

The directions below are for all faculty, staff and students on Mac OS X 10.10 (Yosemite), who have access to install Office 2016 for Mac on personal computers through your Geneva Office 365 account.

If you already have a purchased version of Office 2011 for Mac on your computer, installing the Office 365 version of Office 2016 will NOT overwrite it – the two suites will work side-by-side.

If your Mac is running OS X 10.8 (Mountain Lion) or 10.9 (Mavericks), you will have been presented with Office 2011 for Mac to download. Go to [How To: Install Office 2011 on a Mac through Office 365 for those installation directions.](#)

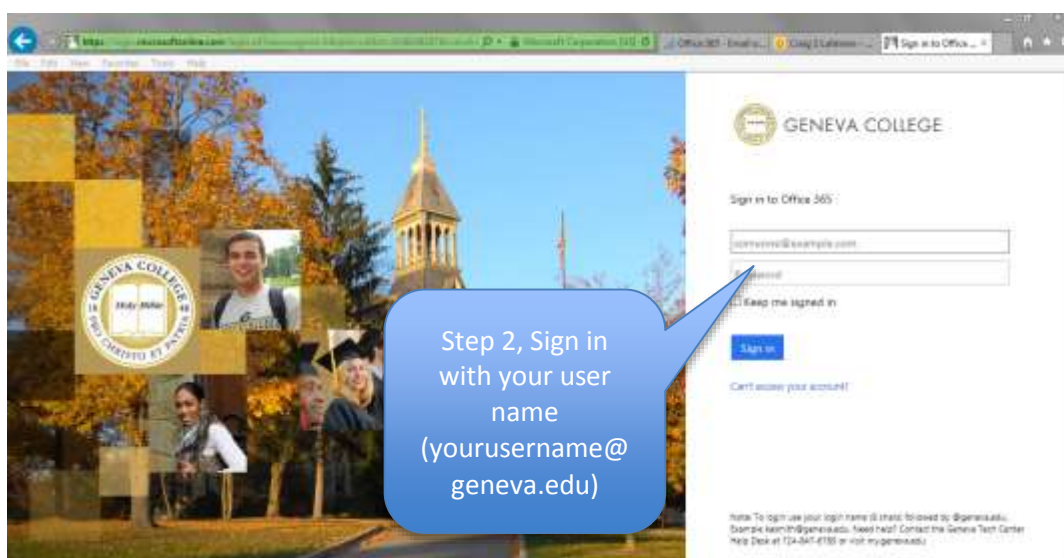
These directions will help you sign into your Office 365 account to download and install the Office 365 ProPlus Software. Office 365 ProPlus 2016 for Mac is a full version of Office, which includes: Word, PowerPoint, Excel, OneNote, and Outlook. OneNote – download direct through App Store on a Mac (FREE).



Please note that each user can install Office 365 ProPlus on up to five (5) **home or personally-owned PCs/Macs.**

How-To Download:

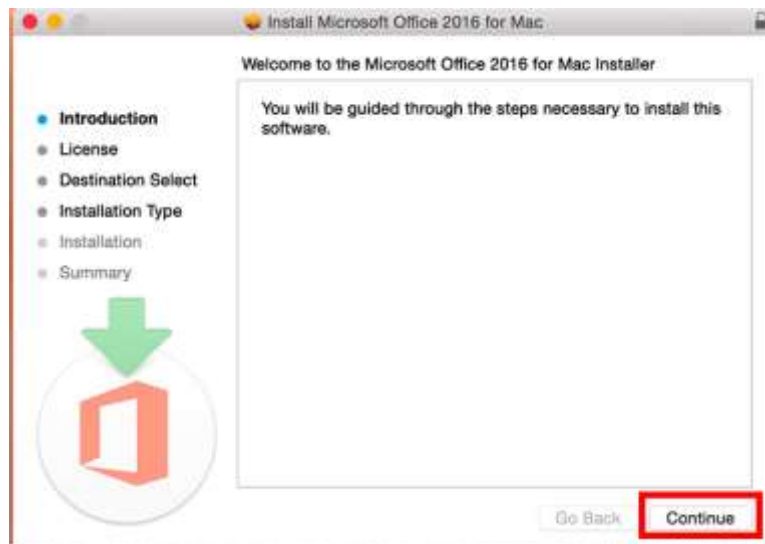
1. Navigate to your new Office 365 Account -> <http://my365.geneva.edu>
2. On the Sign in page,
 - a. Enter your username (yourusername@geneva.edu)
 - b. Enter your login password



