

Office 365

Installing Office Apps on a Mac

Introduction

As part of Towson University's upgrade to Office 365, faculty, staff, and students will have the ability to install the Microsoft Office apps on up to 5 devices. This self-help document will show you how to download Office on a Mac.

Note: These downloads are for **personal devices only**. To install the Microsoft Office suite on a Towson University device, please use the Software Center installation.

Logging in and Downloading

1. From your Mac, open your preferred web browser and navigate to **office.towson.edu**.
2. The Towson University login page will appear. Enter your **Username (NetID)** and **password** then click **Sign In**.

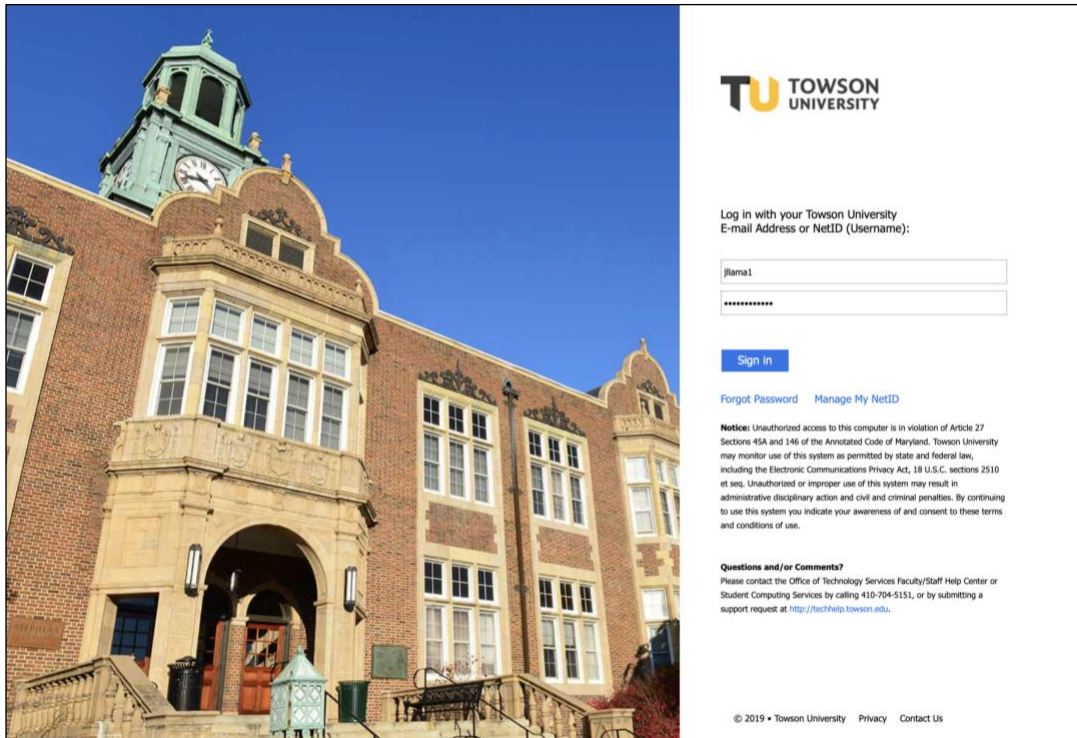


Figure 1

3. The **Office 365** home page will appear. Click the **Install Office 2016** button.

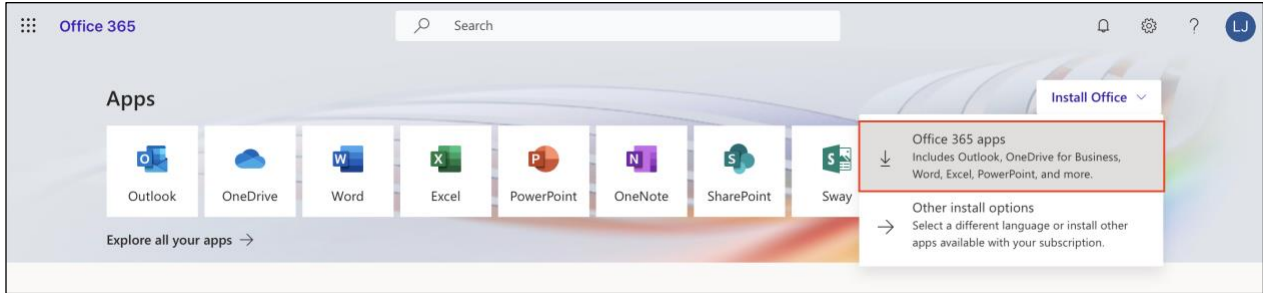


Figure 2

4. The software will begin to download. Once complete, open the **Downloads** folder.

