
Office 365 Mac Installation Guide

As a staff member at Teesside University you are eligible to download and install Office 365 Office apps on a maximum of 5 devices; your home PC/Mac, your smartphone and your mobile devices including Android, iPad and Windows tablets.

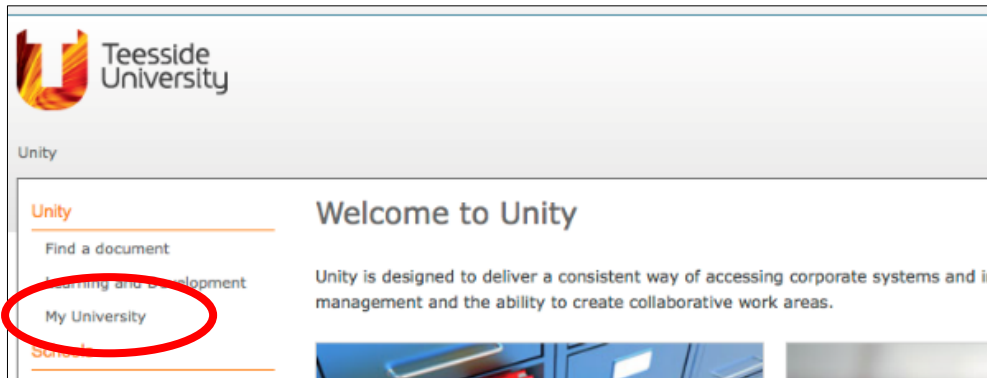
Office 365 will update automatically, meaning you'll always have the latest version with the new features. Some of the applications available to you are:



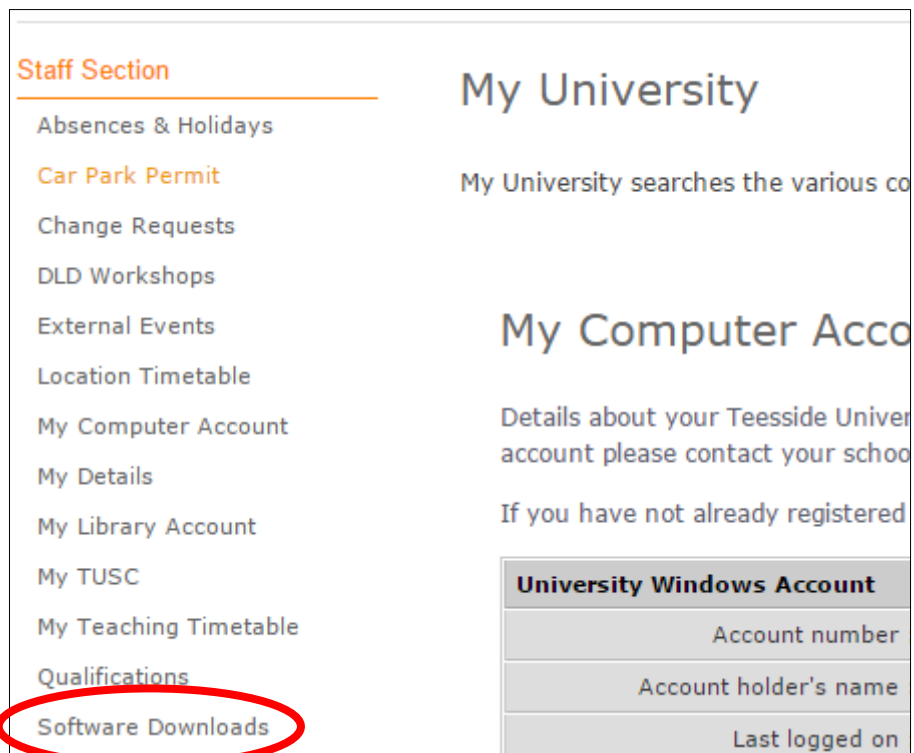
OFFICE 365 LICENCE

Before you can download and install Office 365, you will need login to Unity and apply for a licence; you will only need to do this once. Please note if you leave the University, your licence will terminate and your copy of Office 365 will become read only.

