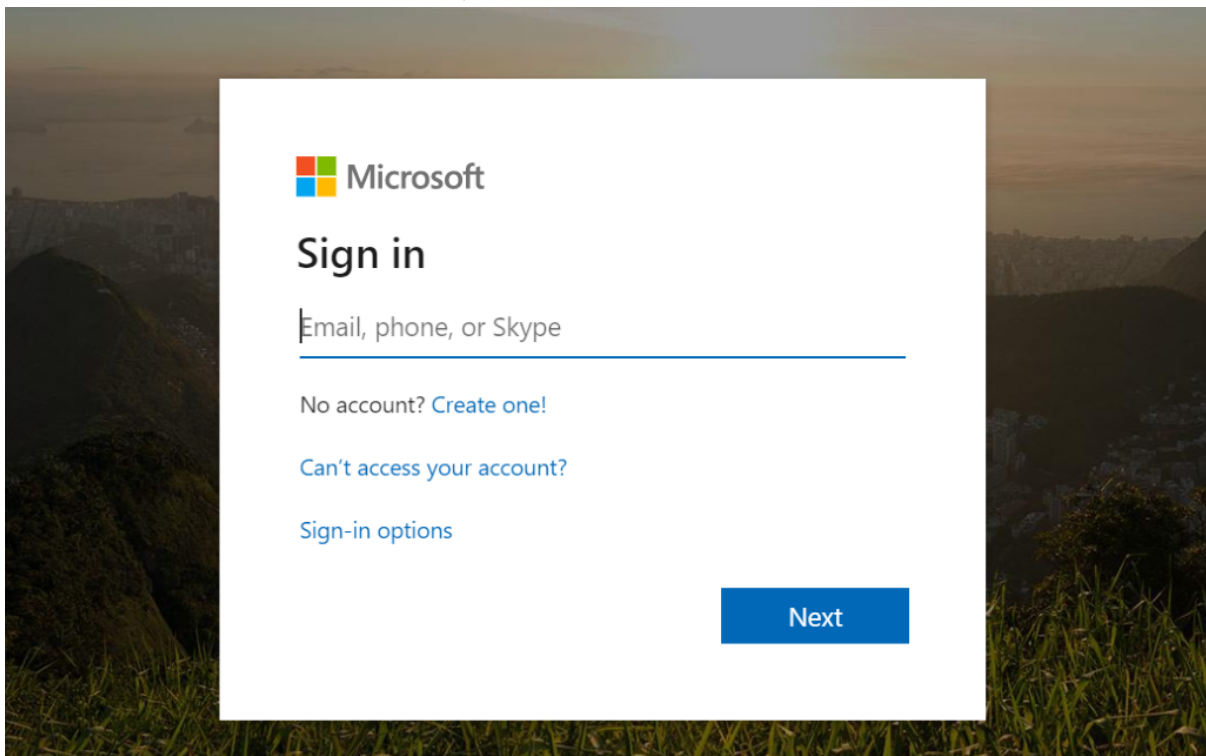




Student IT Software Installation Guides

Office 365 Software Installation Guide –macOS instructions

1. Visit <https://portal.office.com/> and sign in with your University of Melbourne email address. For students, that will be *username*@student.unimelb.edu.au (replace *username* with your own student username). Click **Next**.



2. You will be redirected to the University of Melbourne login page where you should enter your student password. Then, click **Sign in**.



