


Office 365: Download & Installation for Mac (Students)

This article covers how CSUF students can download, install, and activate Office 365

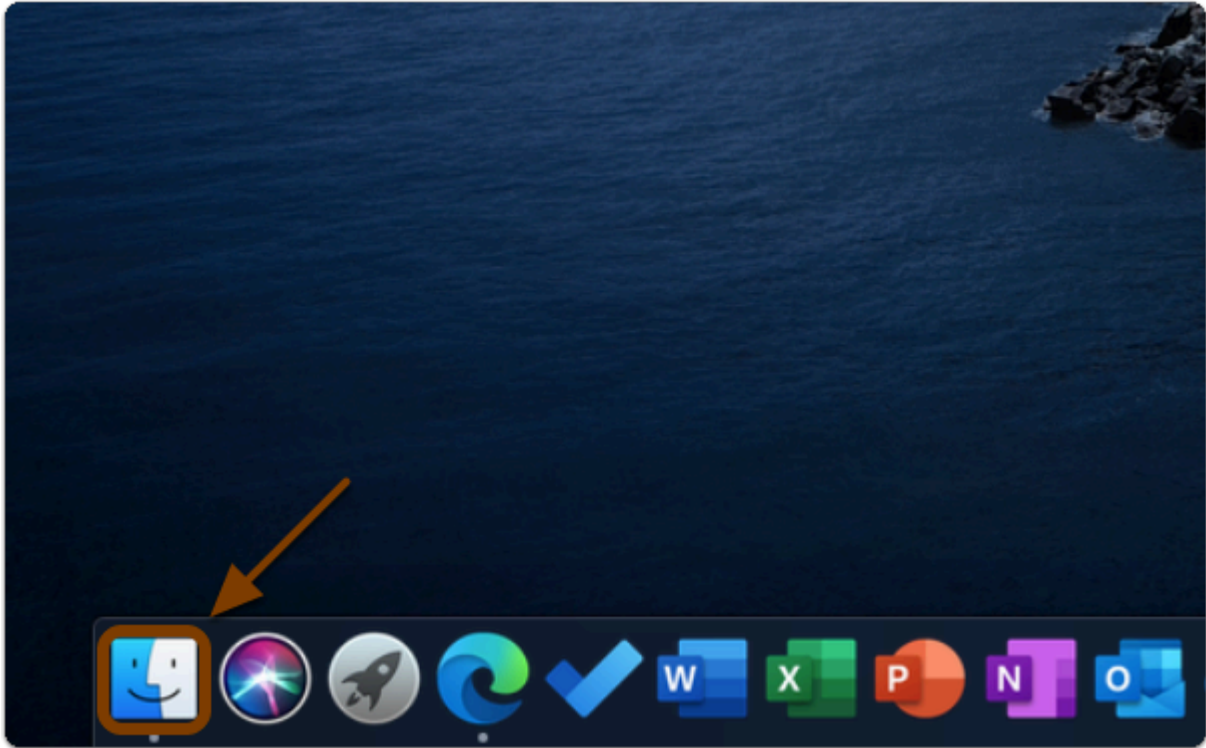
Step 1: Remove previous versions of Office from your computer.

 If you do not have a previous version of Office installed, proceed to [Download Office 365](#).

If you have an older version of SPSS Statistics on your device you need to remove it before installing the newer version.

This will prevent potential compatibility issues among multiple versions.

