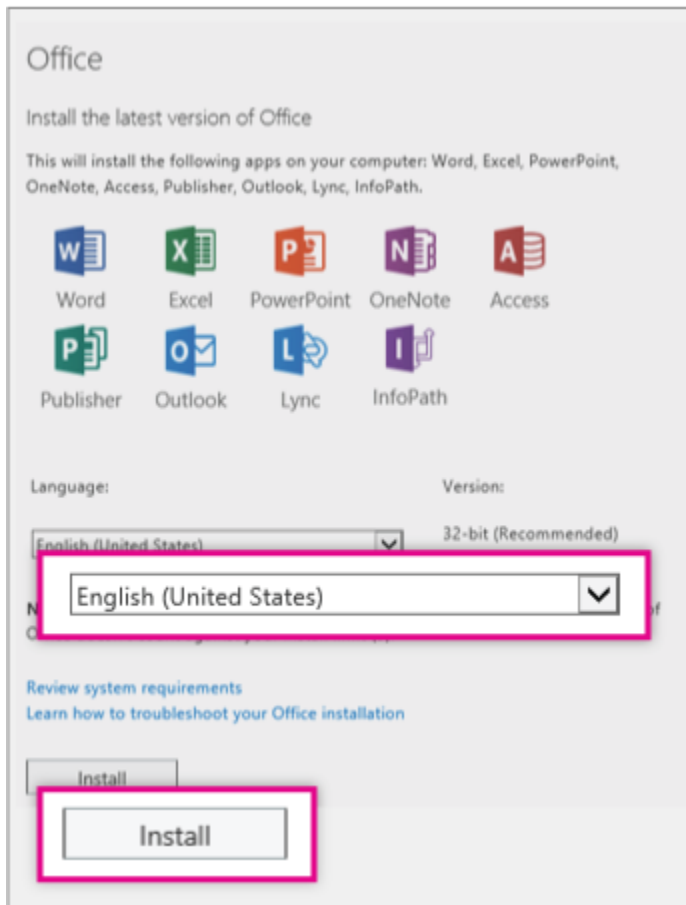


# Download Office and install Office for Windows

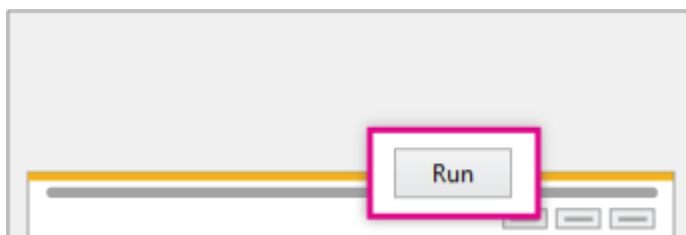
1. Sign in to Office 365, at <http://portal.office.com/OLS/MySoftware.aspx>.

If Office is not listed ask your Office 365 administrator to assign a license to you.

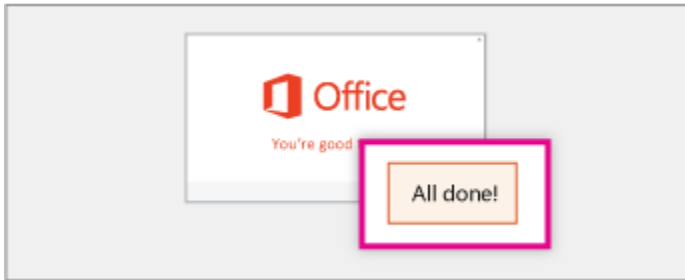
2. On the **Office** page, select a **Language**, and then choose **Install** to install the 32-bit version.



3. At the bottom of the screen, select **Run**.




4. Follow the prompts and accept the license agreement.
5. When you see "You're good to go," select **All done**.



Now you're ready to start using Office. In the Windows 8 start screen or on the Windows 7 start menu, type the name of the Office application you want to use, like Word, and open it. See [Can't find Office applications in Windows 8?](#) if you need help finding the apps after installing Office.