Sign in with your organizational account

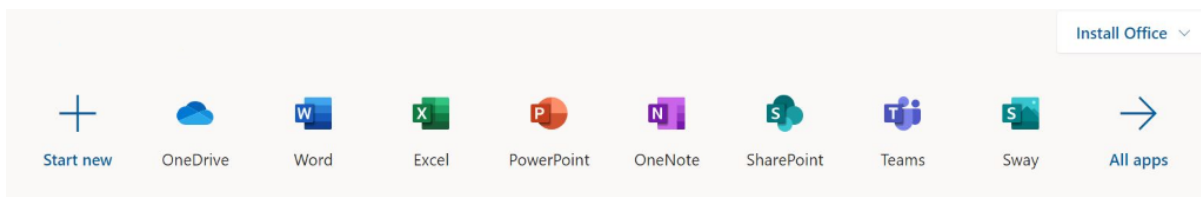
username@student.unimelb.edu.au

Password

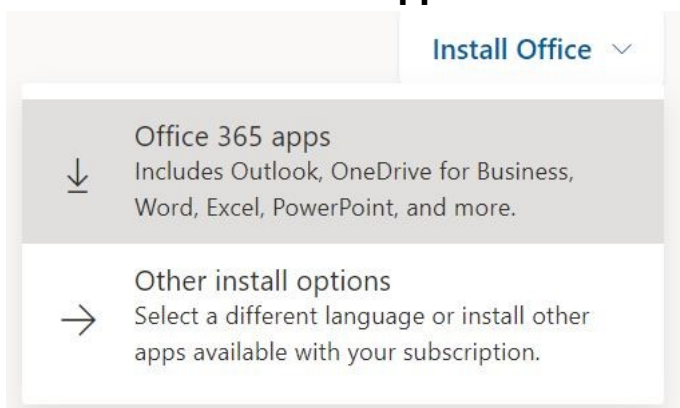
Keep me signed in

Sign in

3. Click **Install Office**.

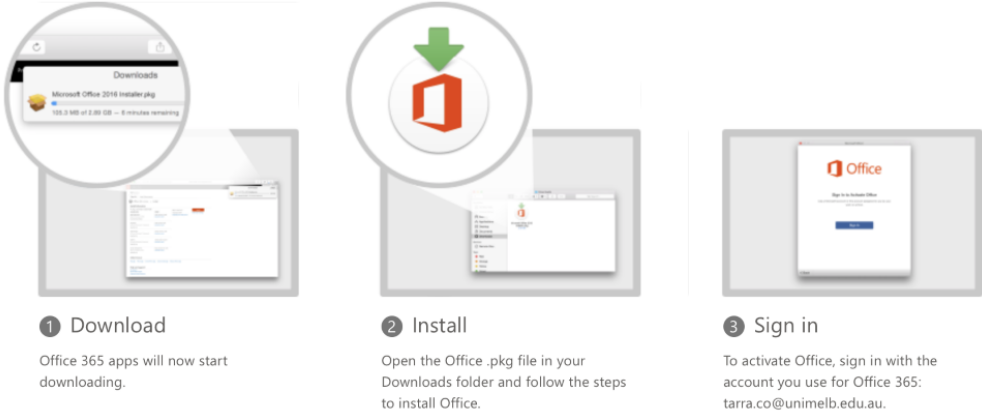


4. Select **Office 365 apps** to download the software installation package.



- The software package will begin downloading, and you can watch its progress with the “Show downloads” option at the top-right corner of your internet browser (Safari) or at the bottom of your internet browser window (Chrome).

Just a few more steps...

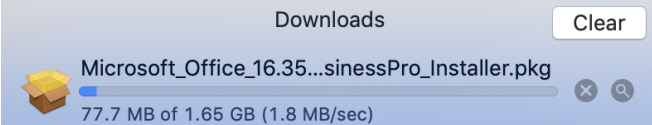


1 Download
Office 365 apps will now start downloading.

2 Install
Open the Office .pkg file in your Downloads folder and follow the steps to install Office.

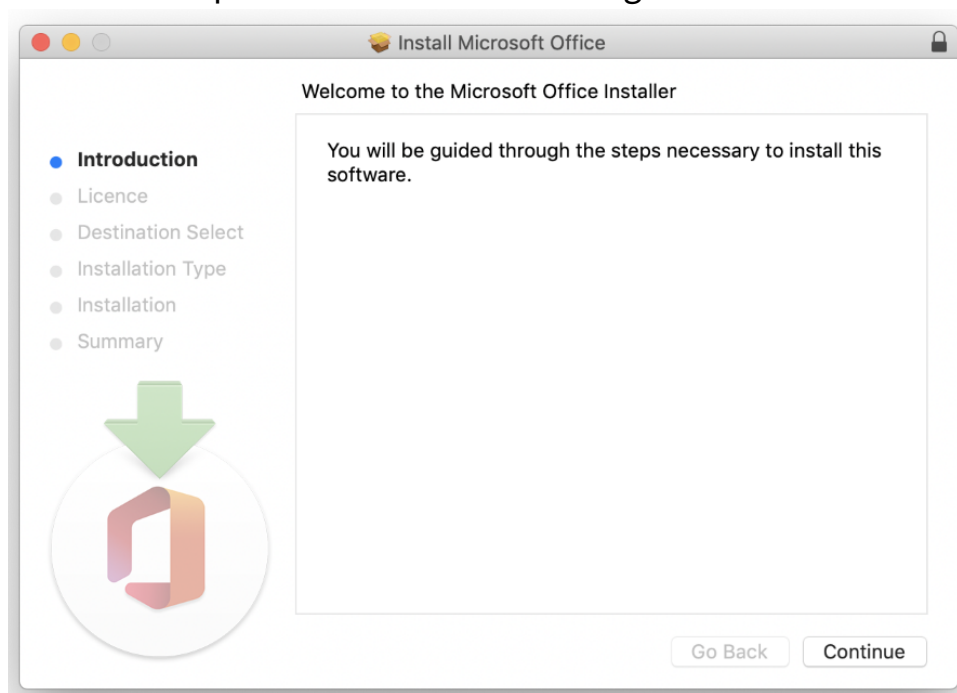
3 Sign in
To activate Office, sign in with the account you use for Office 365: tarra.co@unimelb.edu.au.

Close Need help installing?