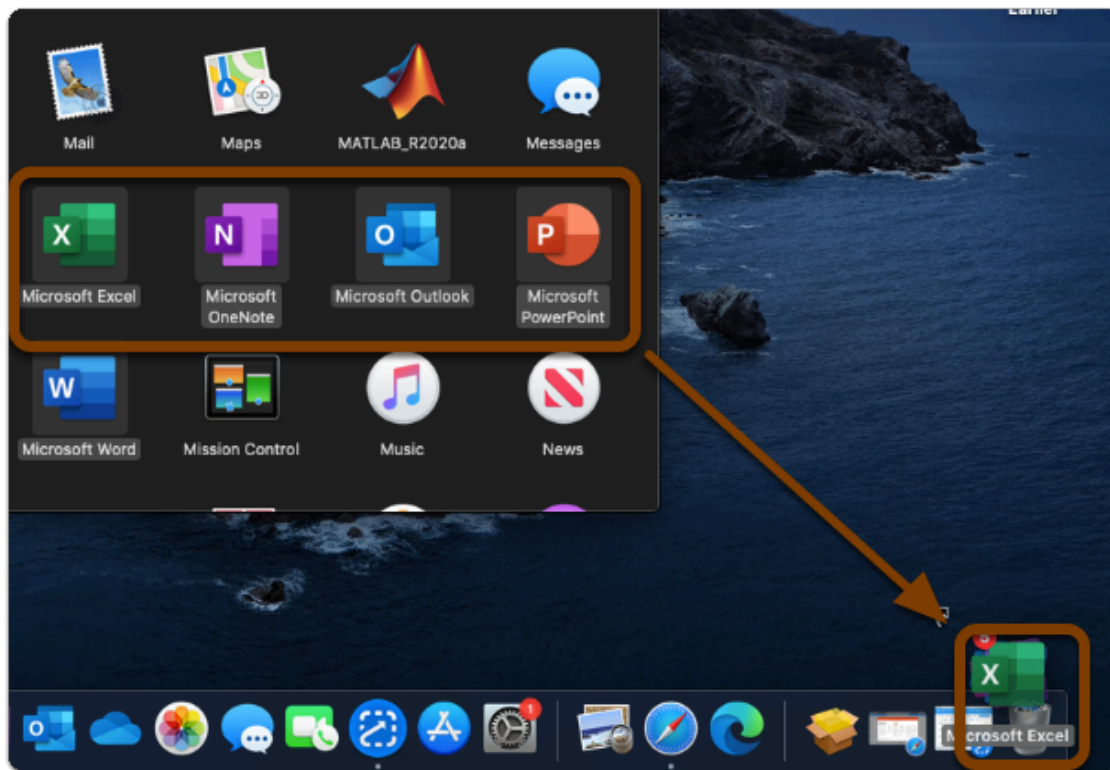
1. Open up Finder



2. Click on Applications

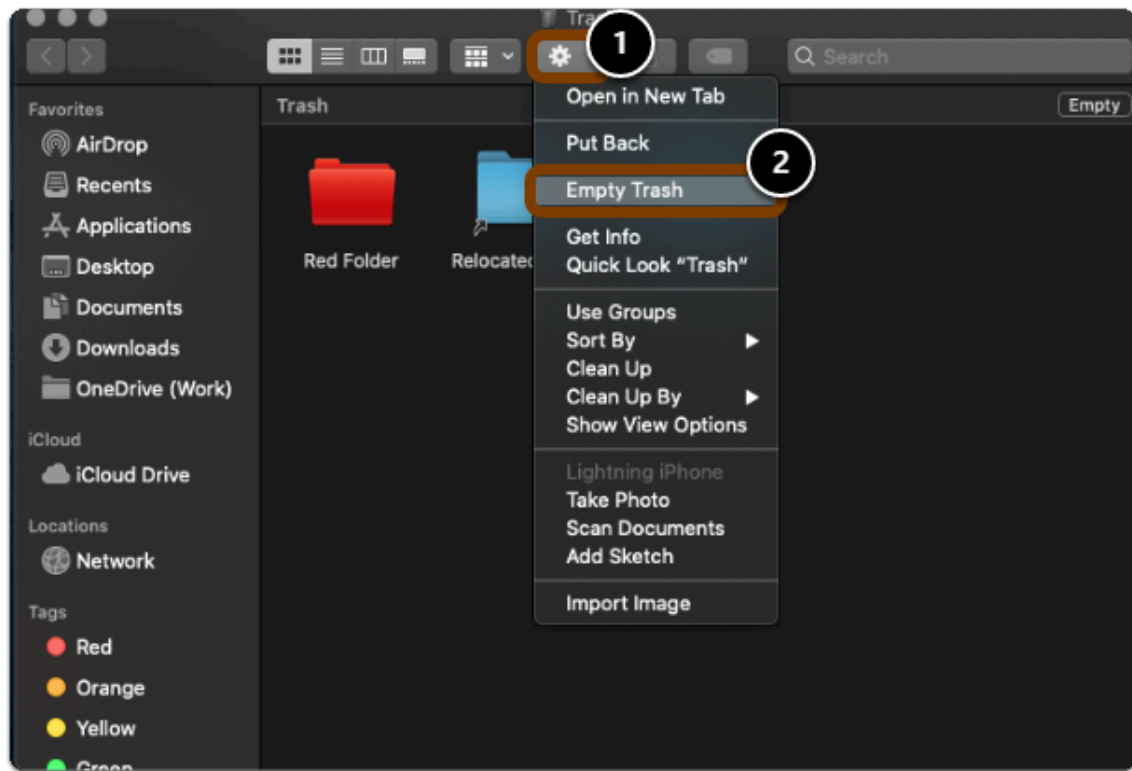


3. Select all the Microsoft Office apps from the list and put them in your Trash



4. Empty your Trash to finish uninstalling

