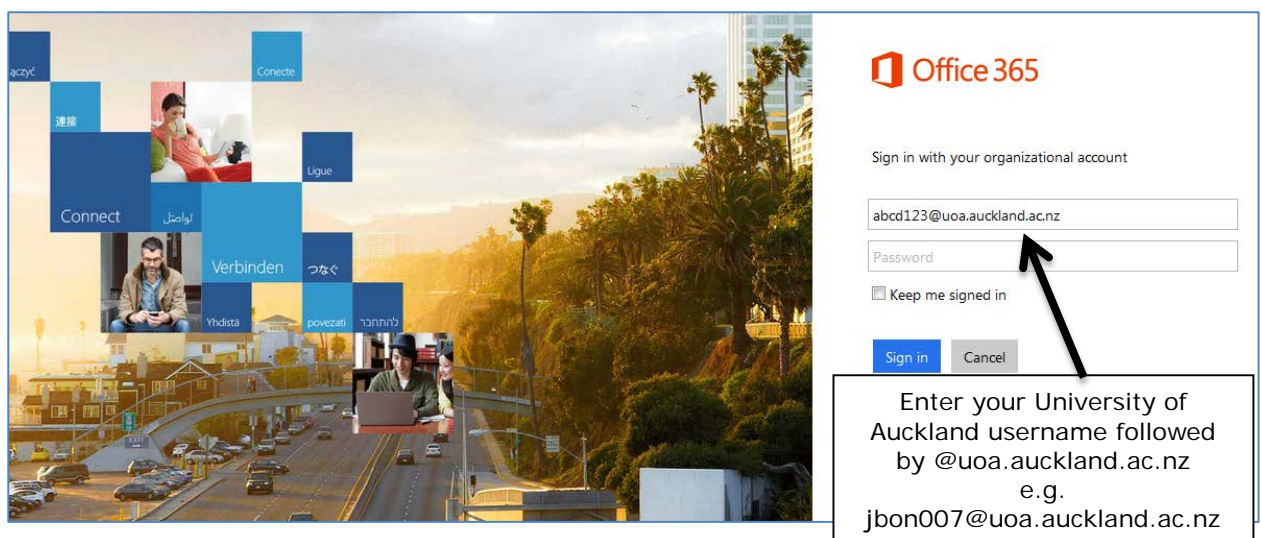


# Download and Install Office 365 for MAC

- These instructions are for MAC machines
- Check the [System requirements](#) before downloading Office 365.
- You can download Office 365 on up-to five devices (PC and MAC).
- Mobile devices (i.e. iPhone, iPad, Android phone, and Windows phone) have restrictions on the functionality of Office 365. To compare how different mobile devices work with Office 365 go to [Mobile Devices and 365](#). Mobile apps do not require a subscription, but may have other requirements.
- For more information refer to [Office on Mobile Devices](#) and [Set up and use Office 365 on your phone or tablet](#).

## Downloading Office 365

1. Go to the <https://portal.microsoftonline.com>



Office 365

Sign in with your organizational account

abc123@uoa.auckland.ac.nz

Password

Keep me signed in

Sign in Cancel

Enter your University of Auckland username followed by @uoa.auckland.ac.nz  
e.g.  
jbon007@uoa.auckland.ac.nz

2. Enter your University of Auckland username (identifier) followed by @uoa.auckland.ac.nz.

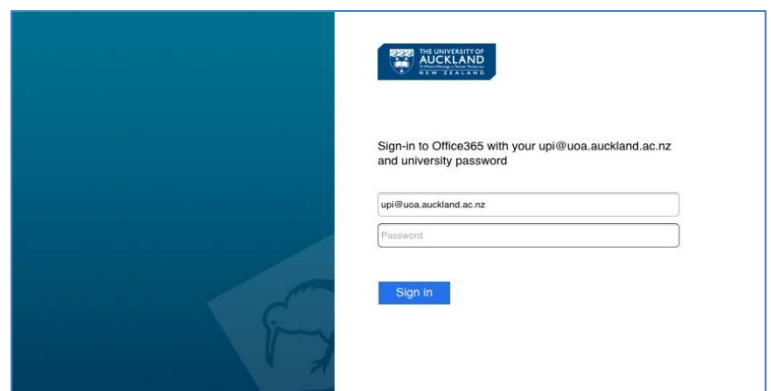
### IMPORTANT

Although '[username@uoa.auckland.ac.nz](#)' looks like an email address, it is not. Microsoft uses '[username@uoa.auckland.ac.nz](#)' to verify that you are an enrolled student at the University of Auckland. **DO NOT USE YOUR STUDENT EMAIL ADDRESS.** Access will only work using the format: `username@uoa.auckland.ac.nz`.

As soon as you tab or click outside the email address field you will be redirected to the University of Auckland login page.

