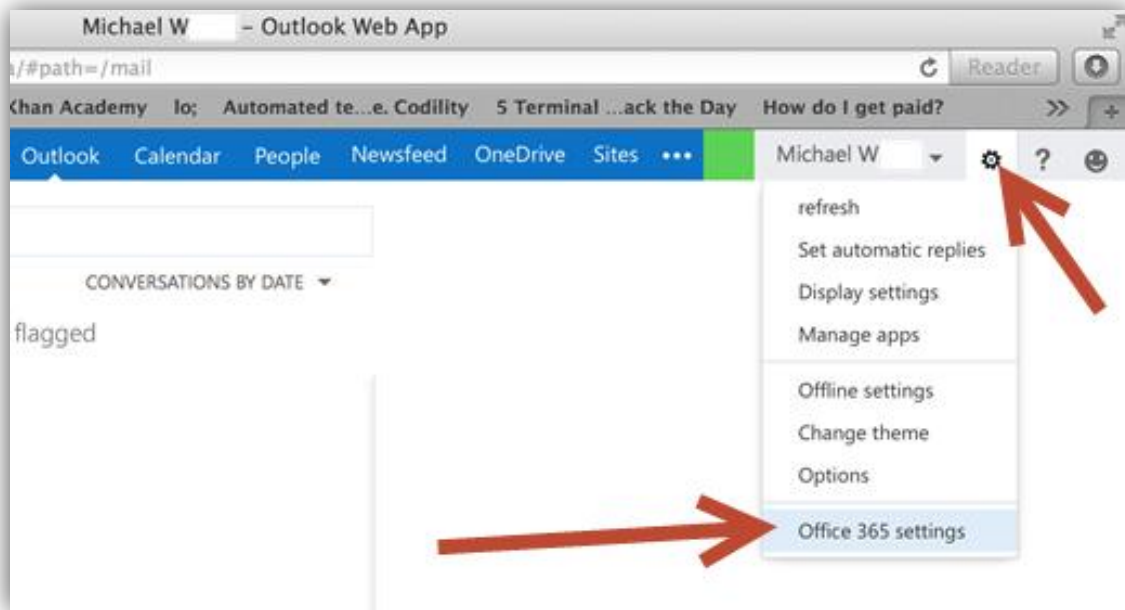
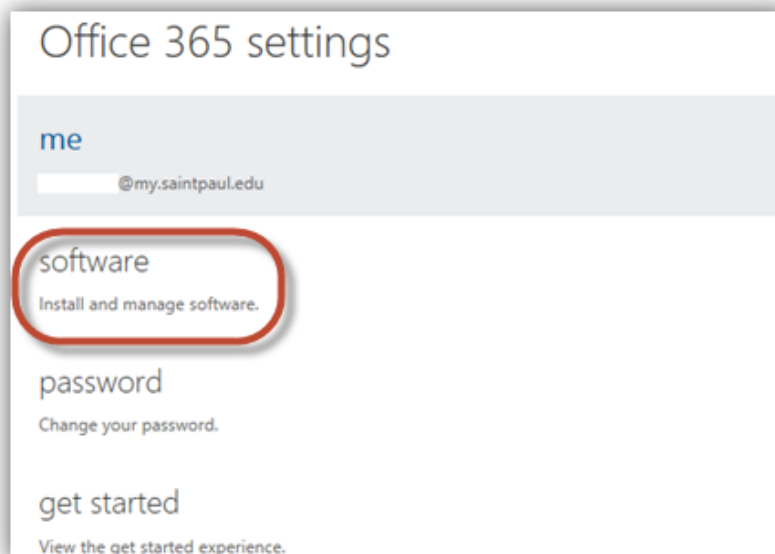