- i** Note: Open your Trash
1. Click on the gear icon
 2. Then click "Empty Trash"

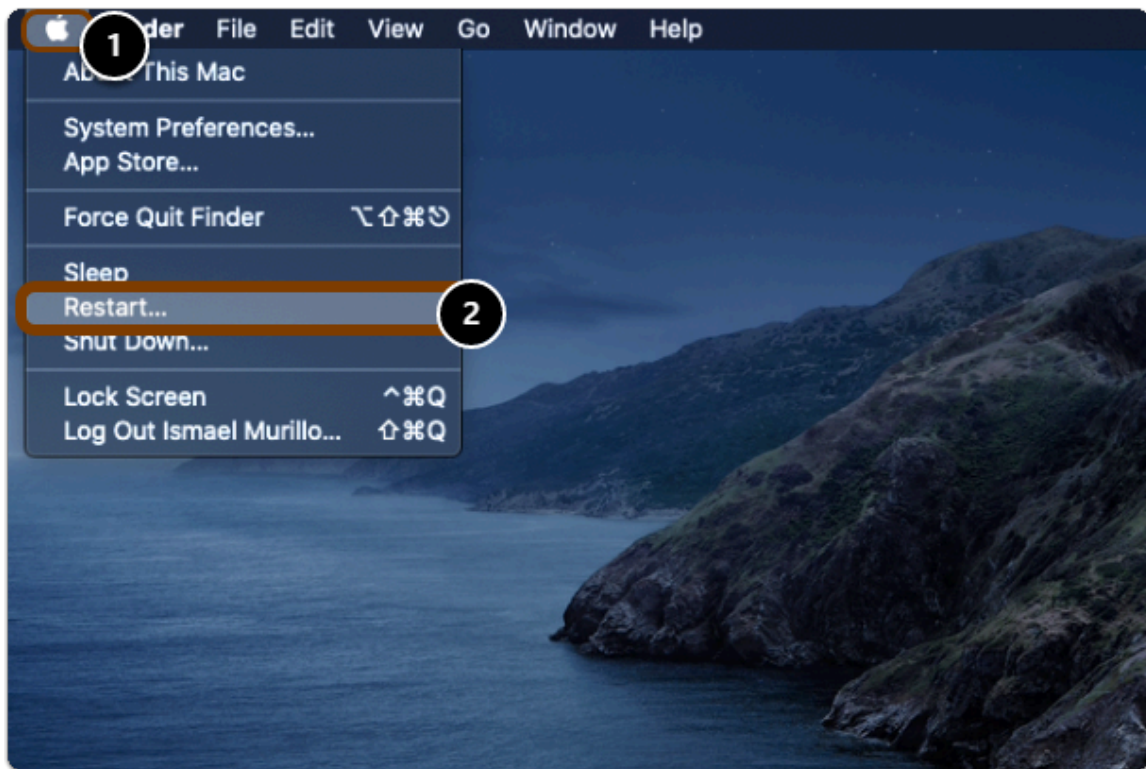


💡 Tip: You can also right-click/double-click/control-click on your Trash, then select "Empty Trash"

