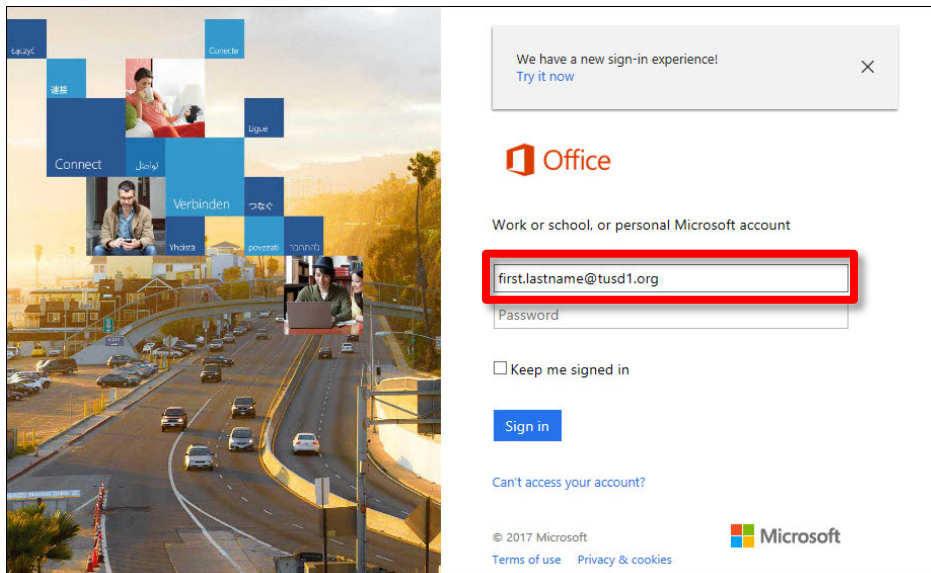


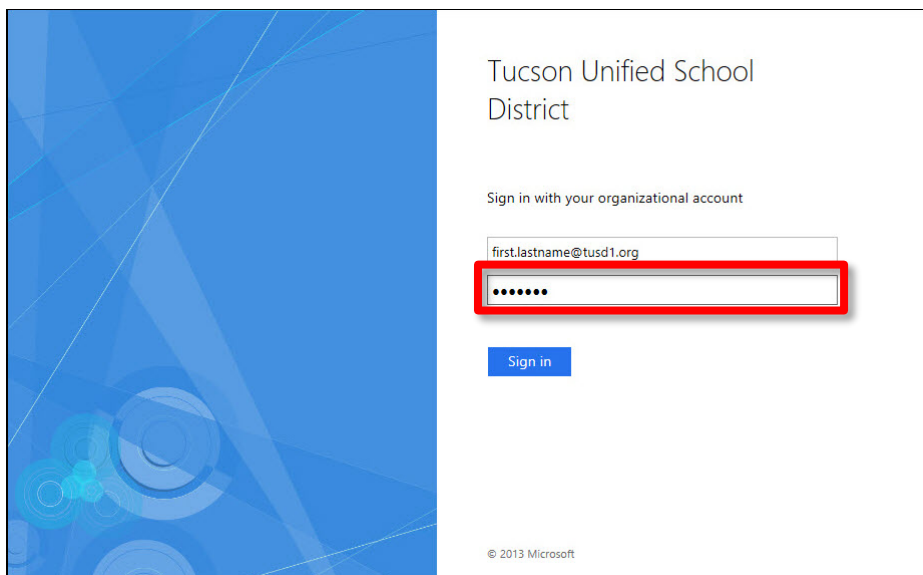
How do I install Office 2016 on my Mac home computer?

For Home Computer Use Only

1. On your home computer, open your browser and go to the **Microsoft Login** page:
portal.office.com

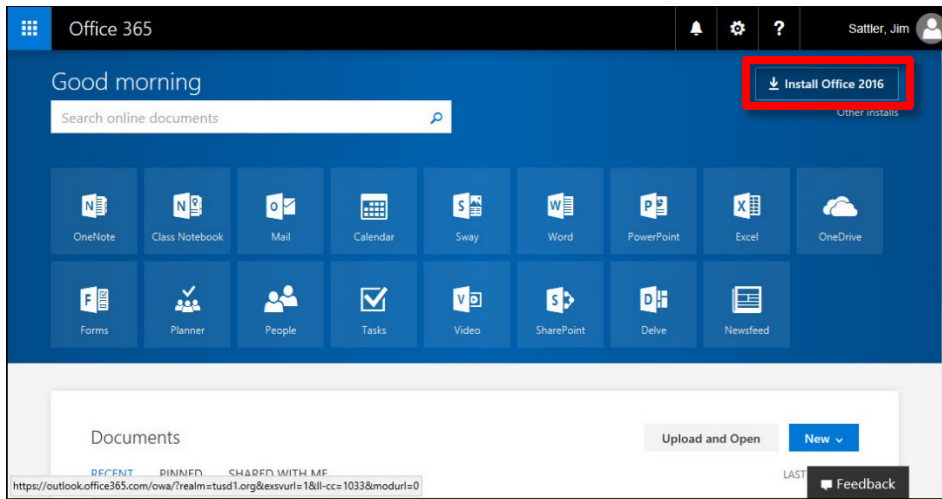


2. Enter your district email address.
3. When you click in the **Password** field, you will be redirected to the TUSD sign in page.