Student instructions for installing Microsoft Office on Mac devices

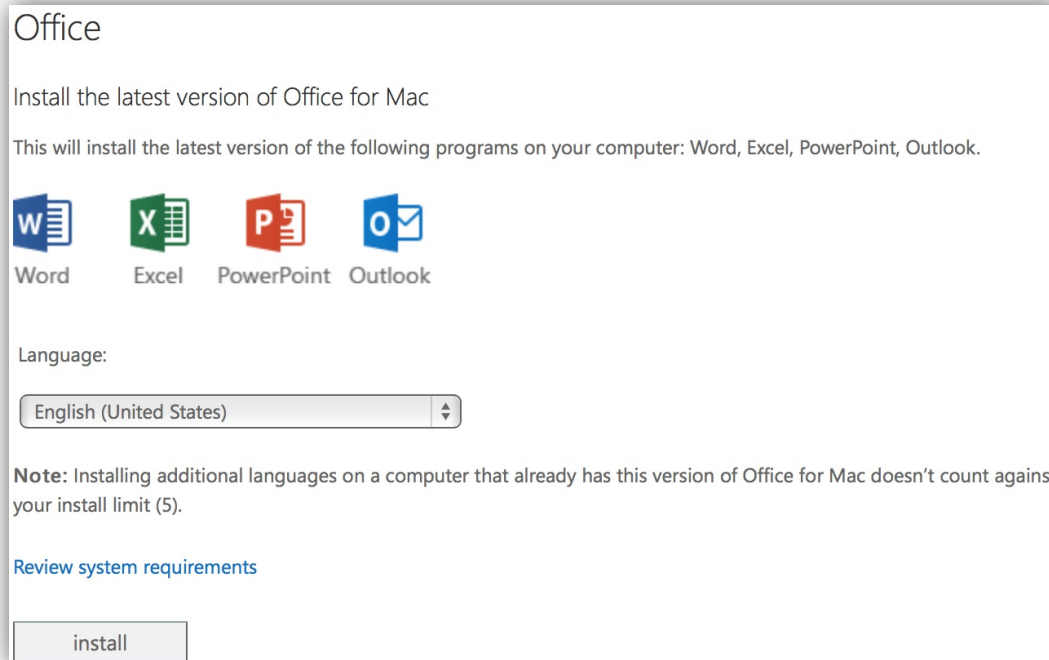
1. Start by logging into the computer or device you wish to install Office.
(You must have Administrator-level rights in order to complete installation.)
2. Login to your Saint Paul College student email account.
3. Click the SETTINGS (“gear”) icon next to your name, then select the "Office 365 settings" option.



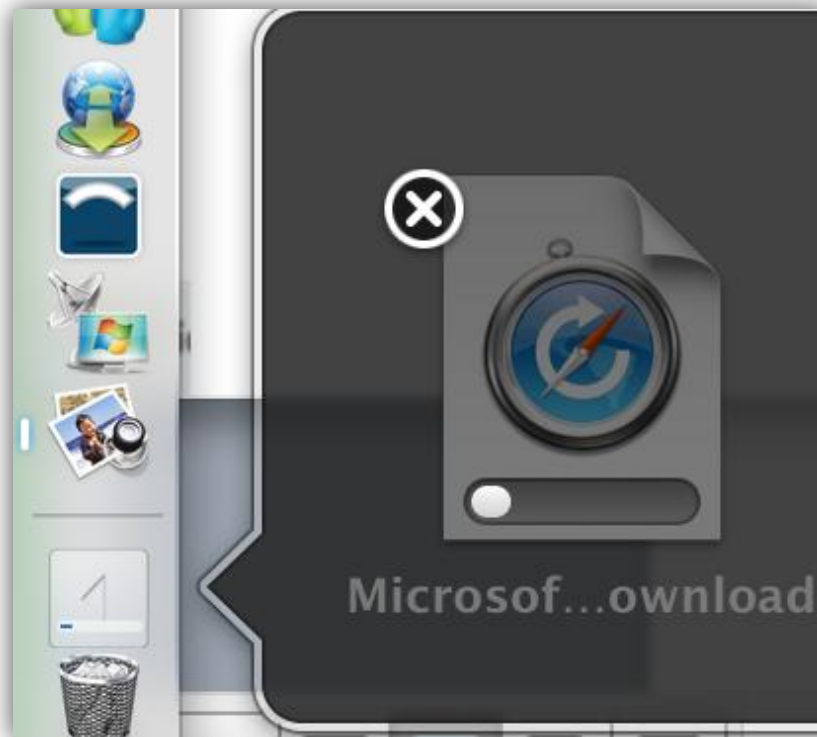
4. On the "Office 365 settings" page, select "software".



5. Select the Language that you would like Office to install, then click the “install” button. The installation file should go to your Downloads folder.