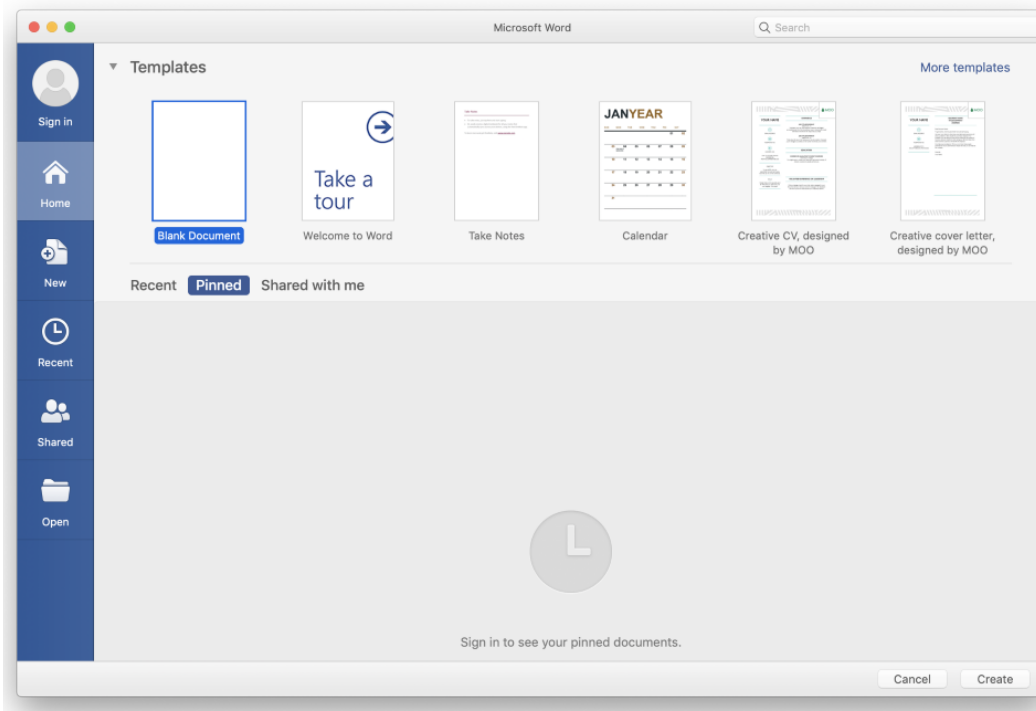


Downloads Clear
Microsoft_Office_16.35...sinessPro_Installer.pkg
77.7 MB of 1.65 GB (1.8 MB/sec)

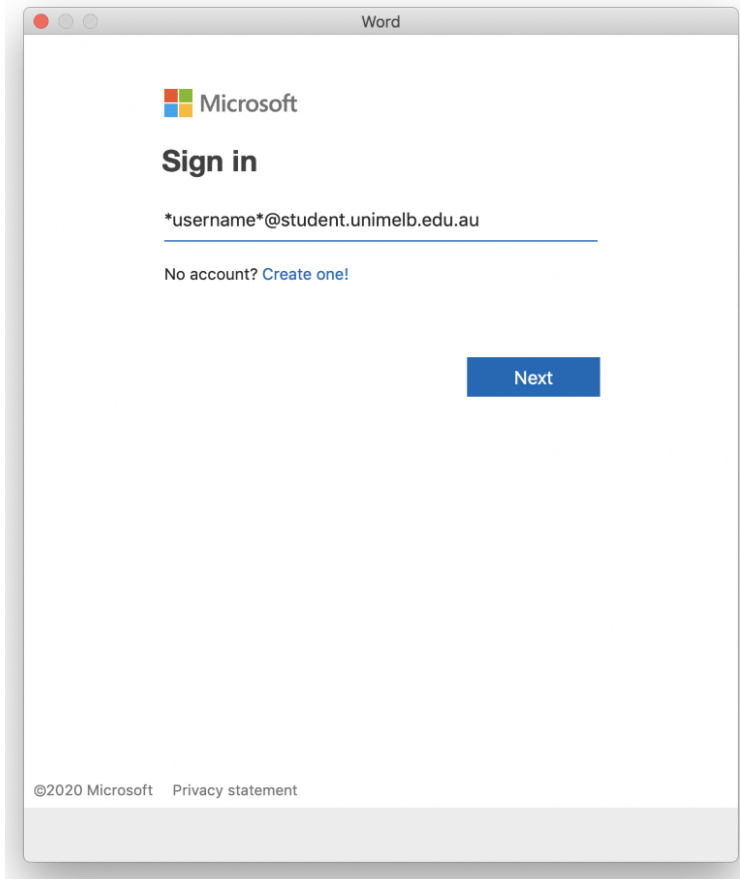
- Once it has finished downloading, click on the file icon pictured above, or navigate to the installation package in your Downloads folder. The installer window will appear, and you will need to follow all the steps to complete the installation. It might take about 10 – 15 minutes.



7. After the installation, you will need to open one of the Microsoft Office 365 applications and sign in. Word is shown below.




8. If a window doesn't automatically open, click **Sign in** at the top corner. Sign into Microsoft using your student email address. Replace *username* with your student username.



9. You will then be navigated to the University Login screen. After clicking **Sign In** you will be logged into your university account and this should carry across most Microsoft Applications.

Word



Sign in with your organizational account

[Sign in](#)

Sign-in requires format:
Students: <username>@student.unimelb.edu.au
Staff: <your primary email address>

[< Back](#)