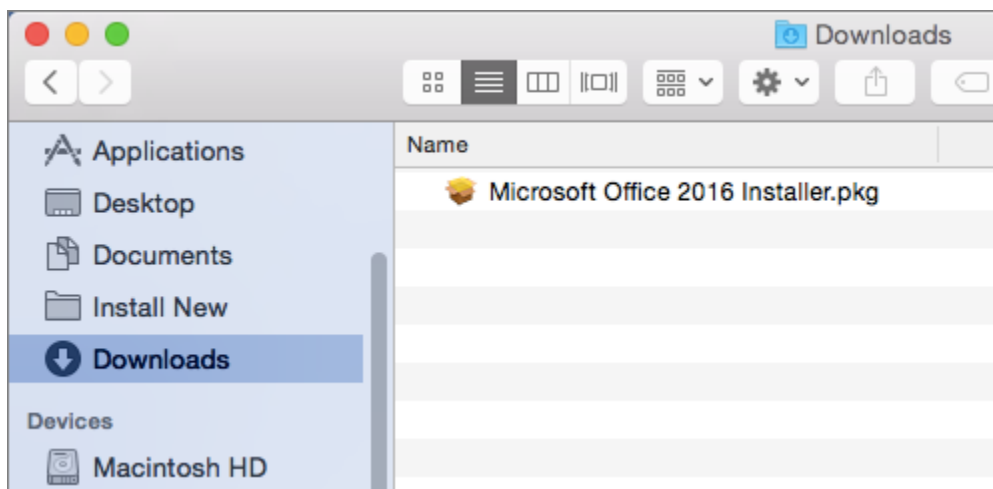
# Download and install Office 2016 for Mac

## To install Office 2016 for Mac

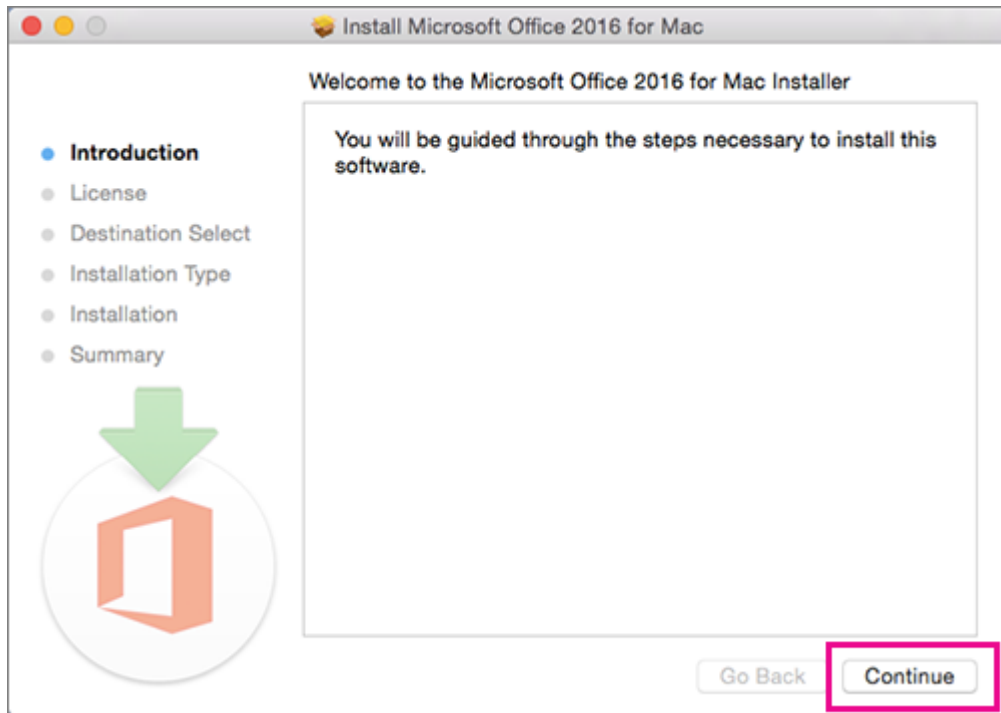
1. Sign in to the [Office 365 portal](#) with your work or school account.
2. Go to **Settings**  > **Office 365 Settings** > **Software**.
3. On the **Software** page, under **Install Office 2016 for Mac**, select **Install** to begin downloading the installer package.



