



MONTANA STATE UNIVERSITY NORTHERN

Information Technology Services Installing Office for Mac 2016 using Safari

1. Go to <https://login.microsoftonline.com>.
2. Enter your **NetID@msun.edu** in the "email or phone" box (this is not actually an email address, it is your school account name for Office 365) The site may re-direct you to another page.
3. Enter your **NetID password** in the "password" box. (this is the same password you use to log into campus computers)
4. Click **Sign In**.
5. Click the **Install** button at the bottom of the page.
6. When the download is complete, open the Downloads folder and click on the **Installer file**.
7. Click **Continue** when the install wizard opens.
8. Click **Agree**.
9. Click **Continue** to proceed (or select another destination to install Office).
10. Type your Mac's password and click **Install Software**.
11. Stay online until the installation is complete.
12. Your installation of Office 365 for Mac is almost complete. Click **Close**.
13. Click **Sign In** to activate Office.
14. Enter your NetID@msun.edu in the blank and click **Next**.
15. Enter your **NetID password** and click **Sign In**.
16. Choose how you want Office to look and click **Continue**.
17. Your installation is complete and activated.