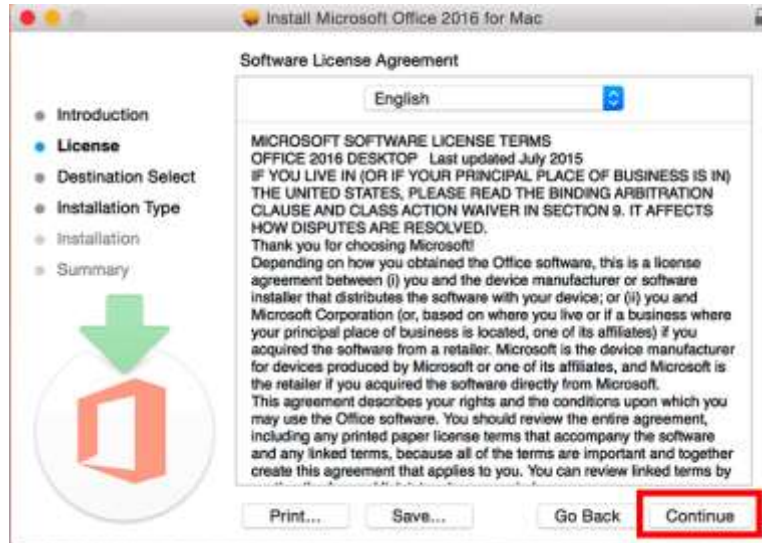
3. From the Office 365 Home Screen, select the “Install now” button
 - a. The site will automatically detect your system (PC or Mac) Version.



- b. Once you have downloaded the Office 365 ProPlus installer (a .dmg file) from Microsoft, open and run the file.
 - c. The installation wizard will come up. Click Continue to be guided through the steps.



- d. On the license page, you can read the license, or just click Agree, and then click Continue.



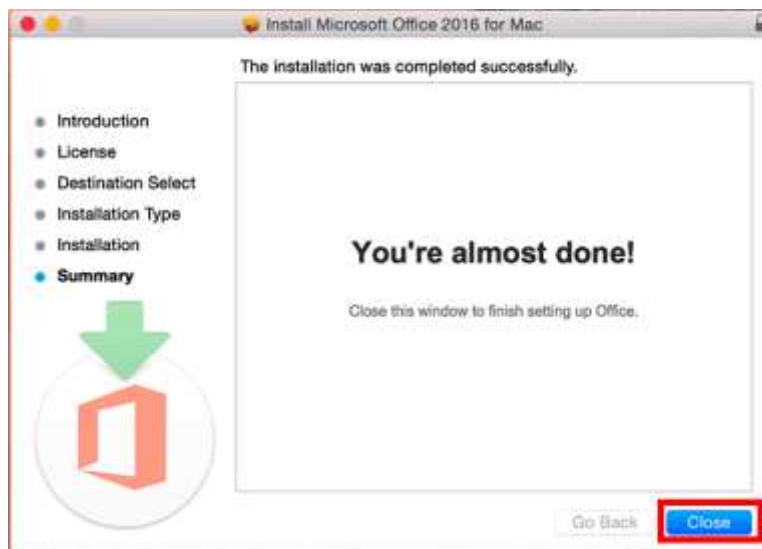
- e. We recommend that you let the wizard choose the installation location. Click Install to continue.