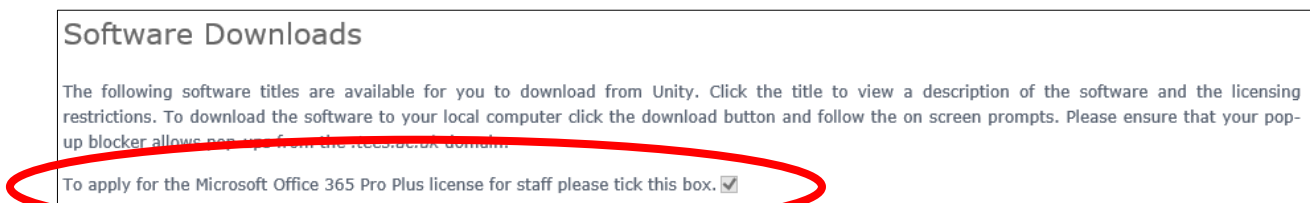
1. Using Safari type in the following: <https://unity.tees.ac.uk> This will take you to the Unity home page (if you are accessing this from home, you will be asked to enter your University username [U0123456] & password)
2. From the left pane, click the **My University** option; as shown below:



3. Again from the left pane, click the **Software Downloads** as shown below:



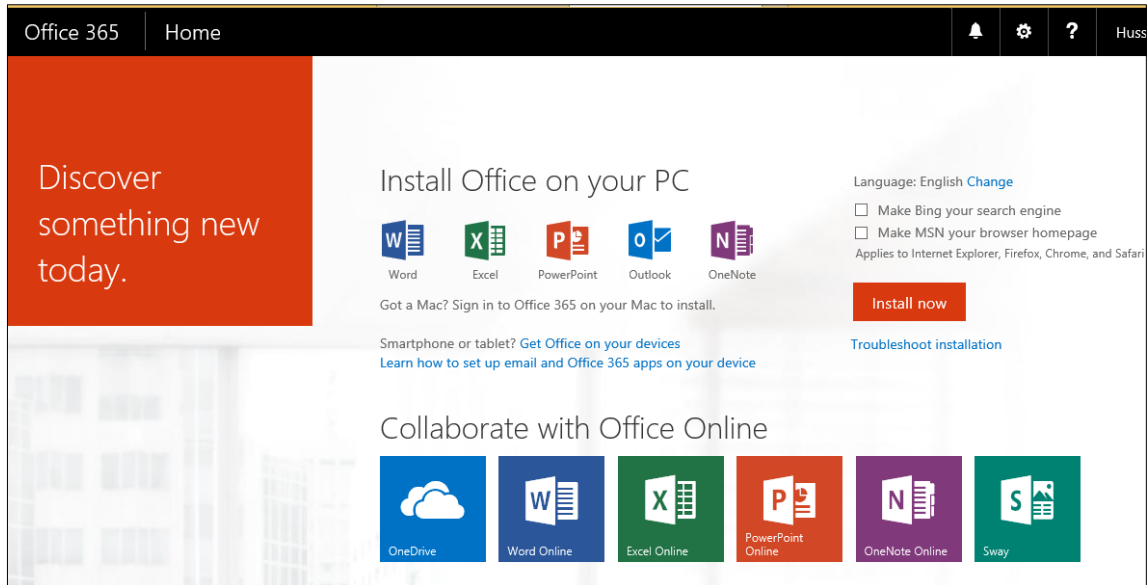
4. Under 'Software Downloads' you'll find a checkbox that you need to select to apply for the Office 365 licence.



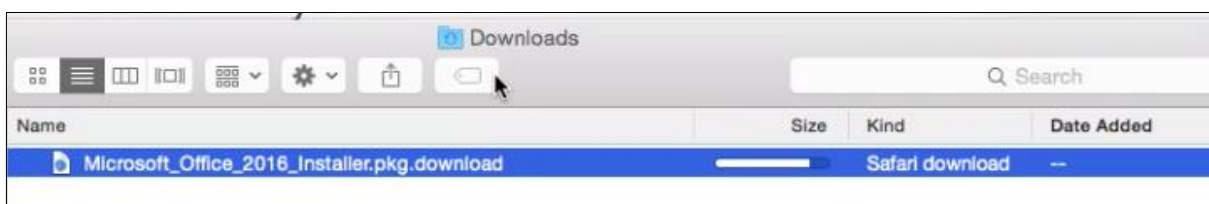
5. You must wait 24 hours for the licence to be applied to your account; the software will be ready for you to download and install after this period.