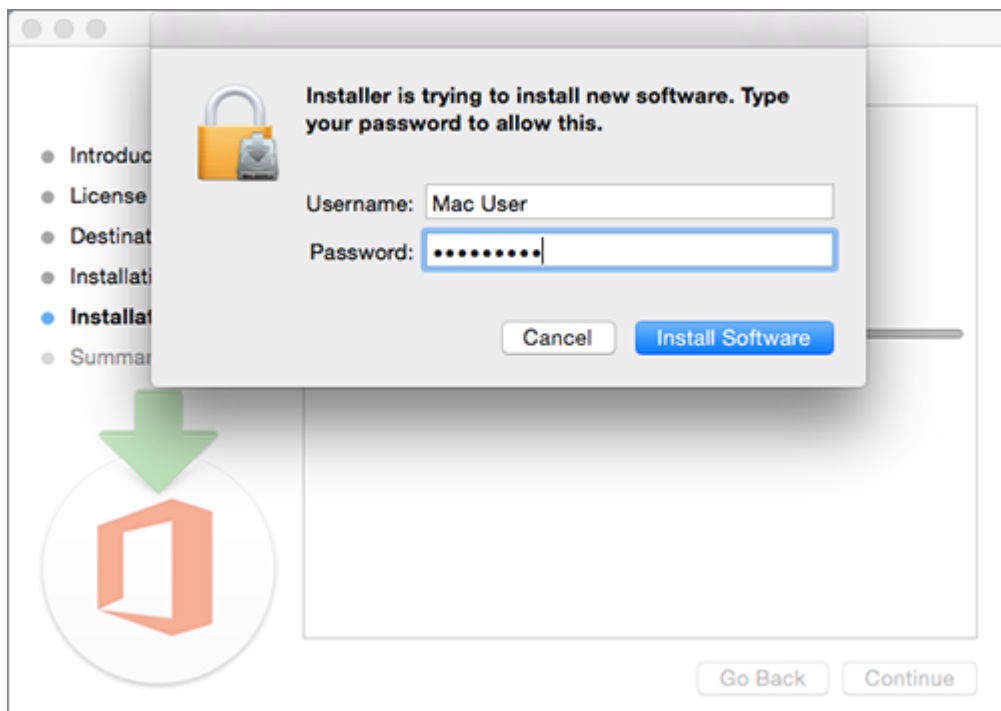
4. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft Office 2016 Installer.pkg**.



5. On the first installation screen, select **Continue** to begin the installation process.



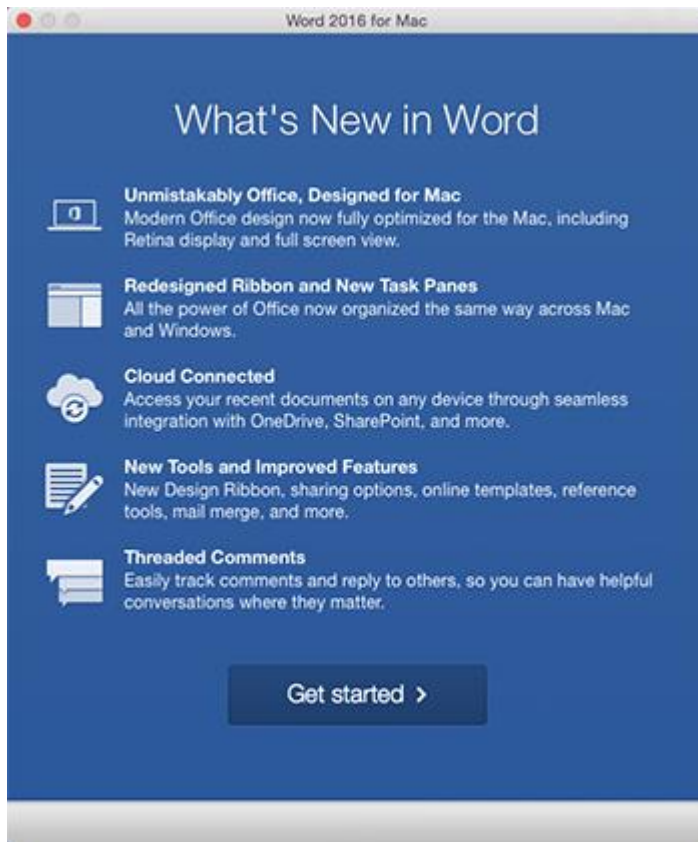
6. Enter your Mac login password to complete the installation.