5. Restart you computer

i Note:

1. Click on the apple icon
2. Then select "Restart..."



Warning: You will need to restart your computer to complete the uninstall process.

Step 2: Download Office 365

1. Go to the Office 365 Software Page and click "Install Office 365"

- a. Go to the [Office 365 Software Page](#)
- b. Click on "Install Office 365"

Installing Office 365

Your computer's internet speed will determine how long the Office 365 installation will take.

1. First, uninstall any previous version of Office on your device. New versions will be installed when you click the "install" button. The Office 365 provided by Campus may have different options than a standard installation.
2. Log in to your account through the "Install Office 365" link provided on this page.
3. On the Microsoft page you need to click on the section labeled PC & Mac.
4. Office 365 downloads as a complete package, so there is no ability to choose which applications to install. Click the "install" button on the page and begin the download process.
5. After the download the installation process will start automatically. Office 365 will install new content on your computer.
6. Setup your **OneDrive @ Cal State Fullerton** account to ensure that you have access to your cloud storage. The link is located in the upper right side of the screen as 'OneDrive' and must be clicked at least once to proceed.

INSTALL OFFICE 365

2. Enter your campus password. Then click Sign in.

- i** NOTE: You must be a currently enrolled student actively taking classes at CSUF this semester.

CSUF Student Authentication

Sign in with your username and password

tuffytitan@csu.fullerton.edu

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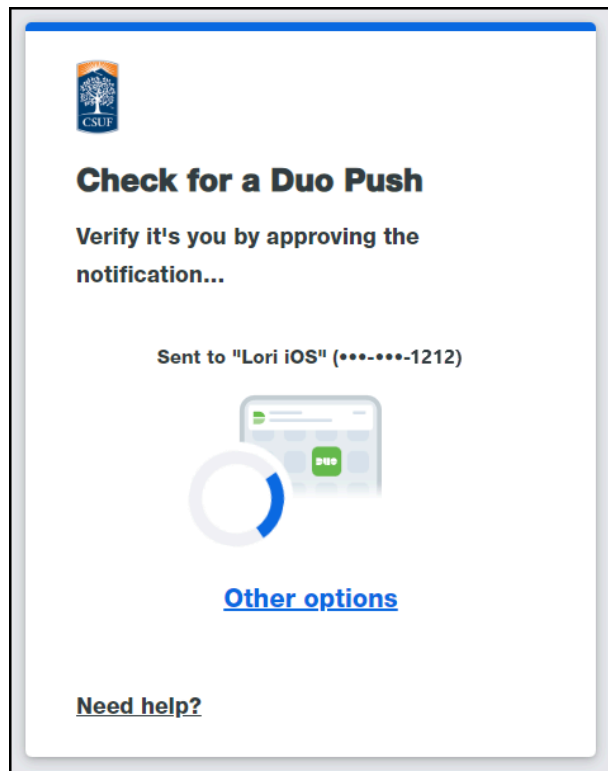
Sign in

- A. Enter your campus password. This is the same password that you use to log on to the campus portal.
- B. Then click **Sign In**.

3. You'll be prompted to authenticate with Duo.

💡 New to Duo?