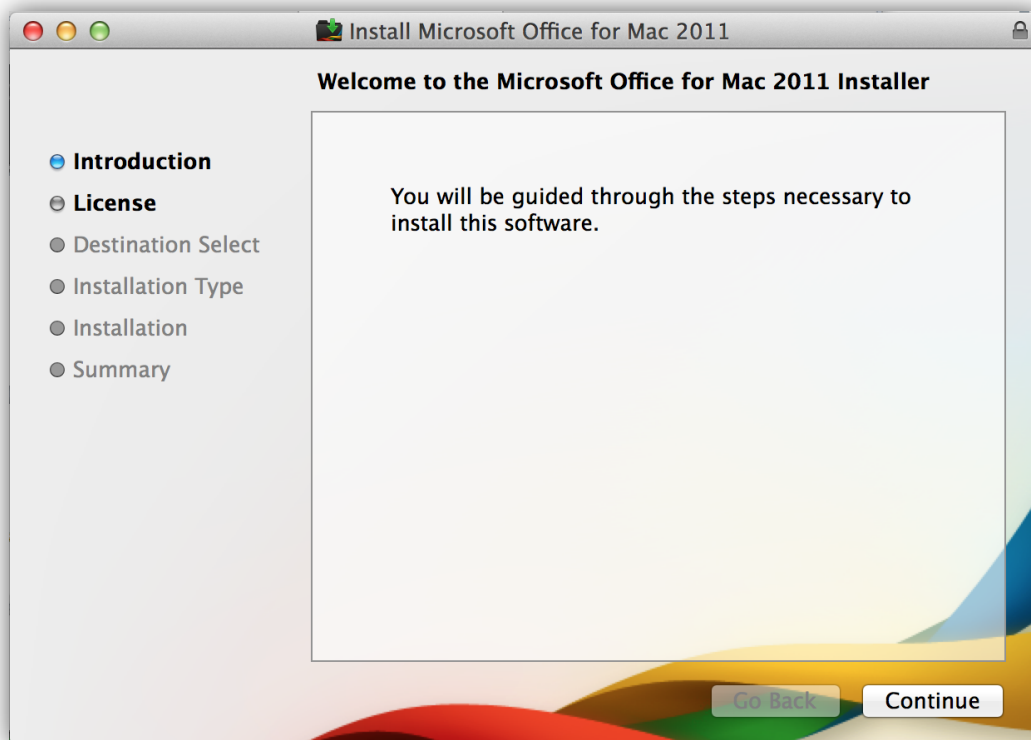
6. Once the download has finished, go to your Downloads folder and click on the file to open it.



7. Click on the “Office Installer” folder to begin installation.



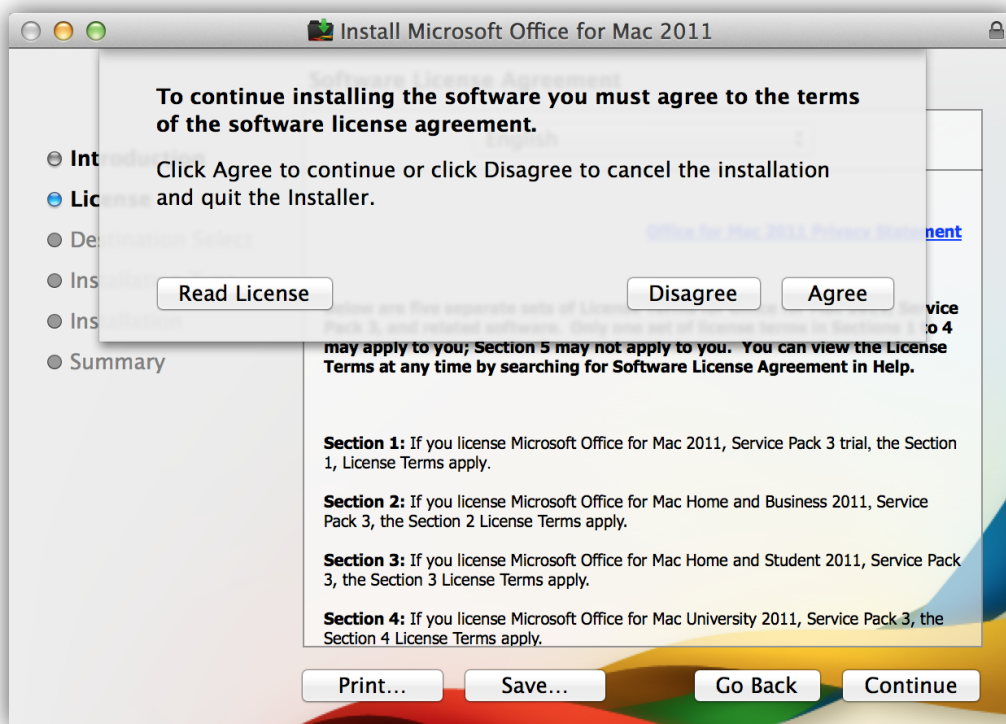
8. At the “Welcome” screen, click “Continue”.



