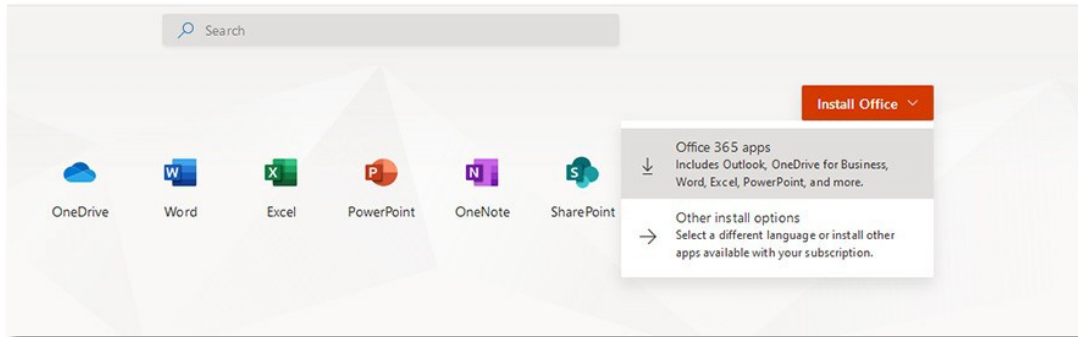**Installing Office 365 Academic (Mac)**

1. Sign in with your school email account (@mail.sandhills.edu account) as you would normally.

   **NOTE**: If you do not know your email address or password, use the Password Management link on the MySCC page to get the required information.

2. Select **Install Office** > **Office 365 apps** in the upper-right of the Microsoft landing page.



3. Once the download has completed, open **Finder**, go to Downloads, and double-click Microsoft Office installer.pkg file (the name might vary slightly).

   **NOTE:** If you see an error that says the **Microsoft Office installer.pkg** can't be opened because it is from an unidentified developer, wait 10 seconds and move the downloaded file to your desktop. Hold **Control** + click the file to launch the installer.
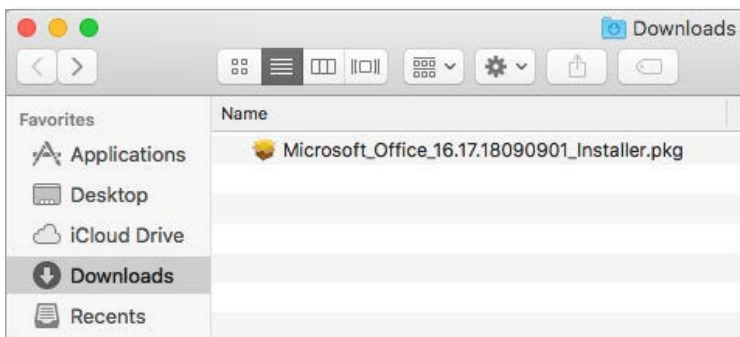


4. On the first installation screen, select **Continue** to begin the installation process.
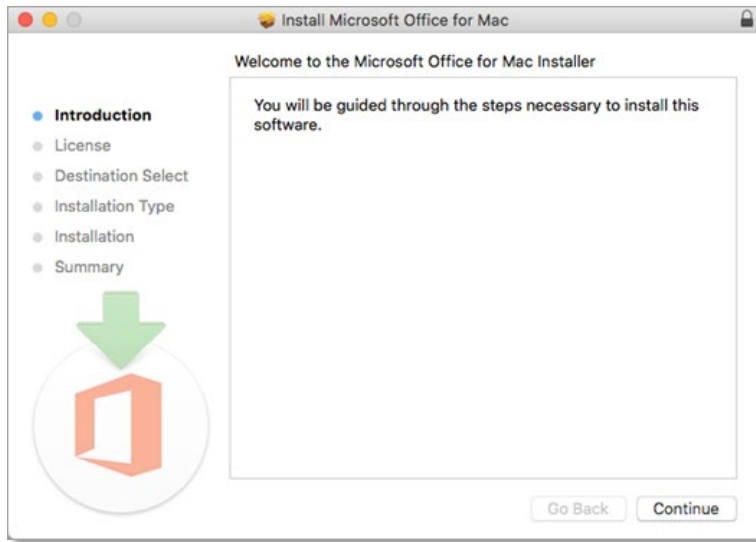
5.  Review the software license agreement, and then click **Continue**.