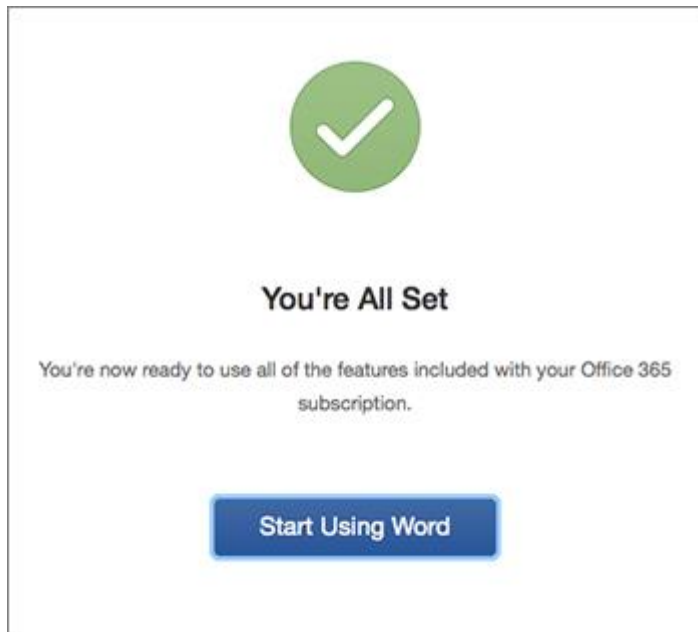
# Activate Office 2016 for Mac

After Office 2016 for Mac is installed, Word 2016 for Mac opens so you can activate Office and confirm your subscription. You should only have to do this once.

1. Review the Word 2016 for Mac **What's New** screen, and then select **Get started**.



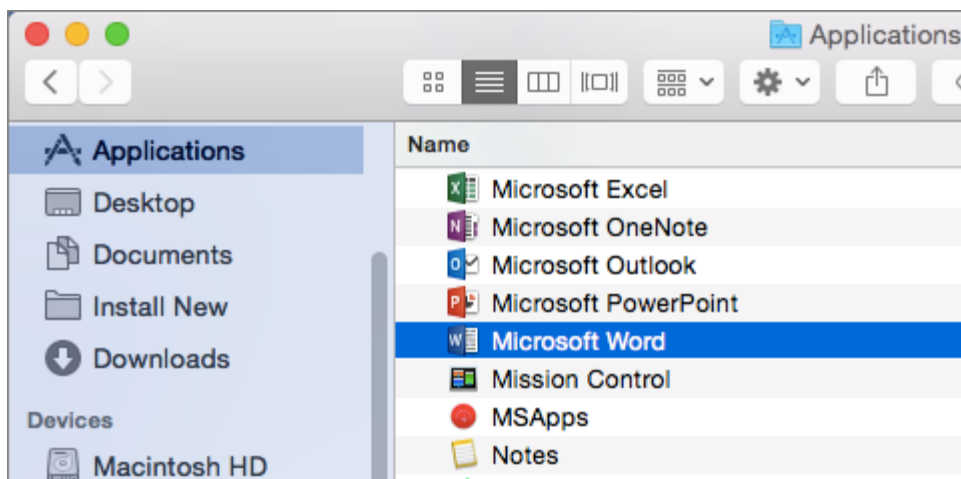
2. On the **Sign in to Activate Office** screen, select **Sign In**, and then enter the same Microsoft account credentials you used to purchase and download Office 2016 for Mac.
3. After you sign in, you may see an alert asking for permission to access the Microsoft identity stored in your keychain. Select **Allow** or **Always Allow** to continue.
4. On the next screen, choose an appearance for your Office installation, select **Continue**, and then select the **Start Using Word** button to open the app and complete the Office 2016 for Mac activation.



[What to try if you can't install or activate Office 2016 for Mac](#)

## Launch an Office app

1. Open Finder and select **Applications** in the sidebar.



2. Find the Office app you want and double-click to open it.

## Installation notes

Keep in mind:

- You may need to check in with your organization's technical support team before installing apps.

## Can I install Office 2016 for Mac and Office for Mac 2011 on the same computer?

Yes, you can install and use Office 2016 for Mac and Office for Mac 2011 at the same time. However, we recommend that you uninstall Office for Mac 2011 before you install the new version just to prevent any confusion.

To uninstall Office for Mac 2011, follow the steps in [Uninstall Office 2011 from a Mac](#).

## How do I pin the Office app icons to the dock?

1. Go to **Finder** > **Applications** and open the Office app you want.
2. In the Dock, Control+click or right-click the app icon and choose **Options** > **Keep in Dock**.