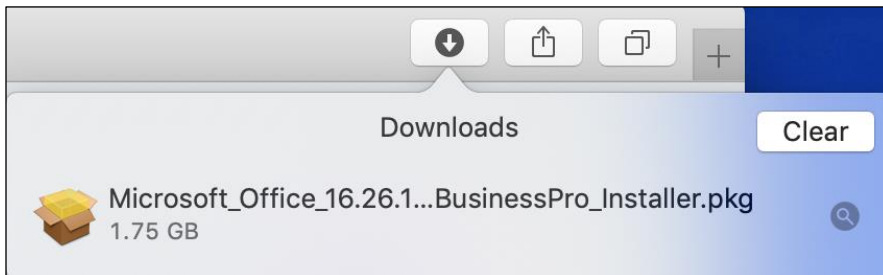


Figure 3

5. Select the **file** to open the installer.
6. The **Installer** screen will appear. Follow the prompts from Microsoft Office to complete the installation.

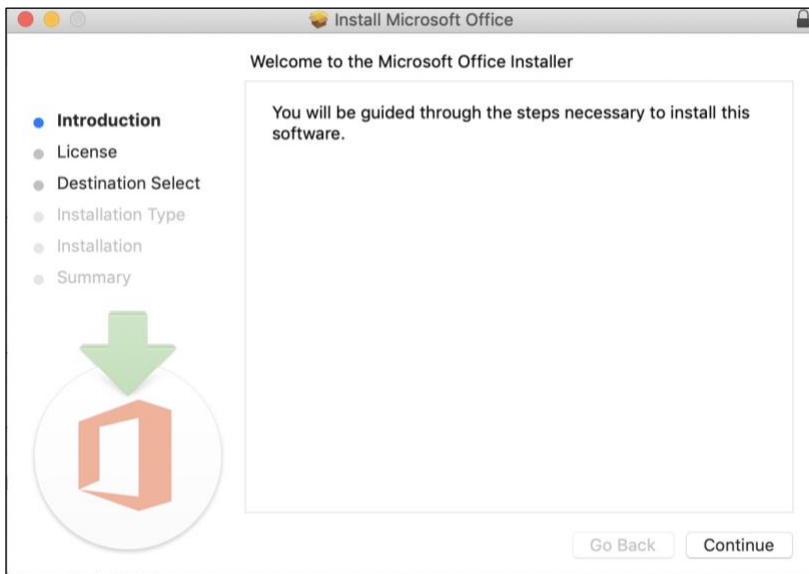


Figure 4

Note: You may be prompted to log in with your **NetID** and **Password** immediately after the installation or when you first open any Microsoft product.

Managing Installs

After you have installed Microsoft Office Apps on one or more machines, you may need to manage your installations. This can be used to deactivate a machine that is no longer in your possession or in use.

1. Once logged into the office.towson.edu portal, click the **My account** button in the upper right-corner and then click on **My account**.

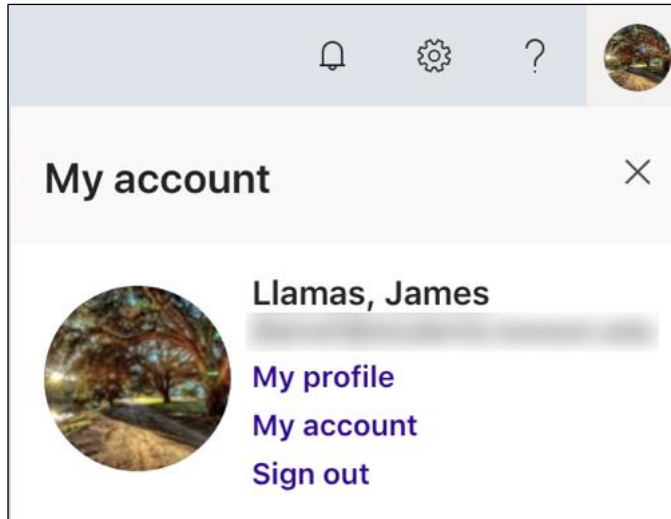


Figure 5

2. The **Office 365 My account settings** page will appear. You are presented with a variety of different tabs to adjust your account. Click on the **My installs** button.