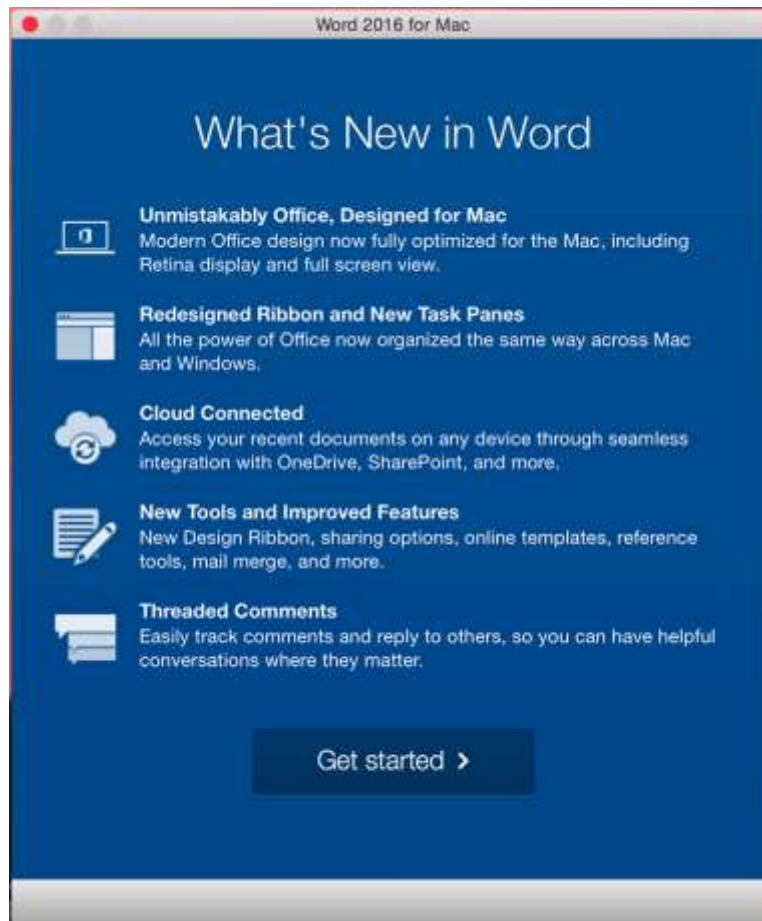
- f. To install, you will need to enter your computer log in username and password (NOT your Office 365 credentials).



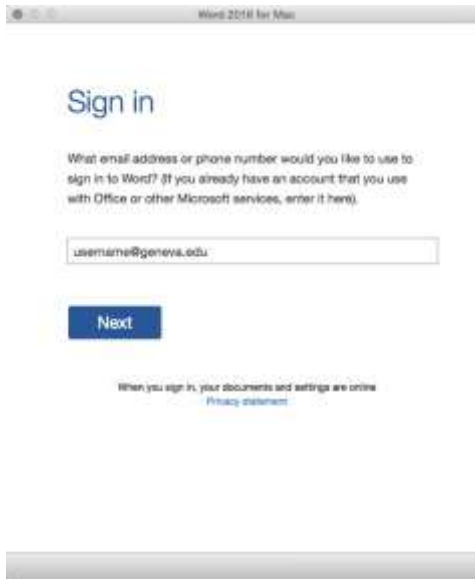
- g. The rest of the installation process should proceed smoothly. When complete click "Close" to exit the final screen of the wizard.



- h. To complete setup, Office will automatically launch Word. On opening the application, you will see a screen highlighting the changes in Office 2016. Click “Get started.”



- i. On the next screen, you are redirected to the Office 365 sign in portal. You must enter your Geneva username: username@geneva.edu Click “Next” to start the activation process.



