



# MONTANA STATE UNIVERSITY NORTHERN

## Information Technology Services Installing Office for Mac 2016 using Firefox

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 the **Install** button.
5. When the download is complete, click **Save File**.
6. Click **Tools** on the Firefox menu bar and then click **Downloads**.
7. Double click **Microsoft\_Office\_2016\_Installer.pkg** on the library window.
8. Click **Continue** when the Install Wizard opens.
9. Click **Agree**.
10. Click **Continue** to proceed (or select another location to install Office).
11. Click **Install**.
12. Type your Mac's password and click **Install Software**.
13. On the "You're almost done!" screen click **Close**.
14. Click **Get Started** to see what is new with Word and your other favorite Office tools.
15. Click **Sign In** to activate Office.
16. Enter your **NetID@msun.edu** in the box and click **Next**.
17. Enter your **NetID password** and click **Sign In**.
18. Choose how you want Office to look and click **Continue**.
19. Your installation is complete and activated.