OFFICE 365 INSTALLATION

- 1) Uninstall all previous versions of Microsoft Office
- 2) Using Safari type in the following: <https://login.microsoftonline.com>
- 3) Type in your University email address and you'll be directed to the screen below. Please note if you are accessing this from home, you will be asked to enter your University password.



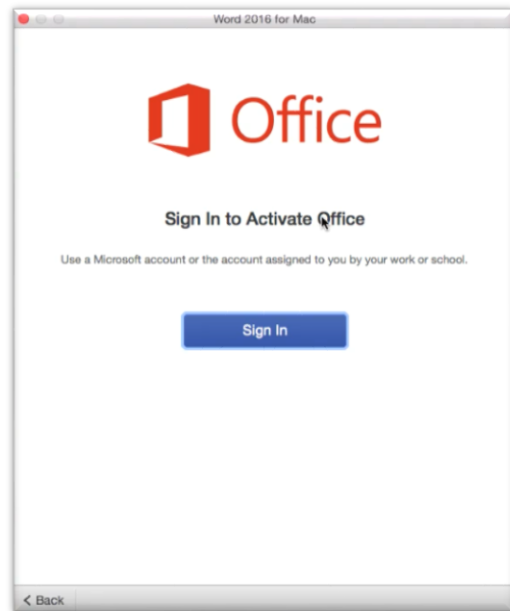
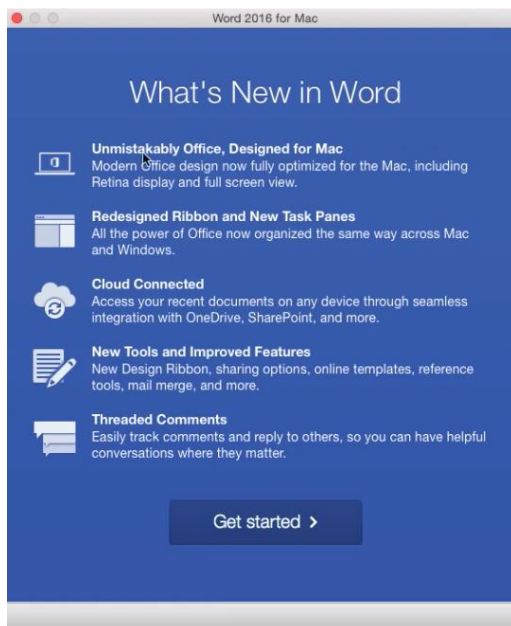
- 4) Click the **Install now** button and the installation file will start to download in the Downloads folder, as seen below:



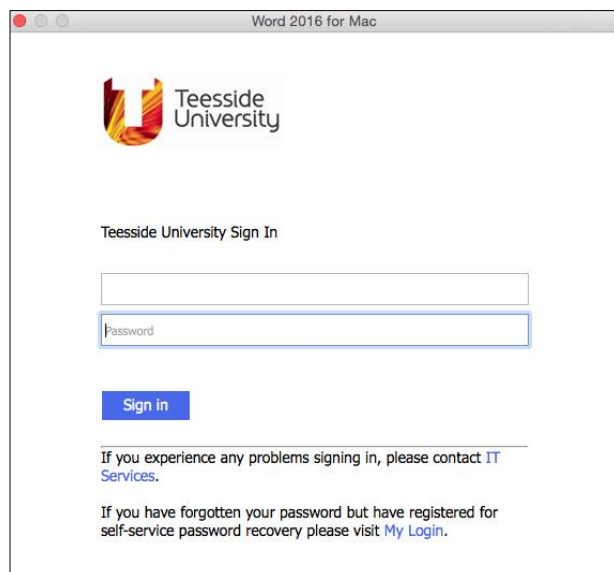
- 5) Once the download has been completed, **double-click** Microsoft Office 2016 Installer.pkg and follow the onscreen instructions.

ACTIVATING OFFICE 365

- 1) After the installation has been completed, Microsoft Word opens so you can register and activate Office. You will only need to enter this once.
- 2) When you see the screen below, click **Get Started** followed by the **Sign In** button.



3) Enter your University email address and click the **Next** button; you will be redirected to the Teesside University site as seen below:



4) Enter your University email address followed by your password and click the **Sign In** button. Your copy of Office 365 will be activated and ready for use.