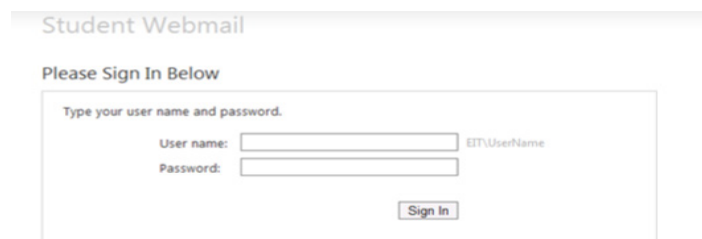


# Download Microsoft Office 2016 to your personal Mac computer or device

Microsoft Office 2016 is compatible with Mac OS X 10.10 (Yosemite) or later.

1. Go to the Download Office page: <http://myeit.eit.ac.nz/office365.html> and click on the **"Click Here"** button.
2. Enter your EIT username and password to start your software download to your computer or device. Click **Sign In**.



Student Webmail

Please Sign In Below

Type your user name and password.

User name:

Password:

3. To install Office 2016 to your Mac, click **Install**. You will see that it will be downloading to your **Downloads** folder.

## Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account > Install status](#).

Install Office 2016 for Mac (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook and OneNote.



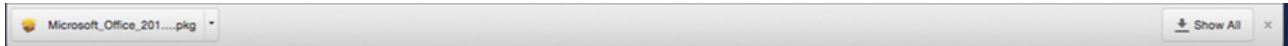
[Review system requirements](#)

▼ Install Office for Mac 2011

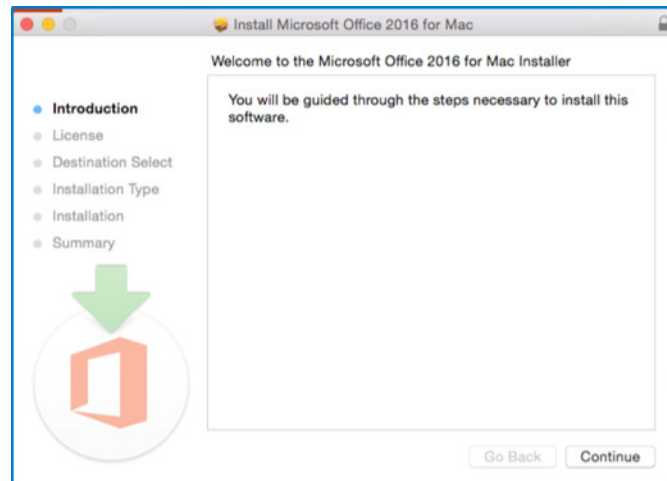


Want more information?  
**974 8000 ext 6045**  
[twist@eit.ac.nz](mailto:twist@eit.ac.nz)

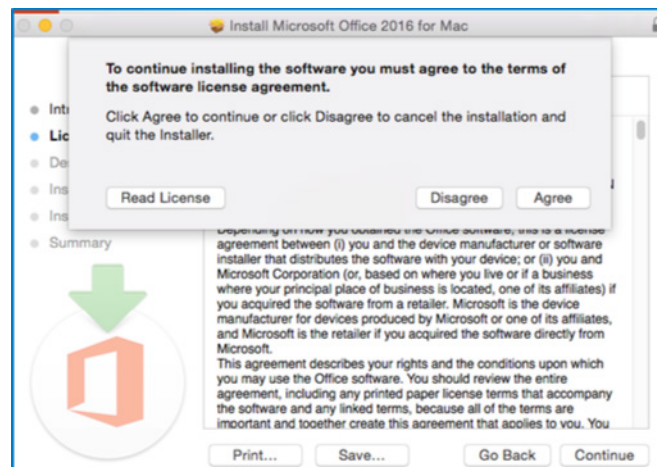
4. Depending on the web browser you are using you may be asked to either run or save the installation file, once it has finished downloading. If you are using other web browsers such as Google Chrome or Firefox double left click the installation file.



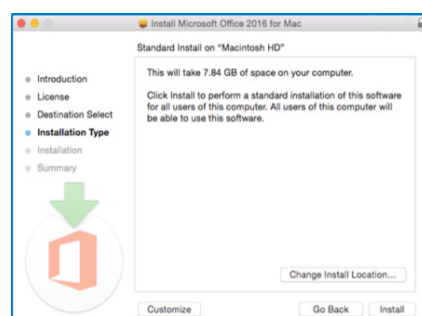
5. A Welcome to the Office Installer will appear. Click **Continue**.



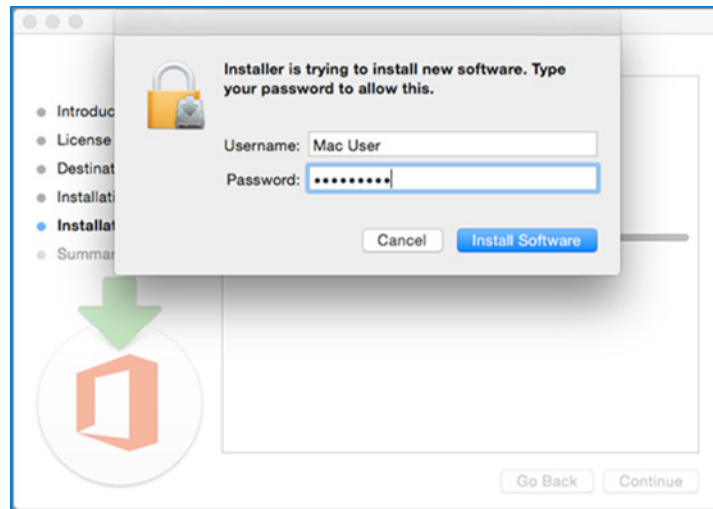
6. A license agreement will appear. If you agree, click **Continue** and then select **Agree**.



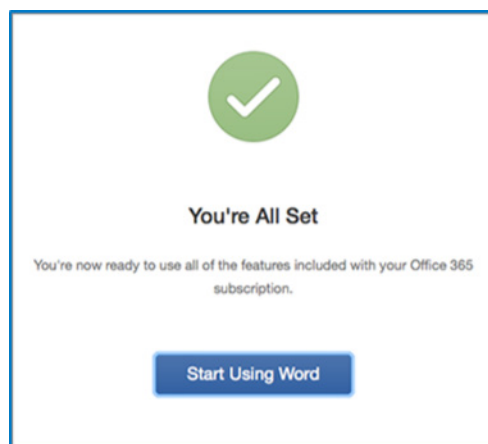
7. You may then choose the location of where the software will save to. By default, it will save to your Macintosh Hard Drive. Click **Install**.



8. You may be prompted to login with your Mac login. Enter the username and password.  
**Note:** This is your Mac username and password.



9. Once the installation process has been completed, you will need to **Activate your Office**. Open one of the Office applications, i.e. Word 2016. Click Activate your Office 365 account and log in again using your EIT student email e.g. **smithj1@student.eit.ac.nz** and password. You should only need to do this once.



If you are having trouble, have a look at the link below:

<https://support.office.com/en-us/article/Download-and-install-Office-2016-for-Mac-299c3f95-3551-4e60-a9cf-7380457d8e37>

If you would like to know more about how to use your Office 365 account go to:

[http://www2.eit.ac.nz/library/ls\\_computer\\_office365.html](http://www2.eit.ac.nz/library/ls_computer_office365.html) for more information.



Want more information?  
**974 8000 ext 6045**  
[twist@eit.ac.nz](mailto:twist@eit.ac.nz)