Sign in

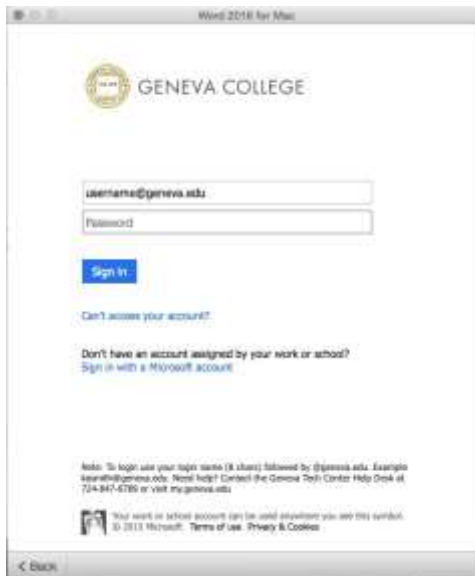
What email address or phone number would you like to use to sign in to Word? (If you already have an account that you use with Office or other Microsoft services, enter it here).

username@geneva.edu

Next

When you sign in, your documents and settings are online [Privacy statement](#)

- j. Confirm your Geneva username: username@geneva.edu and your password. Click “Sign In” to continue.



GENEVA COLLEGE

username@geneva.edu

Password

Sign In

Can't access your account?

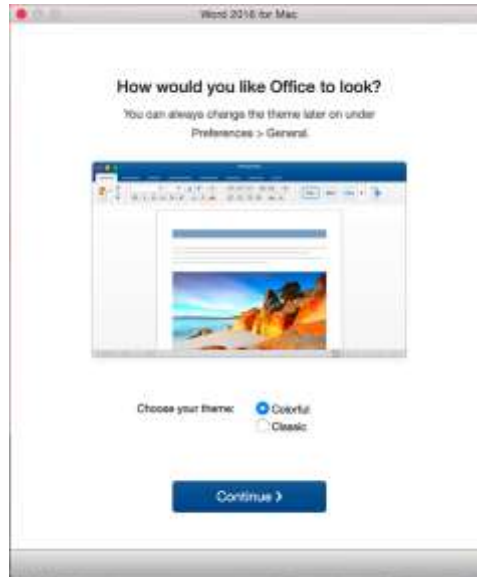
Don't have an account assigned by your work or school?
[Sign in with a Microsoft account](#)

Notes: To login use your login name (8 chars) followed by @geneva.edu. Example kearns@geneva.edu. Need help? Contact the Geneva Tech Center Help Desk at 724-847-6789 or visit [mygeneva.edu](#)

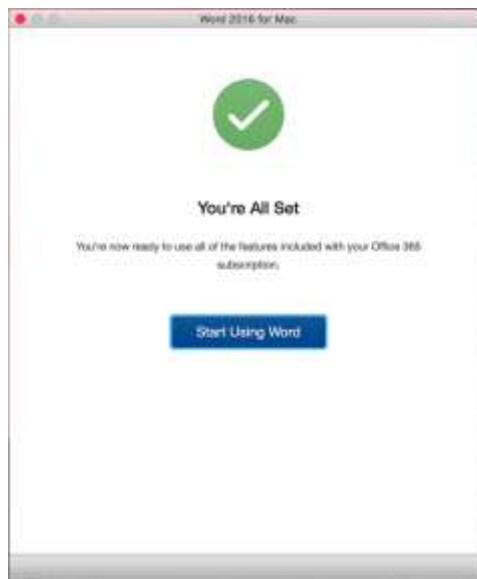
Your work or school account can be used anywhere you see this symbol. © 2013 Microsoft. [Terms of use](#) [Privacy & Cookies](#)

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- k. Once activation is complete, you will be prompted to choose your theme. This can be changed later at any time. Click “Continue” to finish.



- l. At this point, your installation, setup and activation of all Office applications is complete.



- m. After installation, Microsoft will check the validity of your license in the background every 30 days – you may be prompted to re-authenticate your license.
- n. You maintain a valid software license until you leave the college, after which the software will provide read-only access.