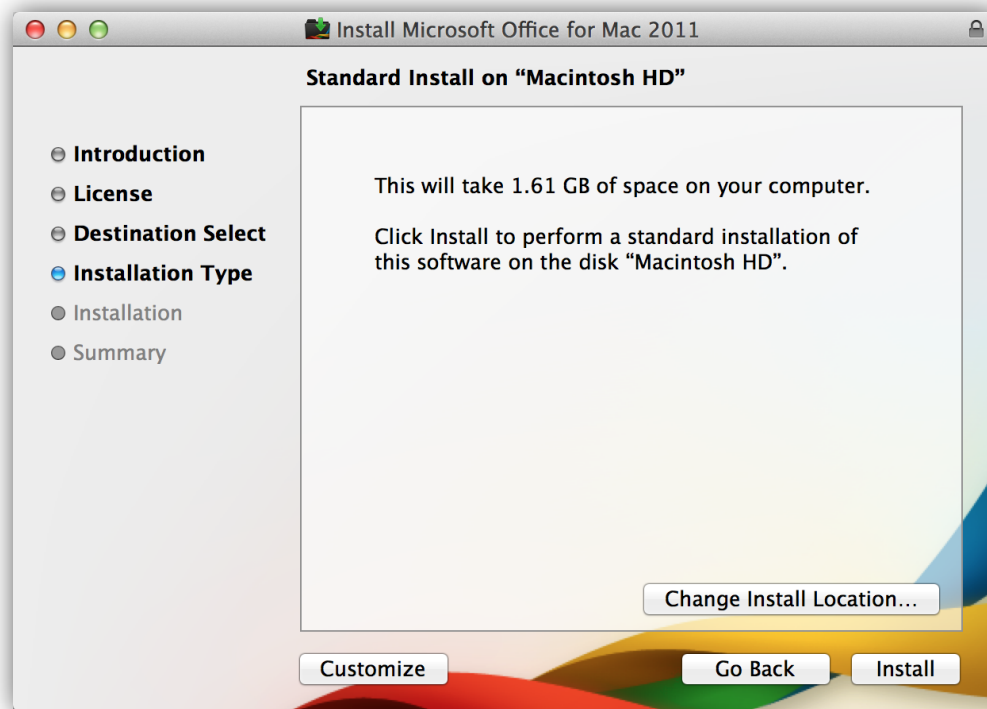
9. At the “Software License Agreement”, click “Continue”.