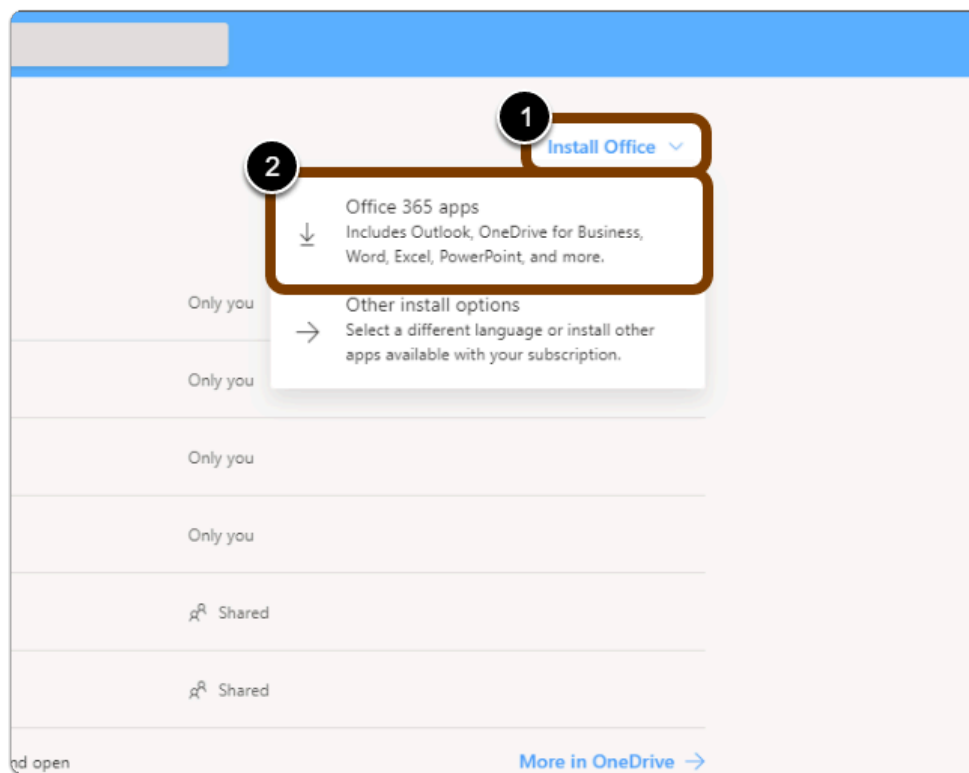
[View Duo guides for Students](#)



i Remember you can use **Other options** to choose another way to authenticate with Duo.

