD e-mail address and Pearland ISD password (example: abc.23000@pearlandisd.org).
3. On the Office 365 home page select **Install Office apps > Office 2016**.



Step 2 – Install Office

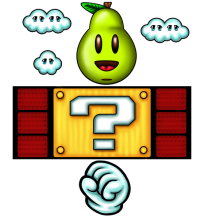
1. Depending on your browser, click **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).



INSTALL O365 ON MAC

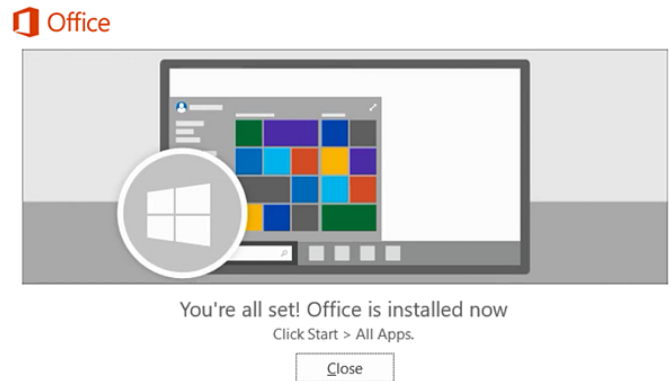
#PEARUP

www.pearup.org



If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** Click **Yes**.

Your install is finished when you see the phrase, **"You're all set! Office is now installed."**



Step 3 – Activate Office

1. Start using an Office application right away by opening any app such as Word or PowerPoint.

In most cases, Office is activated once you start an application and after you click **Accept** to agree to the License terms

2. If Office does not activate automatically, you might see the Microsoft Activation Wizard. If so, follow the prompts to activate Office.

