

The directions below are for all faculty, staff and students on Mac OS X 10.8 (Mountain Lion) or 10.9 (Mavericks), who have access to install Office 2011 for Mac on personal computers through your Geneva Office 365 account.

If your Mac is running OS X 10.10+ (Yosemite), you will have been presented with Office 2016 for Mac to download. Go to [How To: Install Office 2016 on a Mac through Office 365 for those installation directions.](#)

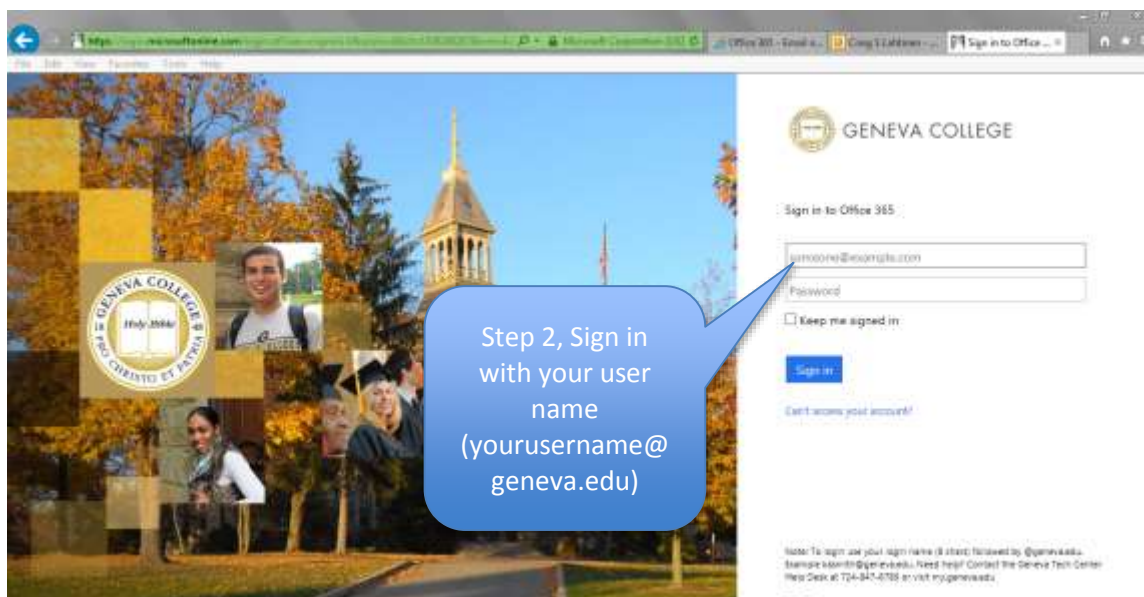
These directions will help you sign into your Office 365 account to download and install the Office 365 ProPlus Software. Office 365 ProPlus 2011 for Mac is a full version of Office, which includes: Word, PowerPoint, Excel, OneNote, and Outlook. OneNote – download direct through App Store on a Mac (FREE).



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.



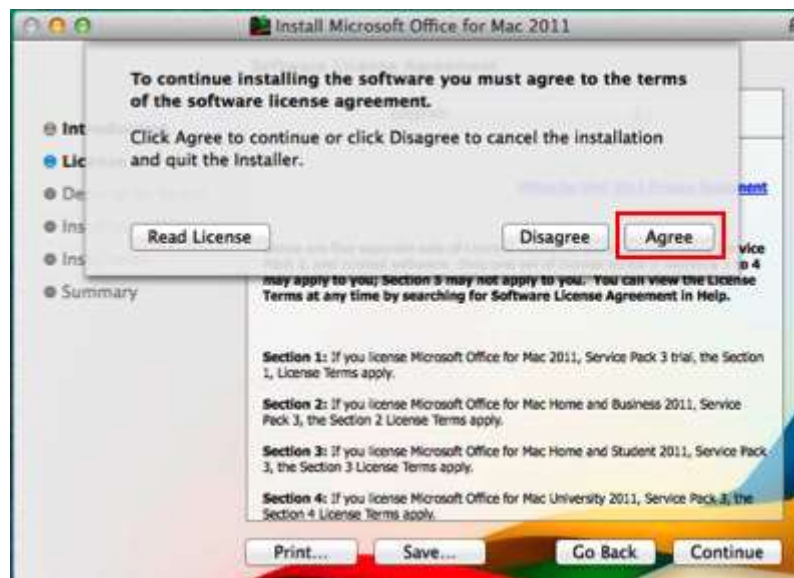
- b. Once you have downloaded the Office 365 ProPlus installer (a .dmg file) from Microsoft, open and run the file.



- 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. At this point, you will be presented with multiple options.
- i. You MUST select “Sign in to an existing Office 365 subscription.”
 - ii. There is NO product key – do NOT select this choice.



- g. Once you have selected to sign in with an existing subscription, Microsoft will prompt you for an “email address.” You MUST enter your Office 365 username username@geneva.edu



- h. On the next screen, your Office 365 username should carry over – if it does not, type in again username@geneva.edu. In the password field you must enter your password.



- i. 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.
- j. You maintain a valid software license until you leave the college, after which the software will provide read-only access.