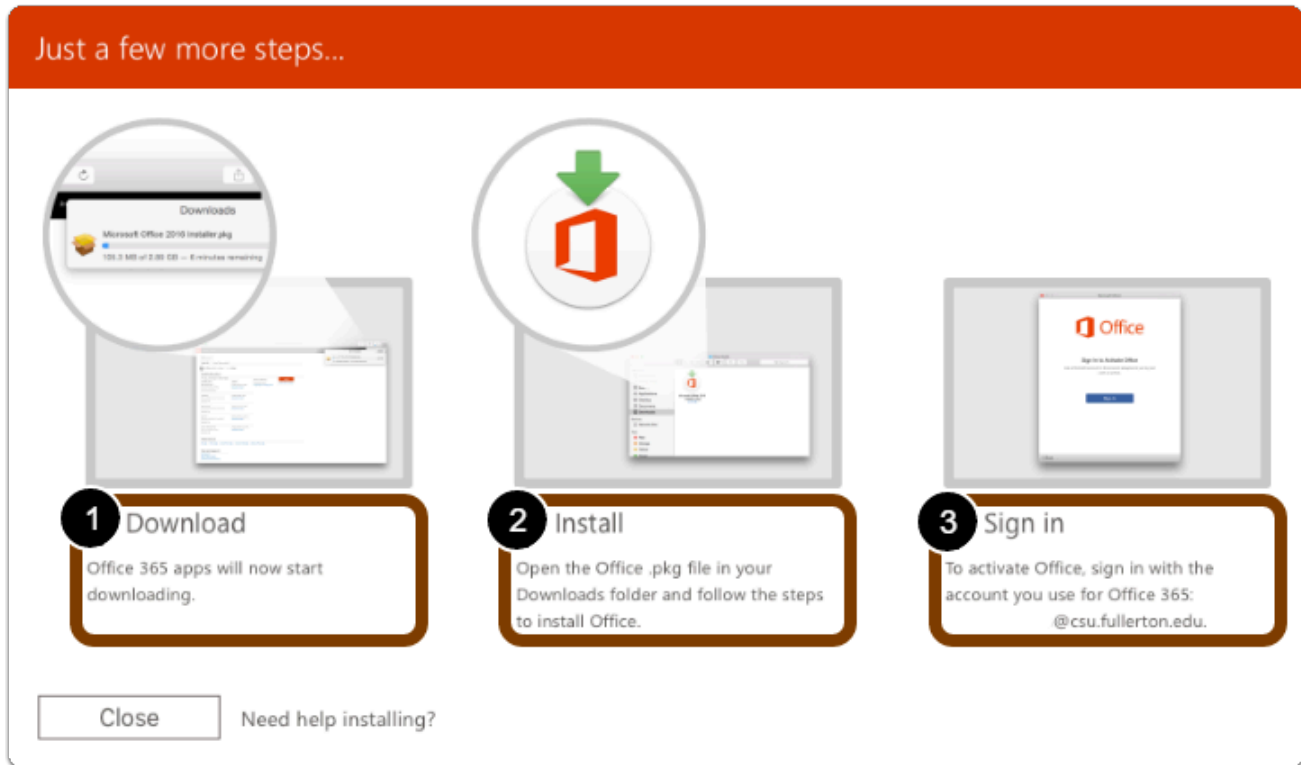
4. In your Office 365 Dashboard, click "Install Office" then "Office 365 apps"

1. Enter your CSUF email and password
2. Click "Sign in"




i NOTE: You must be a currently enrolled student actively taking classes at CSUF this semester.

5. Follow the steps to install Office



Installation Steps:

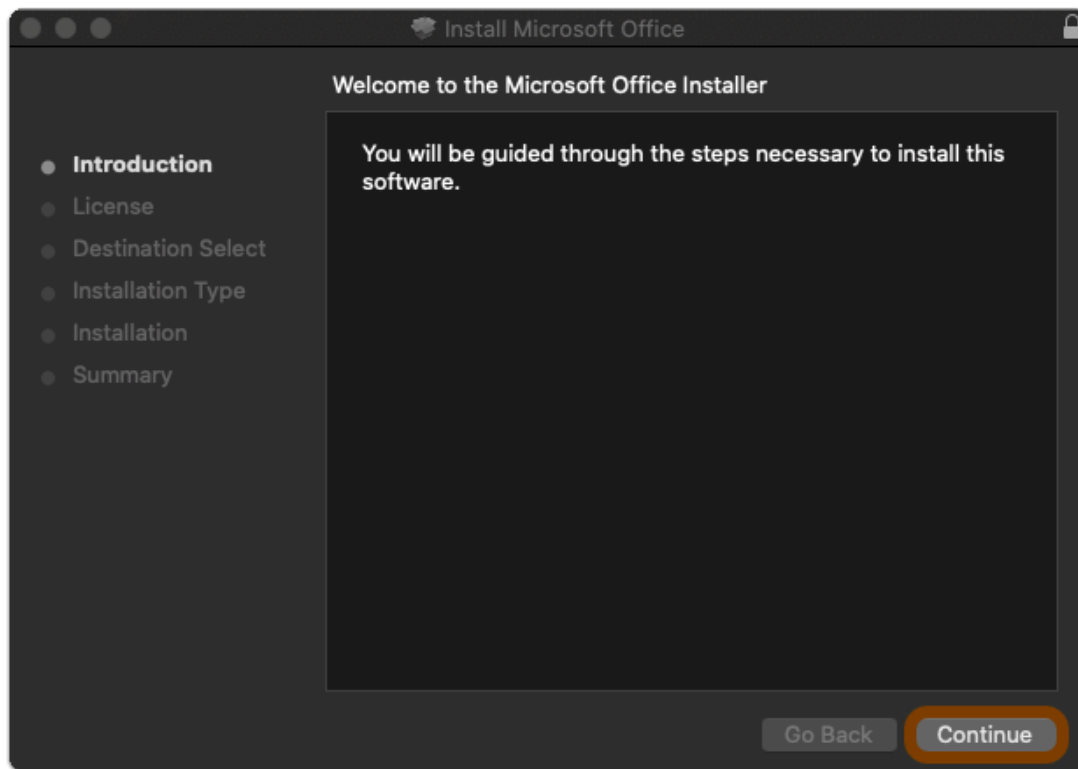
1. Download the installer.
2. **Open** to installer.
3. After installation, start any Office app and **sign in** with your CSUF email account.
4. Click **Close** after reviewing steps.

