

4b - Office 365 download - Macs

Office 365 for Mac - download from your webmail account

<https://warwick.ac.uk/services/its/servicessupport/software/microsoft/o365proplus>

Students and staff can obtain copies of Office 365 Pro Plus on their personal devices (Sierra or above v10.10). Note that the licence expires once your course or contract ends.

You will need to uninstall previous versions of Office before installing Office 365 Pro Plus.

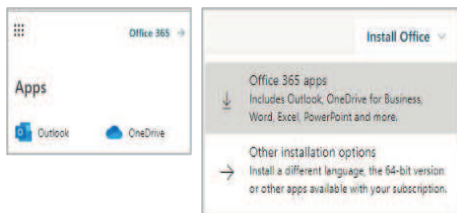
How to install Office 365 on a Mac

Ensure your Mac is connected to the internet. Sign in to your Office 365 webmail (<https://warwick.ac.uk/webmail>) using your normal IT Services usercode e.g. u1812345 and password

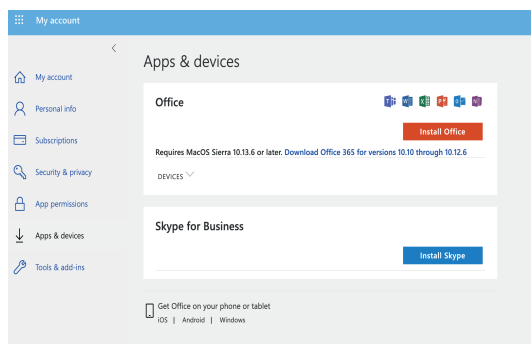
Click the 'waffle' button top left, then click the arrow by Office 365 at the top of the panel. Click Install Office.

We suggest you click **Other installation options**.

Click on View apps & devices in the Office apps & devices section



The arrow by DEVICES lists the devices you have downloaded Office onto.



Click the **red Install Office** button to start the download. Save the .pkg installer file and once downloaded, open it to begin the installation.

Follow the steps in order by clicking **Continue**. **Agree to the licence**. Click **Install**.



The programs should show on the Mac dock – W for Word, P for Powerpoint, X for Excel and O for Outlook, N for OneNote

Activating Office

When you open Word or other Office programs for the first time, you will be prompted to activate it. Click the "**Already bought Office? Sign In**" link.

Enter your IT Services **usercode@live.warwick.ac.uk** e.g. u1812345@live.warwick.ac.uk and your IT Services password. If you then see a Warwick External service access window, enter just your IT Services usercode and password. If 2-step authentication is active you'll be prompted for your verification code on your mobile phone.

How many machines/devices can I run Office?

Each subscription licence allows you to run Office on up to **five** devices, Mac or PC or Office Mobile on mobile devices. You can deactivate licences on devices and reallocate them. (**Other installation options** > INSTALLS button).

IT Services Help Desk

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