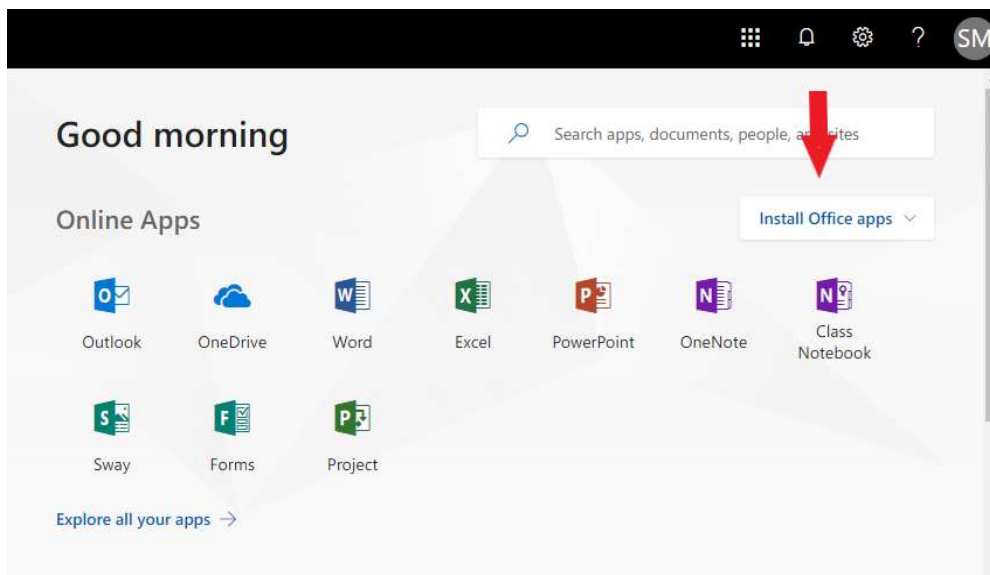


Installing Office365 from the Office365 Portal

INSTALLING MICROSOFT OFFICE FOR WINDOWS

1. Visit <http://office365.utoledo.edu>.
2. Login with your UTAD credentials.
3. Click on the “Install Office apps” button.

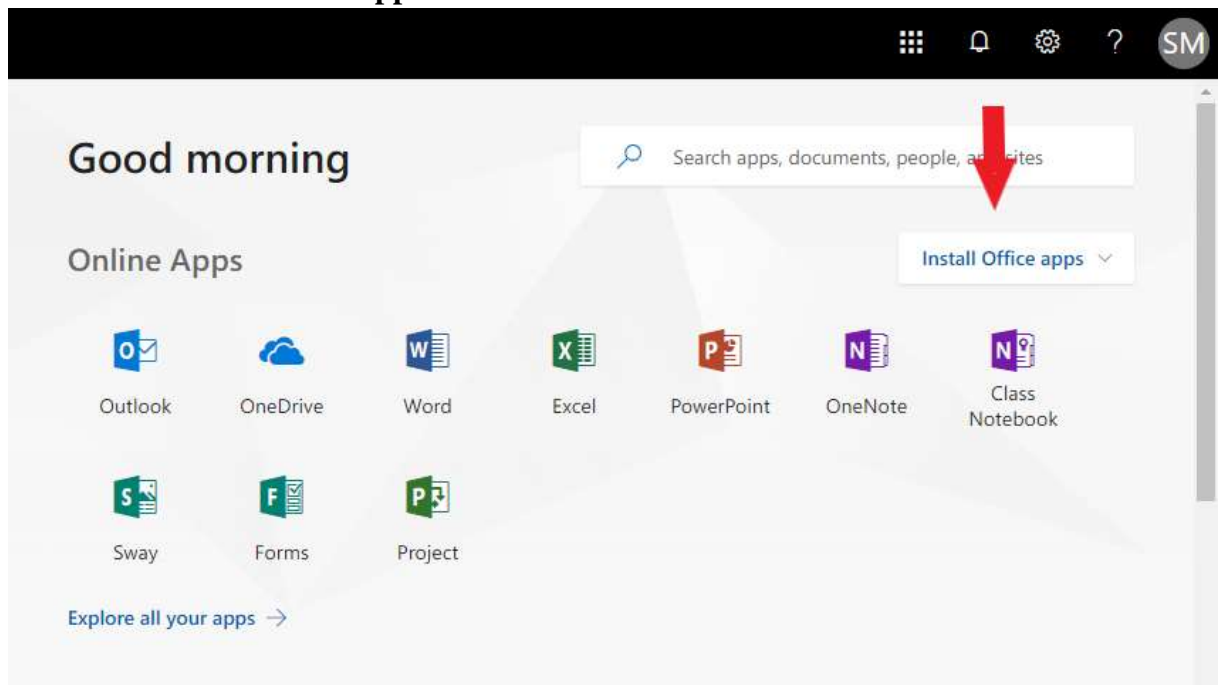


4. Depending on your browser, click “**Run**” (in Edge or Internet Explorer), “**Setup**” (in Chrome), or “**Save File**” (in Firefox)
5. Allow Microsoft Office to download to your computer. This may take several minutes depending on your internet connection speed.
6. After downloading, click the “**Run**” option. Office will begin to install.
7. Click the “**Sign In**” button.
8. Enter your **username@rockets.utoledo.edu**. Then click “**Next**”.
9. The email address field should be populated from the previous screen. Enter the current UTAD password in the **Password Field**, then click “**Next**”. If the Sign In Office Screen appears, select Organizational Account.

10. Once at the Meet Sky Drive screen, click “**Next**”.
11. Select the office background of your choice, then click “**Next**”.
12. Optional Office 2016 offers a tour should the user want to take it. If you would like to bypass the tour, click “**No Thanks**”.
13. Microsoft Office will continue to install. Please be patient. This may take several minutes.
14. Once at the "You're good to go" screen, this means the Microsoft Office Suite of applications has been installed successfully. Click “**All done!**” to complete the installation.
15. That's it! Once Microsoft Office completes installing, the Microsoft Office 2016 Suite can be found in the Start Menu-All Programs-Microsoft Office.

INSTALLING MICROSOFT OFFICE FOR MAC OSX

1. Visit <http://office365.utoledo.edu>.
2. Click on the **Install Office apps** icon.



3. Select **Office 2016**



4. Allow the download to complete. From there, run the Office for Mac Installer. This may take several minutes depending on your internet connection speed.
5. After running the Microsoft Office for Mac download, double click on the Office Installer Folder.
6. Once opened into the Microsoft Office installer, click "**Continue**".
7. Read and accept the license agreement, then click "**Continue**".
8. Ensure the license agreement had been read the click "**Agree**".
9. Upon arrival to install location screen, select "**Install**".
10. Installing Microsoft Office for Mac OSX does require administrative privileges. If prompted, enter your administrative password for your Mac and then click "**Install Software**". Allow the installer to install Microsoft Office onto your Mac. This could take several minutes.
11. Once the installation completes, click "**Close**".
12. After the Microsoft Office installer has ran and completed, the Get Started with Office should appear. Click on Sign in with existing Office 365 subscription.
13. If the sign into Office screen appears, select Organizational Account.
14. At the Sign into Office screen, enter your **username@rockets.utoledo.edu**, then click "**Next**".
15. At the Activate office screen, enter your UTAD password in the password field, then click "**Sign In**".



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16. Enter your First Name, Last Name, and The University of Toledo for the company name field. Once completed, click “**Continue**”.
17. At the Help Improve Office Screen, answer the questions to your discretion. Once complete, click “**Continue**”.
18. You are complete. Microsoft Office is now installed. Go to the applications folder to open applications