6.  Select **Agree** to agree to the terms of the software license agreement.

7.  Choose how you want to install Office and click **Continue**.

8.  Review the disk space requirements or change your install location, and then click **Install**.

    **NOTE**: If you want to only install specific Office apps and not the entire suite, click the Customize button and uncheck the programs you don't want.

9.  Enter your Mac login password, if prompted, and then click **Install Software**. (This is the password that you use to log in to your Mac.)
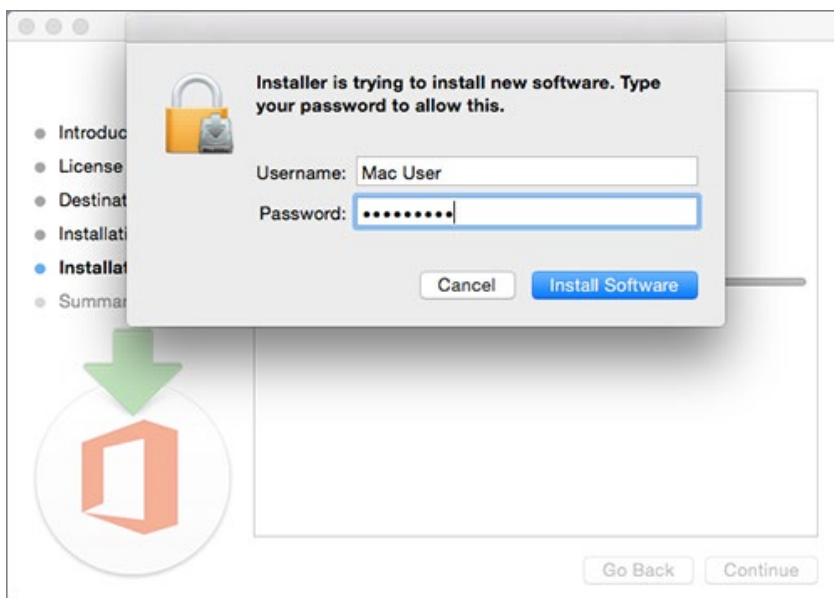


10. The software begins to install. Click **Close** when the installation is finished. If Office installation fails, see What to try if you can't install or activate Office for Mac.
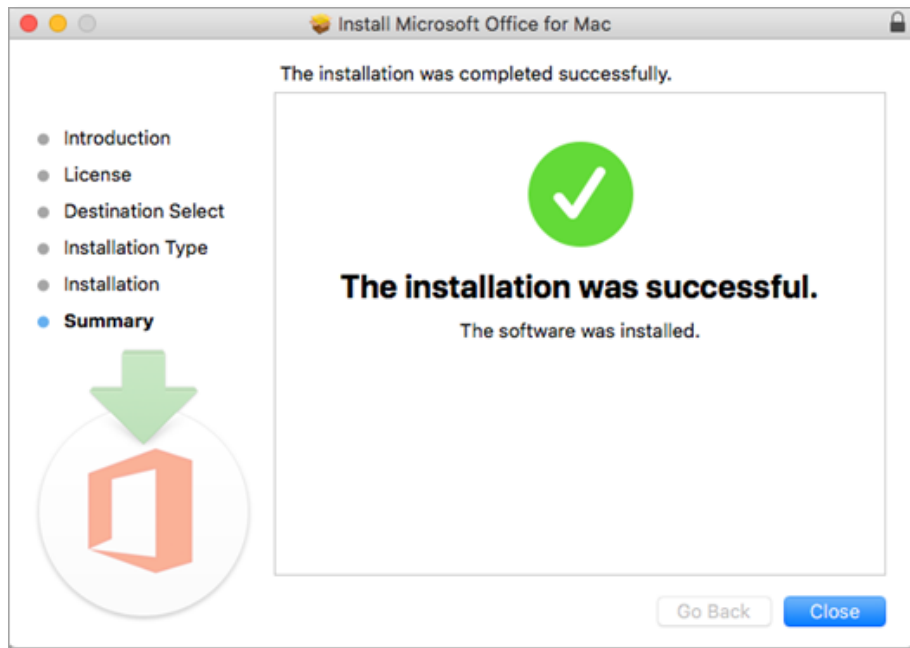
       **IMPORTANT**: To activate your copy of Office you need to open an Office application.

11. Click the **Launchpad** icon in the Dock to display all of your apps.

12. Click the **Microsoft Word** icon in the Launchpad.

13. The **What's New** window opens automatically when you launch Word. Click **Get Started** to start activating.

Revised March 2020