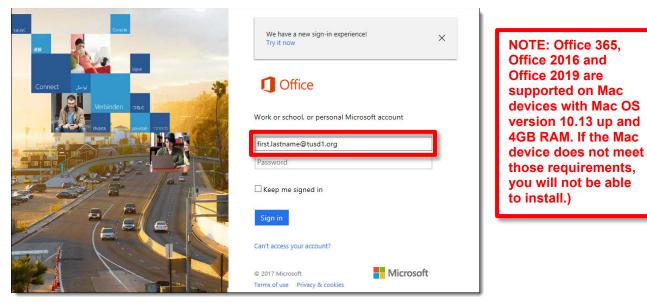
Tucson Unified School District

How do I install Office 365 Desktop Apps 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: <u>portal.office.com</u>



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

Tucson Unified School District
Sign in with your organizational account
first.lastname@tusd1.org
Sign in
© 2013 Microsoft

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

5. The Microsoft Office 365 dashboard opens.

Office 365								<u></u> Д (ģ	?	6.
Good afte	ernoon							Install Office \vee		
+	0		w	x	P)	N,	⊻	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.		
Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	\rightarrow	Other install options Select a different language or install other apps available with your subscription.		
Sway	Forms	Calendar	All apps							
	Good afte	Good afternoon + Start new Outlook	Good afternoon + est Start new Outlook OneDrive	Good afternoon + estat new Outlook OneDrive Word estat estat new Outlook OneDrive OneDrive Outlook	Good afternoon + Outlook OneDrive Word Excel Start new Outlook Ine Drive Outlook	Good afternoon + Outlook OneDrive Word Excel PowerPoint Start new Outlook I oneDrive Outlook	Good afternoon +	Good afternoon + end of the second	Good afternoon Install Office ✓ + 0	Good afternoon Install Office ∨ + Image: Start new Outlook OneDrive Image: Start new Image: Start new Outlook OneDrive Word Excel PowerPoint OneNote Other install options Other install options Image: Ima

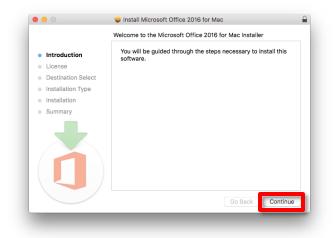
- 6. Click the Install Office button in the upper right corner and select Office 365 apps.
- 7. The **Install** window appears displaying the 3 steps: Download, Install, Sign In. Download progress displays in the lower left corner of your browser window.
 - Your download will begin automatically.
 - Download time will depend on your Internet connection speed.

 Office 365			¢	?	Sattler, Jim 🗔
	Good evening Search online documents	stall Office 2016 Other instal			
	Just a few more steps	F BBB Forms			
	Docu • Download Office 2016 will now start download for will now st	w v			
	Close Need help installing?	ys ago ys ago			
	Intraret = TS = documents A Teacher's Guide to Skype in the Classroom seey.com	5 days ago 4 days ago			🖷 Feedback
licrosoft_Office_2016pkg .0/1.6 GB, 26 mins left	Blog Entry Title				Feedback Show All ×

8. 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.

		Q Search
avorites	Name	Date Modified 🗸 🗸
iCloud Drive	Microsoft_Office_2016_15.38.17090200_Installer.pkg	Today, 6:24 PM
AirDrop	umaneo.jpg	AUG 10, 2017, 3-29 AM
(AIDIOP	remotedesktopclient3.9.3.dmg	Jul 16, 2017, 2:54 PM
Desktop	IMG_0994.JPG	Apr 16, 2017, 4:31 PM
iamessattler	TSOTix040917.pdf	Mar 18, 2017, 8:20 PM
	8	Mar 17, 2017, 5:16 PM
Applications	🔁 estatement-7.pdf	Mar 8, 2017, 6:04 PM
Documents	🔂 order_history.pdf	Mar 2, 2017, 5:20 PM
Movies	🔁 View.aspx-3.pdf	Feb 15, 2017, 5:34 PM
	tax_form-2.pdf	Feb 12, 2017, 8:37 AM
🎵 Music	📓 Macintosh HD 🔰 Users 👌 🏠 jamessattler 🕨 🔯 Downloads 🕽 🥃 Micr	

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



10. Click Install.

	🥪 Install Microsoft Office 2016 for Mac
	Standard Install on "Macintosh HD"
Introduction	This will take 7.79 GB of space on your computer.
License	Click Install to perform a standard installation of this software
Destination Select	for all users of this computer. All users of this computer will be able to use this software.
Installation Type	
Installation	
Summary	
đ	Change Install Location
	Customize Go Back Install

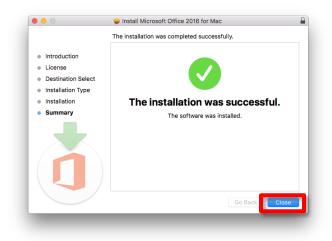
11. When you click install, you may be prompted for the password for your computer. Enter your password and click **Install Software**.

\bigcap	Installer is t	rying to install new software.
	Enter your pas	sword to allow this.
	User Name:	James Sattler
	Password:	
		Cancel Install Softwar

12. The window will display installation progress.

	Installing Microsoft Office 2016 for Mac	
Introduction		
License		
Destination Select		
Installation Type	Configuring the installation	
Installation		_
Summary		_
1		
	Go Back Continu	le

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.

		Q, Search			
Favorites	Name	Date Modified	Size		
iCloud Drive	Microsoft Excel	Today, 6:35 PM	1.55 GB		
AirDrop	👬 Microsoft Messenger	May 23, 2012, 6:55 PM	76.9 ME		
(W) AIrDrop	Microsoft Office 2004	Dec 15, 2011, 5:52 PM			
Desktop	Microsoft Office 2011	Apr 14, 2017, 10:15 AM			
😭 iamessattler	Microsoft OneNote	Today, 6:35 PM	893.7 MB		
	Microsoft Outlook	Today, 6:35 PM	1.67 GB		
Applications	Microsoft PowerPoint	Today, 6:35 PM	1.42 GB		
Documents	📝 Microsoft Silverlight	Feb 18, 2016, 6:02 PM	92 bytes		
Movies	Microsoft Word	Today, 6:35 PM	1.99 GB		
	Mission Control	Jun 25, 2017, 9:47 AM	866 KB		
🞵 Music	Notes	Jul 19, 2017, 8:03 PM	10.9 MB		
Dictures	📥 Numbers	Sep 20, 2017, 6:40 PM	356.1 MB		
Deleted Users	🐼 Open XML Converter	May 23, 2012, 7:11 PM	18 MB		
Deleted Osers	O Opera	May 4, 2012, 7:25 AM	34.3 MB		
Devices	🗊 Pages	Sep 20, 2017, 6:32 PM	418.7 MB		
Remote Disc	🕵 Photo Booth	Jul 19, 2017, 8:03 PM	6.3 MB		
	Photos	Jul 19, 2017, 8:03 PM	54 MB		
Shared	Freview	Jul 19, 2017, 8:03 PM	37.2 MB		
hp645106e54941	🔍 QuickTime Player	Jul 19, 2017, 8:03 PM	16.2 MB		
_	💯 RealPlayer	Aug 22, 2010, 10:13 PM	38.5 MB		
Tags	Reminders	Jul 19, 2017, 8:03 PM	6.8 MB		

- 15. You will be prompted to sign in with your Office 365 credentials:
 - Your district email address
 - Your district network password