Installing Office 2016 for Mac

Microsoft Office is available to Ship students and employees at no additional cost! **Office 2016 for Mac requires a Macintosh with OS X 10.10 or newer operating system.** To install Office 2016 for Mac, follow these directions:

1. Go to [http://portal.office.com](http://portal.office.com). Sign in with your full Ship e-mail address and password.

   ![Office 365 Sign in](image)
   
   Sign in with your organizational account
   
   ad9999@ship.edu
   
   ******
   
   Keep me signed in
   
   Sign in
   
   Can’t access your account?

2. Find the button that says **Install Office 2016** and click on it.

   ![Install Office 2016](image)
   
   Install Office 2016
   
   Other installs

3. The Office setup file will be downloaded to your computer. Browse to your Mac's Downloads folder and double-click on **Microsoft_Office_2016_Installer.pkg** to begin installation.

   ![Office 2016 Installer](image)
4. Proceed through the installation by clicking Continue, and by following the prompts to accept the Software License Agreement. Click on Install to begin installing.

5. When Office 2016 for Mac is finished installing, you’ll see a dialog box indicating that the installation was successful. Click on Close.
6. Launch one of the Office apps from the Applications folder, such as Microsoft Word. Dismiss the “What’s New” window by clicking on Get Started.

7. Click on the Sign in button.
8. Enter your full Ship e-mail address and click on **Next**.

9. When prompted, enter your Ship password and click on **Sign in** to activate your installation.
10. Choose from the available themes and click **Continue**.

11. Your copy of Office 2016 for Mac should now be activated. Click on **Start Using Word** (or Excel, etc.).

You can begin using Word, Excel, PowerPoint, OneNote, or Outlook by clicking on the icons in the dock.

**Need Help?**

The Technology Help Desk can assist you with installing Microsoft Office!
Bring your laptop or mobile device to the Help Desk (Ezra Lehman Library for students or MCT 071 for employees) and we can help you install Microsoft Office.

717-477-HELP (x4357)
helpdesk@ship.edu