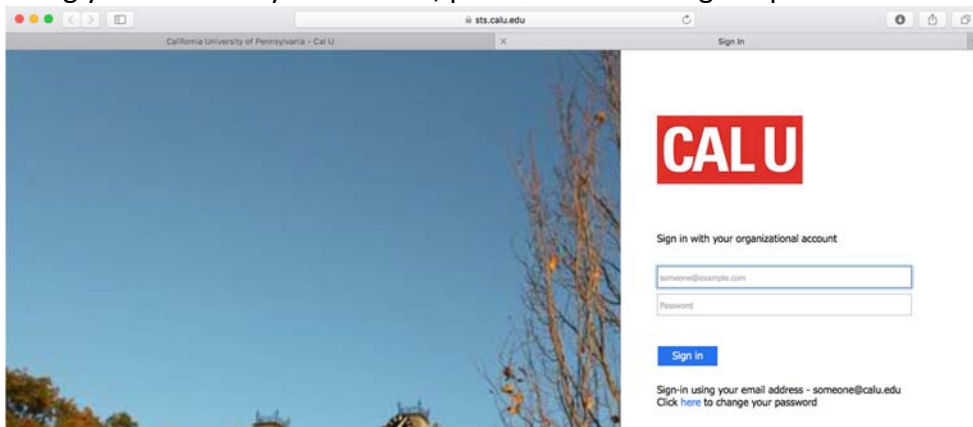


# Downloading/Installing Microsoft Office for MAC using the University's Office 365 Licensing

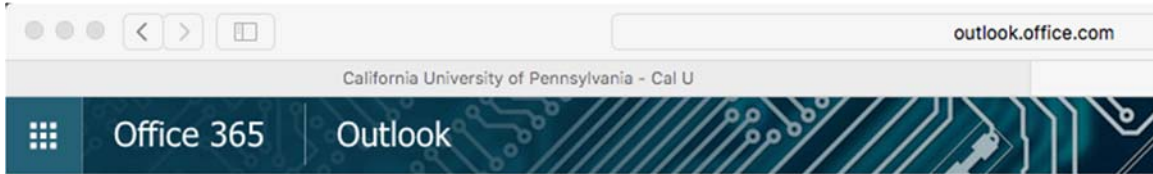
**Step 1:** Navigate to CalU's home page and select the "Check Email" option from the "QUICK LINKS" dropdown menu.



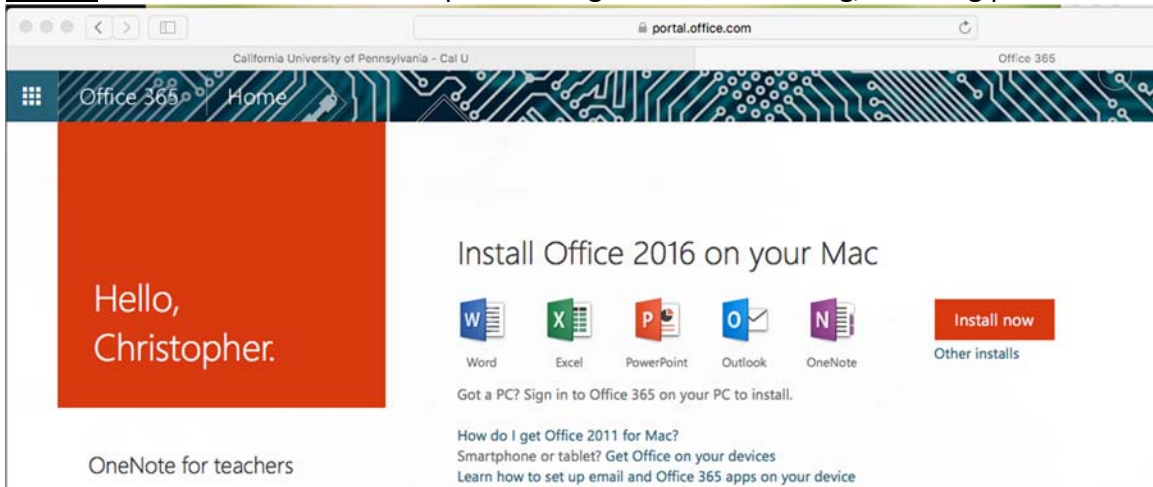
**Step 2:** You will now be redirected to the University's Microsoft Office 365 sign in page. Using your University credentials, proceed with the sign in process.



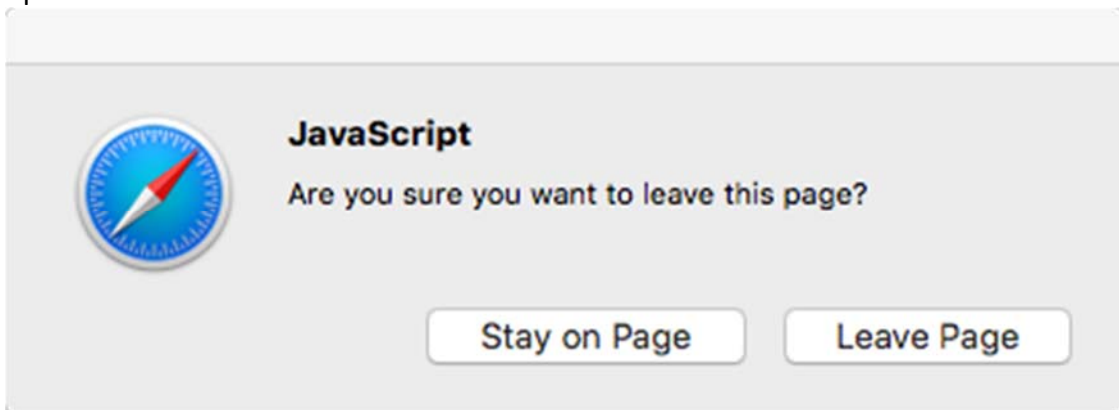
**Step 3:** Select the “Office 365” at the top of the page. This will redirect you to the main “Home” page for Office 365 in order to access the installer for Microsoft Office.



**Step 4:** Select the “Install Now” option to begin the downloading/installing process.




**Step 5:** If prompted with the following “JavaScript” message, select the “Leave Page” option.



**Step 6:** Using the information below, complete all 3 required steps in order to install and activate Microsoft Office.

Just a few more steps...



- 1 Download**  
Office 2016 will now start downloading.
- 2 Install**  
Open the Office .pkg file in your Downloads folder and follow the steps to install Office.
- 3 Sign in**  
To activate Office, sign in with the account you use for Office 365: [dejuliis\\_cj@calu.edu](mailto:dejuliis_cj@calu.edu).

[Need help installing?](#)

**Note:** All active employees (faculty/staff) along with currently enrolled students have access to download and install Microsoft Office on up to 5 personal devices as part of the University's current Microsoft Office 365 license.