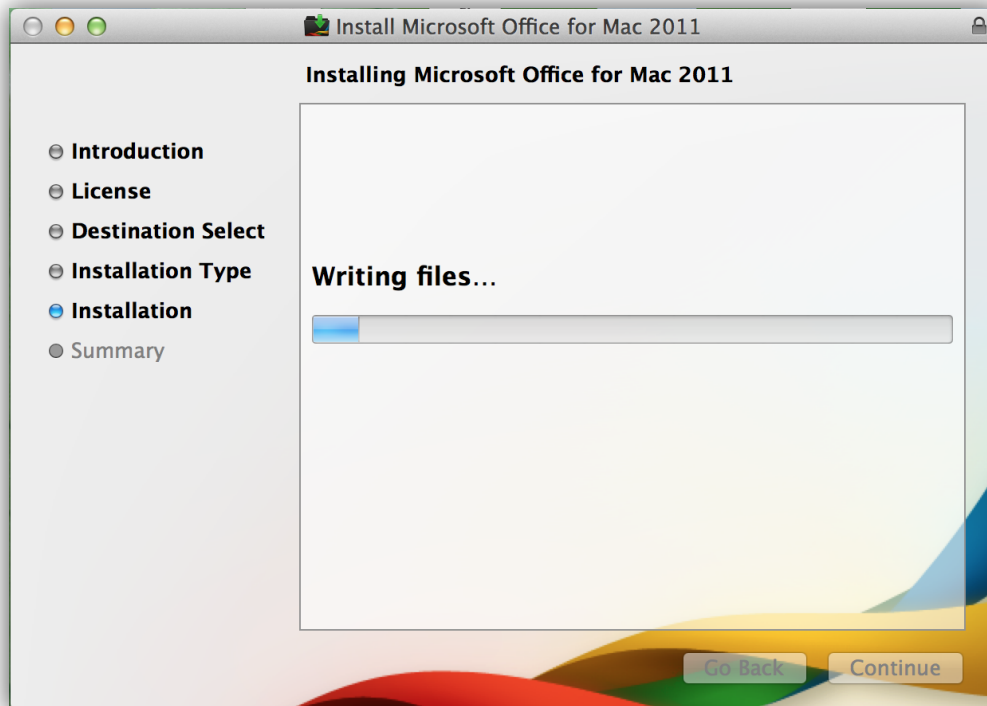
10. When prompted, first click to “Read License”, read the “Software License Agreement”, then return to this screen and click “Agree”. If you do not agree, you cannot install the software.



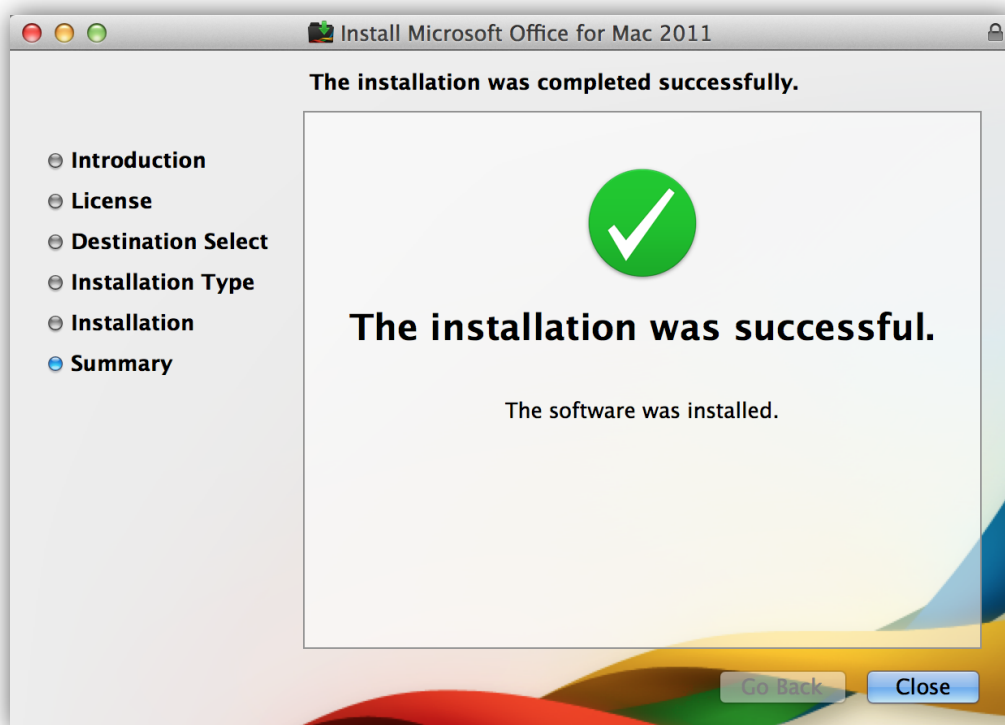
11. The next window will tell you how much storage the program will need in order for the software to be installed on your machine. If you have the necessary space available, you can click “Install”.



12. The program should now begin to install. The next window will show a status bar displaying the progress of the installation.



13. Once the installation has completed, the window should display, “The installation was successful.” You can click “Close”.



To launch one of the applications, open the “Launchpad”:



Then select the application that you wish to work in:



This document is available in alternative formats to individuals with disabilities by contacting Caidin Riley, Director of Disability Services at 651.846.1547 or caidin.riley@saintpaul.edu. For TTY Communication, contact the Minnesota Relay Service at 7-1-1 or 1.800.627.3529.

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