



HOW-TO

# DOWNLOAD OFFICE 365 APPS

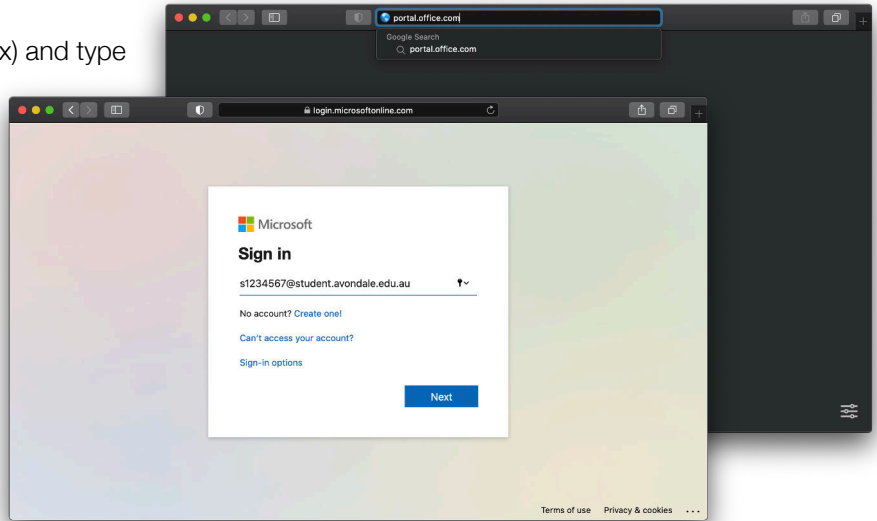


FOR macOS



**STEP 1**

Open a browser (eg. Safari, Chrome, Firefox) and type '[portal.office.com](https://portal.office.com)'



**STEP 2**

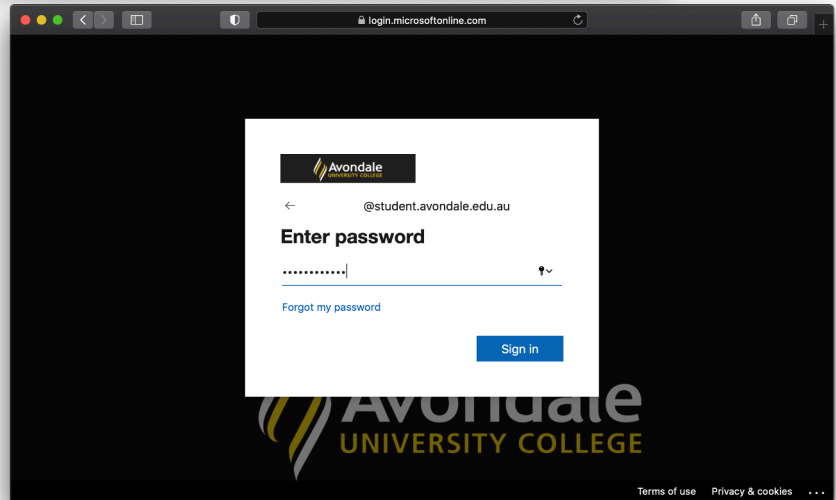
This will redirect you to a Microsoft Sign In page.

Now enter your Avondale email address, then select 'Next'

**STEP 3**

Now you should see a page with an Avondale banner.

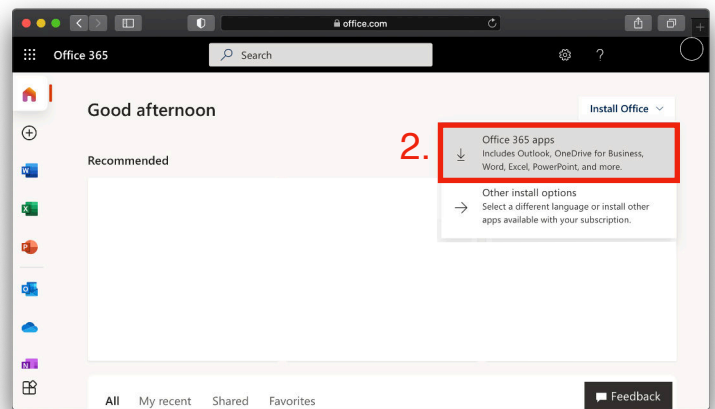
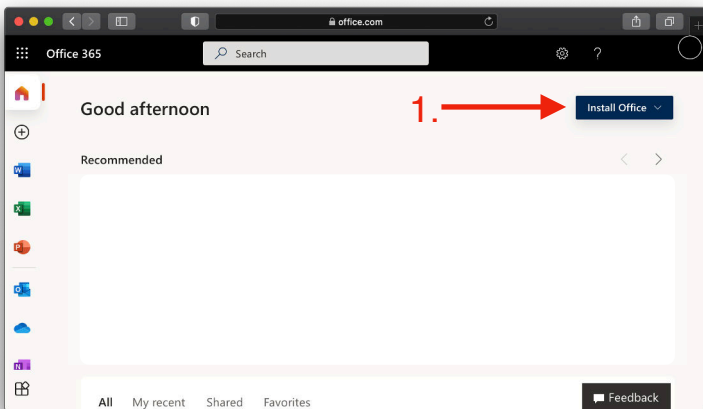
Please enter your Avondale password, then select 'Sign In'