3. The University of Auckland login page will open:

- Enter your `username@uoa.auckland.ac.nz` and Password
- Click the **Sign In** button



THE UNIVERSITY OF AUCKLAND

Sign-in to Office365 with your upi@uoa.auckland.ac.nz and university password

upi@uoa.auckland.ac.nz

Password

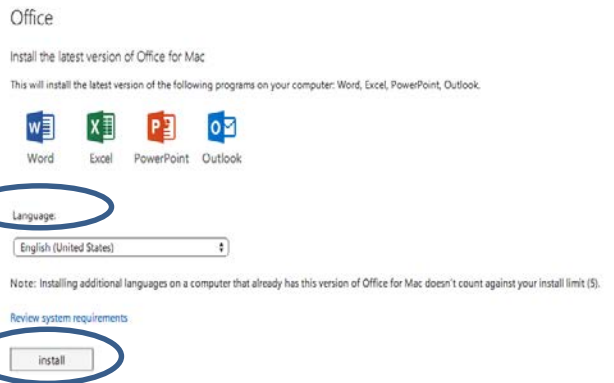
Sign in

4. Go to **Settings**  > **Office 365 Settings** > **Software**.

Select the 'Office' if you are loading Office 365 onto a PC/laptop or MAC.



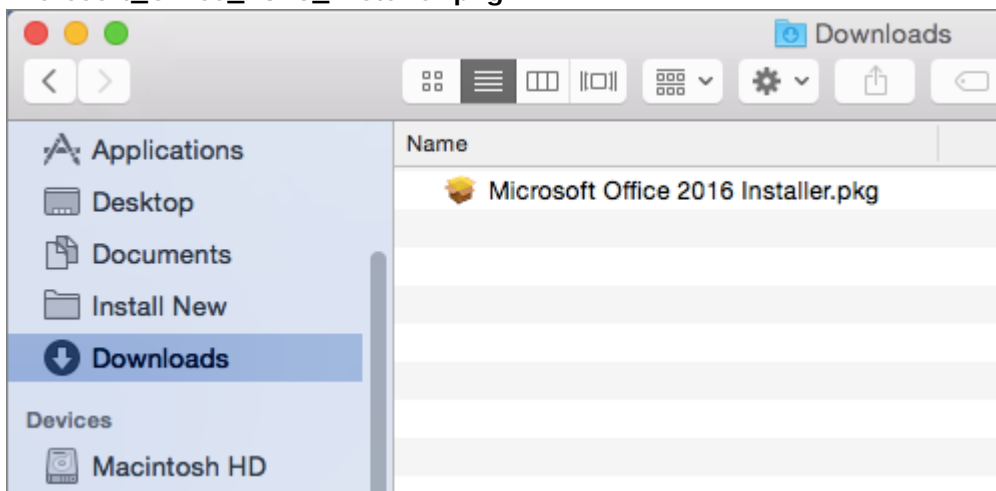
The following screen will be displayed.



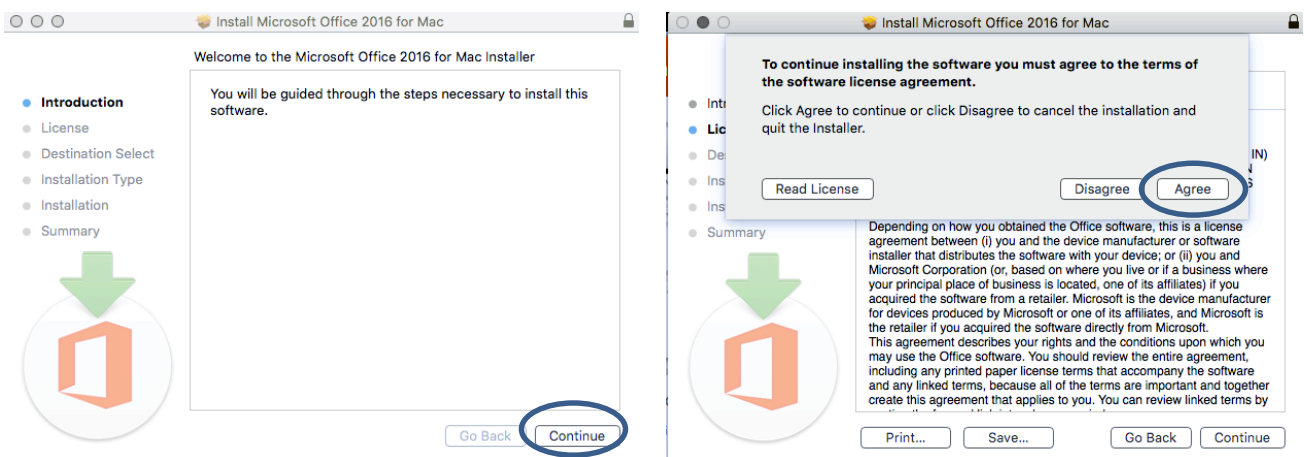
5. Select the language.

