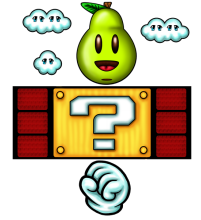


INSTALL 0365 ON MAC

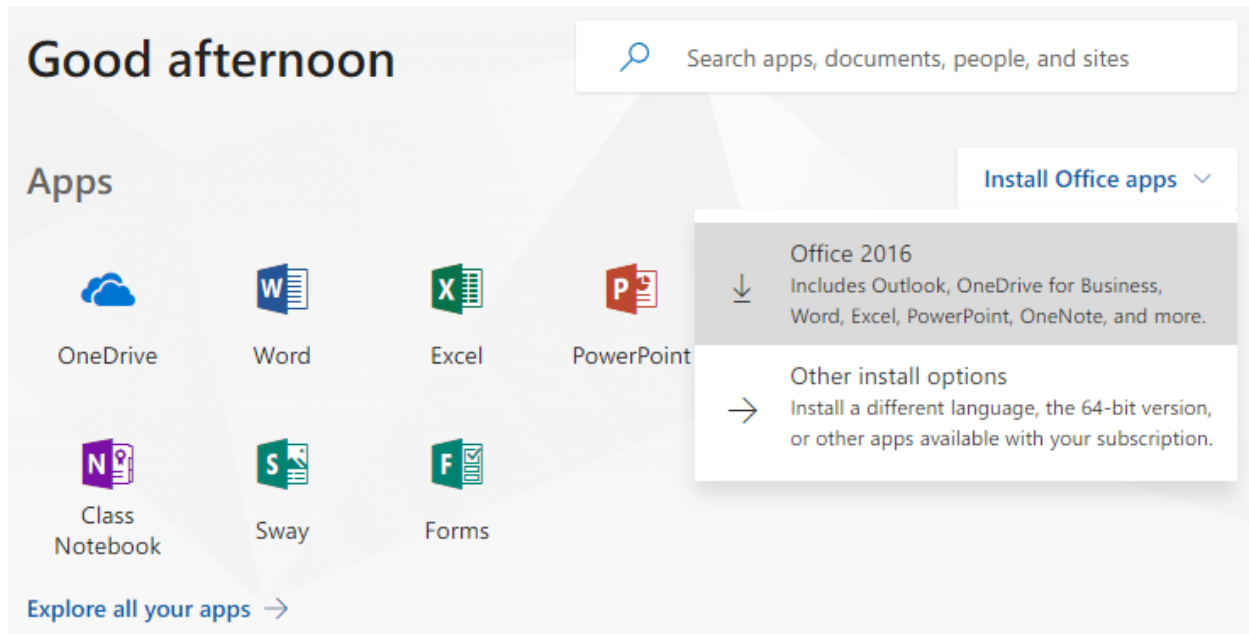
#PEARUP

www.pearup.org



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**.



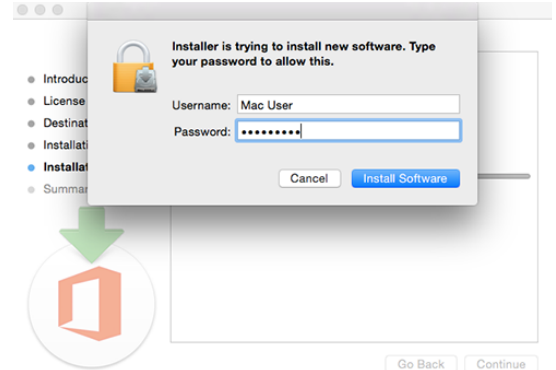
Step 2 – Install Office

1. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft_Office_2016_Installer.pkg** (the name might vary slightly).
2. On the first installation screen, select **Continue** to begin the installation process.
3. Review the software license agreement, and then click **Continue**.
4. Select **Agree** to agree to the terms of the software license agreement.

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5. Choose how you want to install Office and click **Continue**.
6. Review the disk space requirements or change your install location, and then click **Install**.
7. Enter your Mac login password, if prompted, and then click **Install Software** (this is the password that you use to log in to your Mac).



Step 3 – Activate Office

1. Start using an Office application right away by opening any app such as Word.
2. The **What's New** window opens automatically when you launch Word. Click **Get Started** to start activating.