4. Enter your district network password and click **Sign in**.

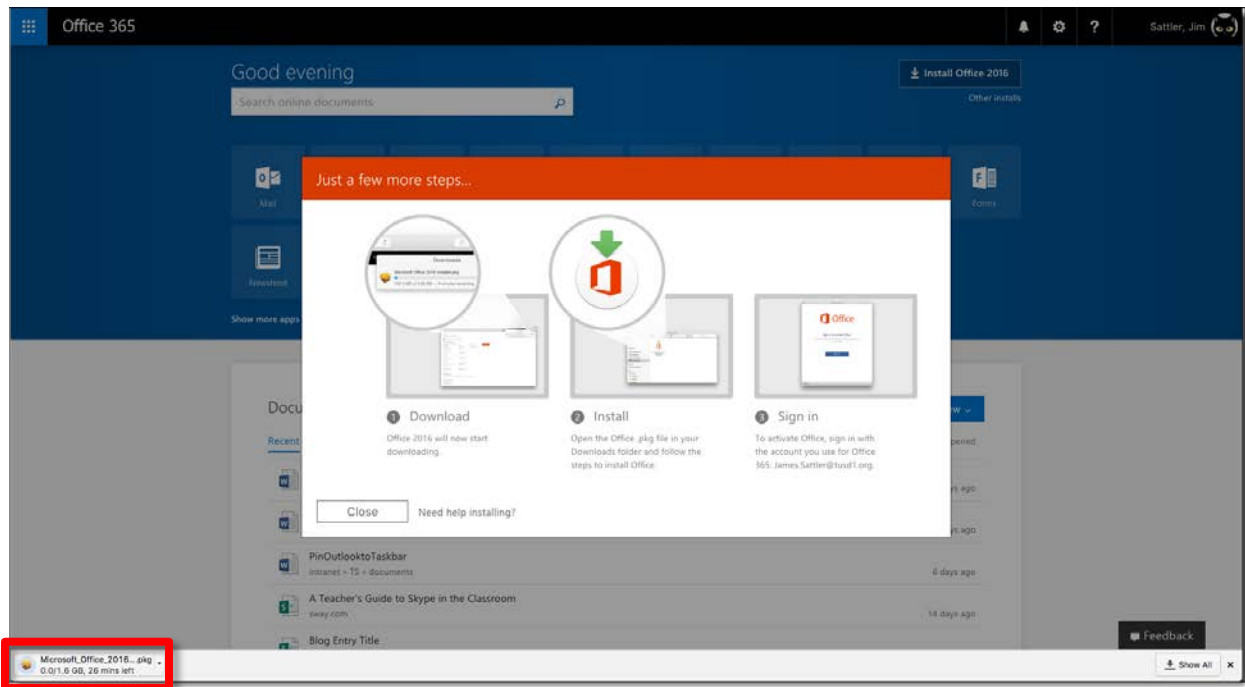
5. The **Microsoft Office 365** dashboard opens.



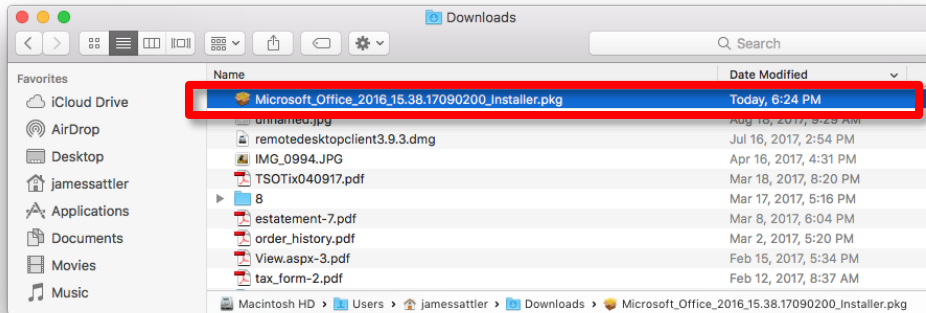
6. Click the **Install Office 2016** button in the upper right corner.

7. The Install window appears displaying the 3 steps: Download, Install, Sign In. Download progress displays in the lower left corner of your browser window.

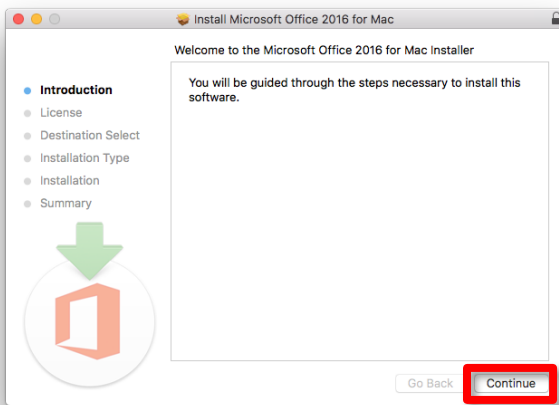
- Your download will begin automatically.
- Download time will depend on your Internet connection speed.