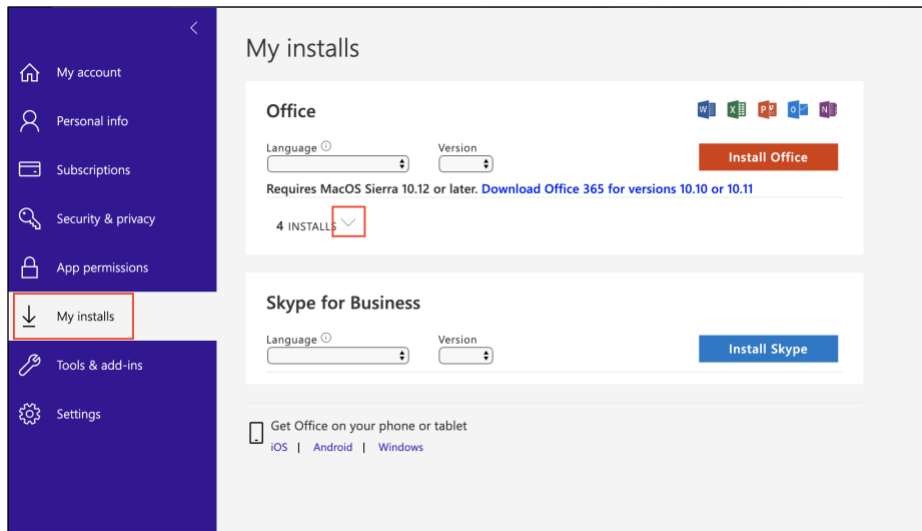


Figure 6

3. Click the **arrow** besides **INSTALLS** to show all your current devices with Office 365 apps.

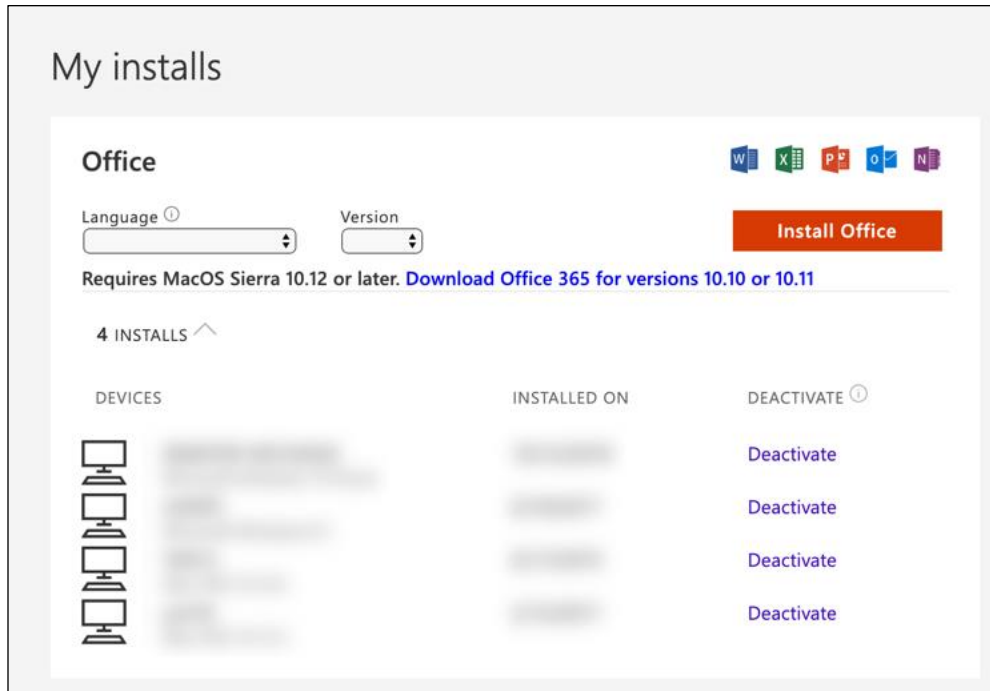


Figure 7

4. To deactivate a machine click **Deactivate**. You will receive a prompt asking **Do you want to deactivate this install?**
5. Click **Yes**. You will receive a message informing you that the deactivation was successful.

Logging Out and Logging Back In

After logging out of Office 365 you will be redirected to the **Microsoft Office 365** login page. Be aware that this login page is different from the Towson University **Office 365** login page.

1. Click the **My account** button in the upper right-corner and then click on **Sign out**.

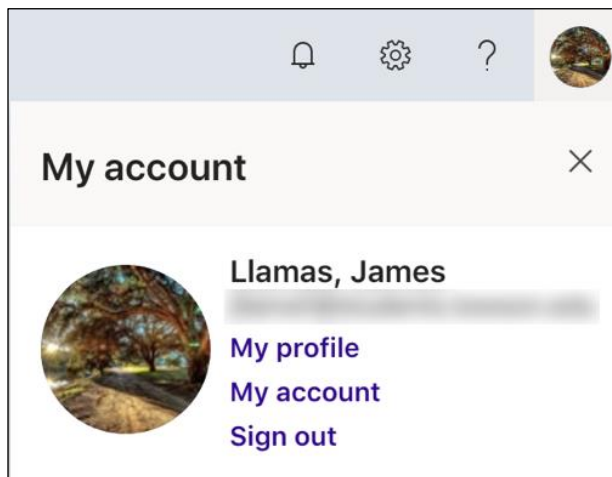


Figure 8

2. You will be redirected to the **Microsoft Office 365** login page. To log back in, click **Sign in** in the upper-right hand corner and sign in as you would normally.