**STEP 4**

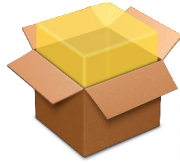
Once successfully signed into Office 365: First, click the 'Install Office' dropdown Secondly, select 'Office 365 apps'

*This will now download an Office Installer Package*



**STEP 5** Once downloaded, open the package file and follow the appropriate steps for your machine.

Firstly, open the downloaded package



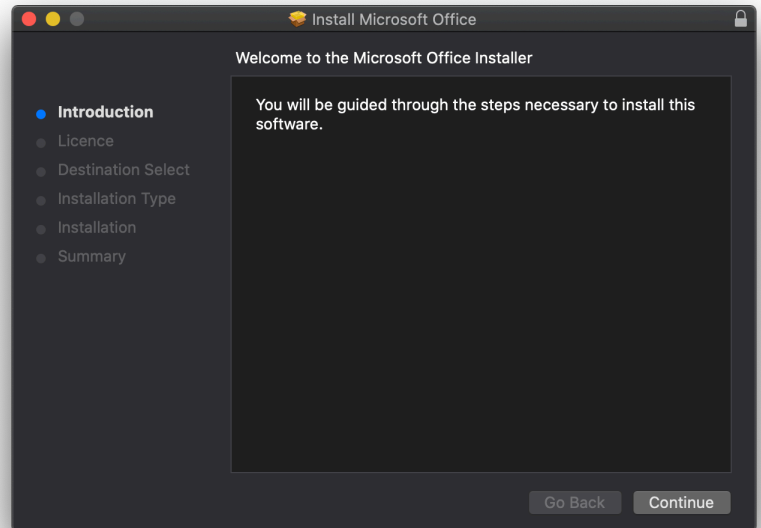
Continue with the next steps required by the installer;

- Licence (You must agree to continue)
- Destination (Recommended: Install for All)
- Installation Type (Select 'Install')

The following packages will be installed:

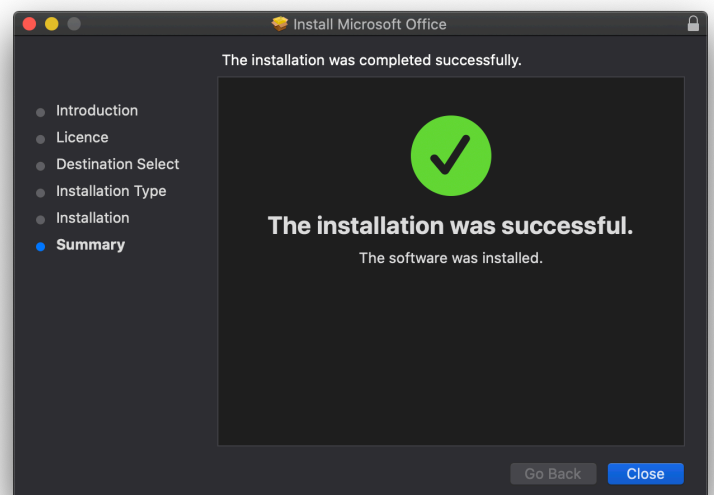
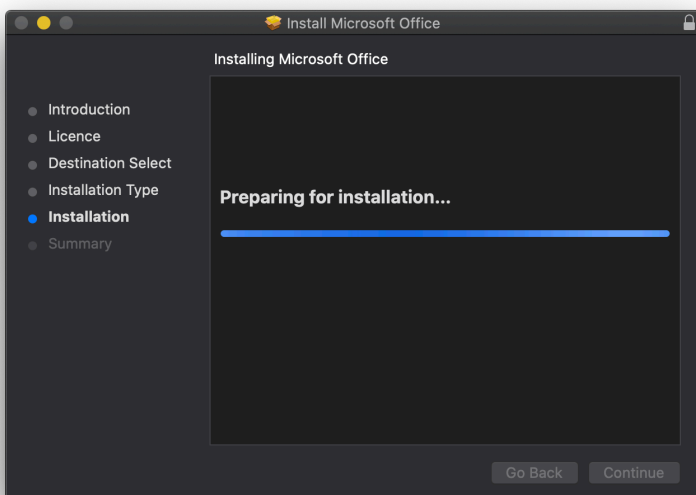
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft OneNote
- Microsoft Outlook
- Microsoft OneDrive
- Microsoft Auto Update

Note: This install requires admin rights



Wait for the installation to complete  
(The installation may take several minutes)

Once the installation is complete, a successful completion window will be displayed.



You have now successfully downloaded Office 365 apps for your Mac!