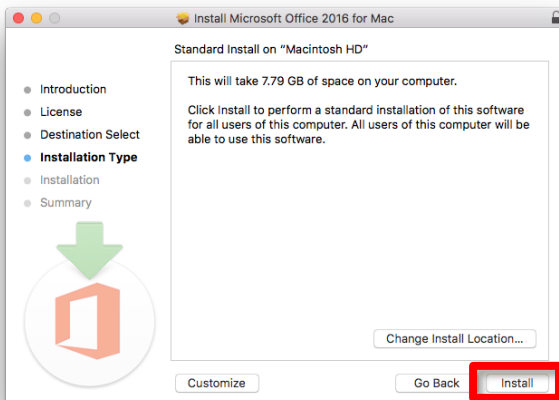
- Once the download has completed, navigate to your Applications folder and locate the Microsoft Office 2016 Installer.pkg file. Double-click this file to begin installation.



- When the **Installer** window opens, you will be prompted for each step. Click **Continue**.



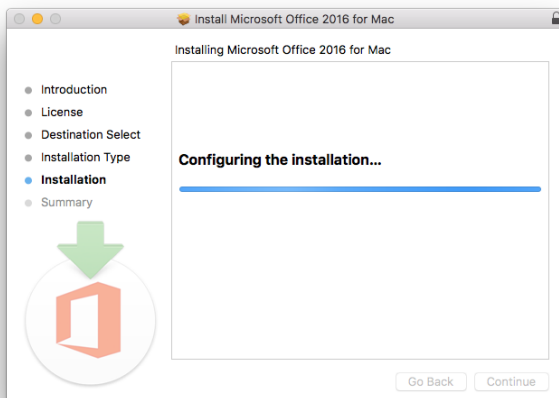
- Click **Install**.



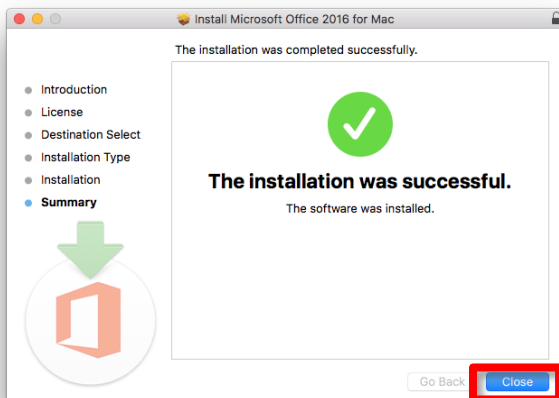
11. When you click install, you may be prompted for the password for your computer. Enter your password and click **Install Software**.



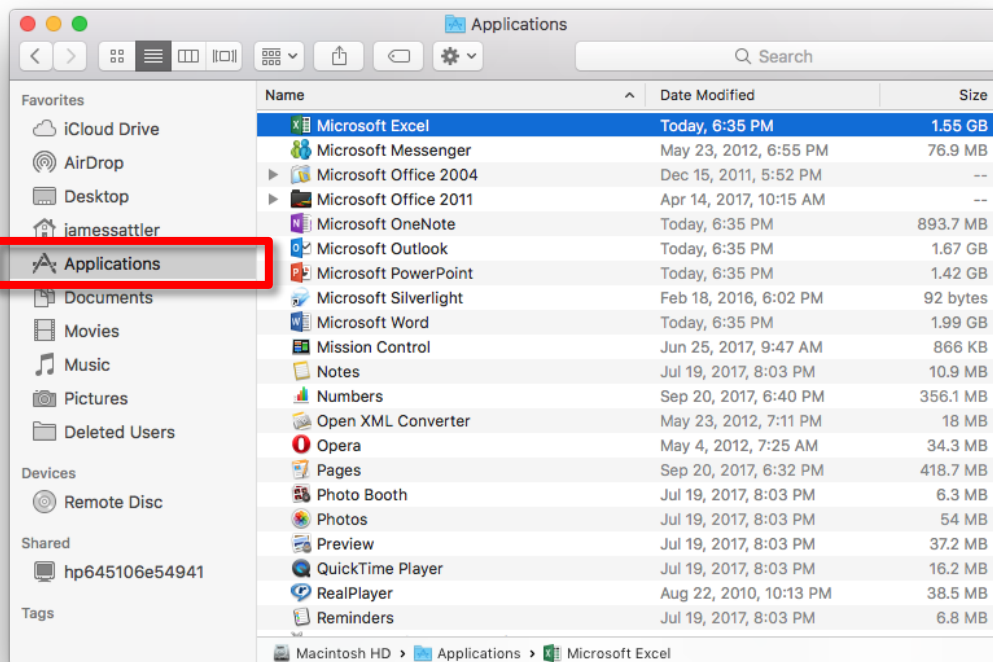
12. The window will display installation progress.



13. When the window confirms the installation was successful, click **Close**.



14. Navigate to your **Applications** folder and locate any of the Microsoft Office applications and double-click to open the application.



15. You will be prompted to sign in with your Office 365 credentials:

- Your district email address
- Your district network password