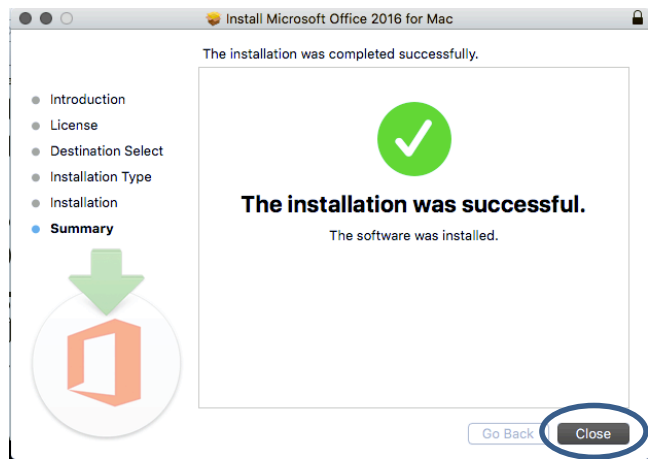
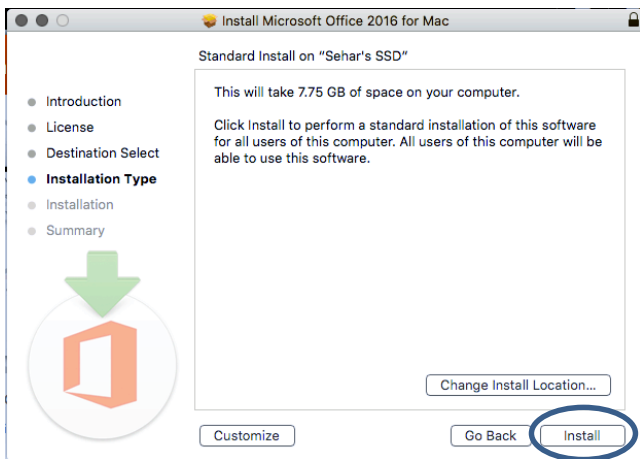
6. Select Install.

7. Once the download has completed, open **Finder**, go to **Downloads**, and double-click **Microsoft\_Office\_2016\_Installer.pkg**



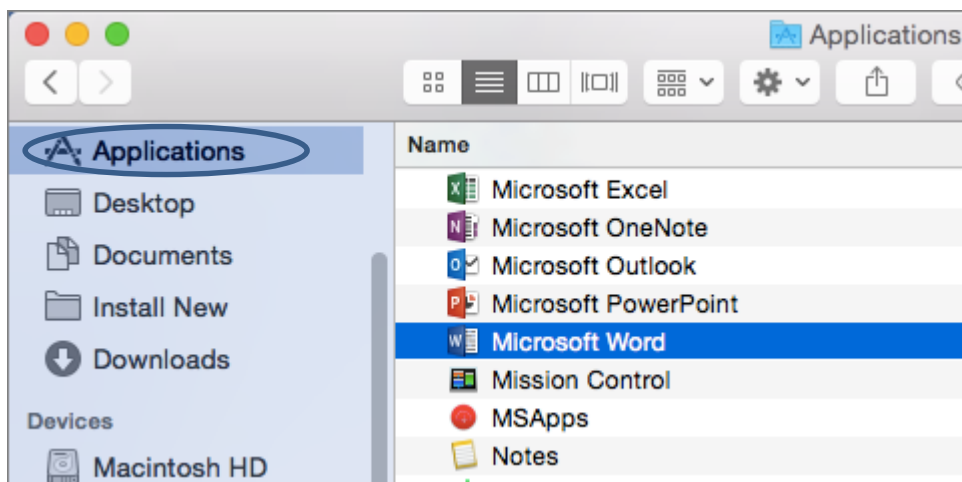
8. Follow the instructions. You will need 7.75GB of free space for the installation to succeed. You will be prompted to close open browsers during the install.





## Launch the Office app

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



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

## Activation/Deactivation of Office 365

As a currently enrolled University of Auckland student you have free access to Office 365. Authentication is required to verify your status with the University. You will be prompted to Activate your Office subscription.

### Activating Office 365

1. When you are prompted, enter **your username followed by @uoa.auckland.ac.nz** (as below). Click Next.

#### IMPORTANT

Although this looks like an email address, it's actually Microsoft's way of authenticating that you are an enrolled student at the University of Auckland. **DO NOT USE YOUR STUDENT EMAIL ADDRESS.** Access will only work using the format: **username@uoa.auckland.ac.nz**.

2. You will need to Sign In using the format **username@uoa.auckland.ac.nz** address and enter your University of Auckland password.

## Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

Enter a product key instead  
When you sign in, your documents and settings are online

[Learn more](#) | [Privacy statement](#)

## Sign In

User ID:

Password:

Keep me signed in

[Can't access your account?](#)

## Deactivating installations

You can install Office 365 on up to 5 devices. To remove Office 365 from a device you need to **deactivate** it first.

You can deactivate an installation from the Microsoft 365 portal <https://portal.microsoftonline.com>.

Office

Manage installs for the latest version of Office

You can deactivate installs from computers on which you installed this version of Office.

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
TESTDESKTOP8A	Microsoft Windows 8.1 Enterprise	6/4/2014	<a href="#">deactivate</a>

Remaining installs available: 4

You will be prompted if you want to deactivate this install? Select Yes.