 Tip: Depending on your browser, your pop-up will be a little different...

Step 3: Install Office 365

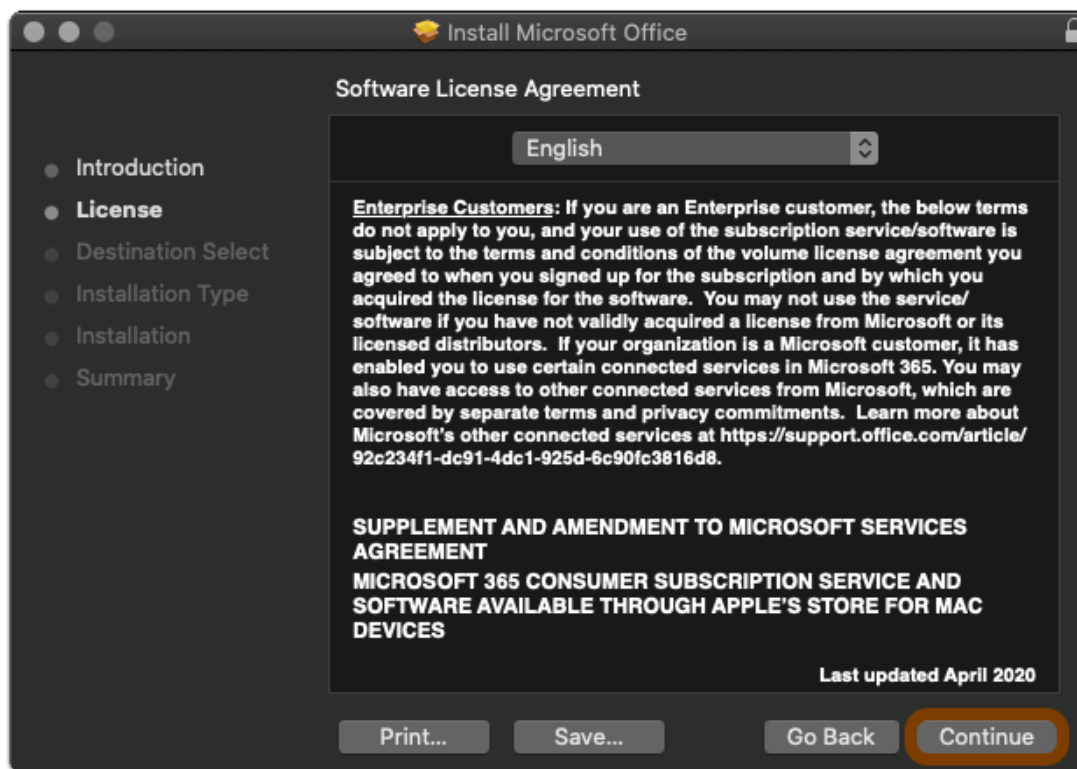
1. Open the Office 365 Installer

Click **Continue**



2. Read the Software License Agreement

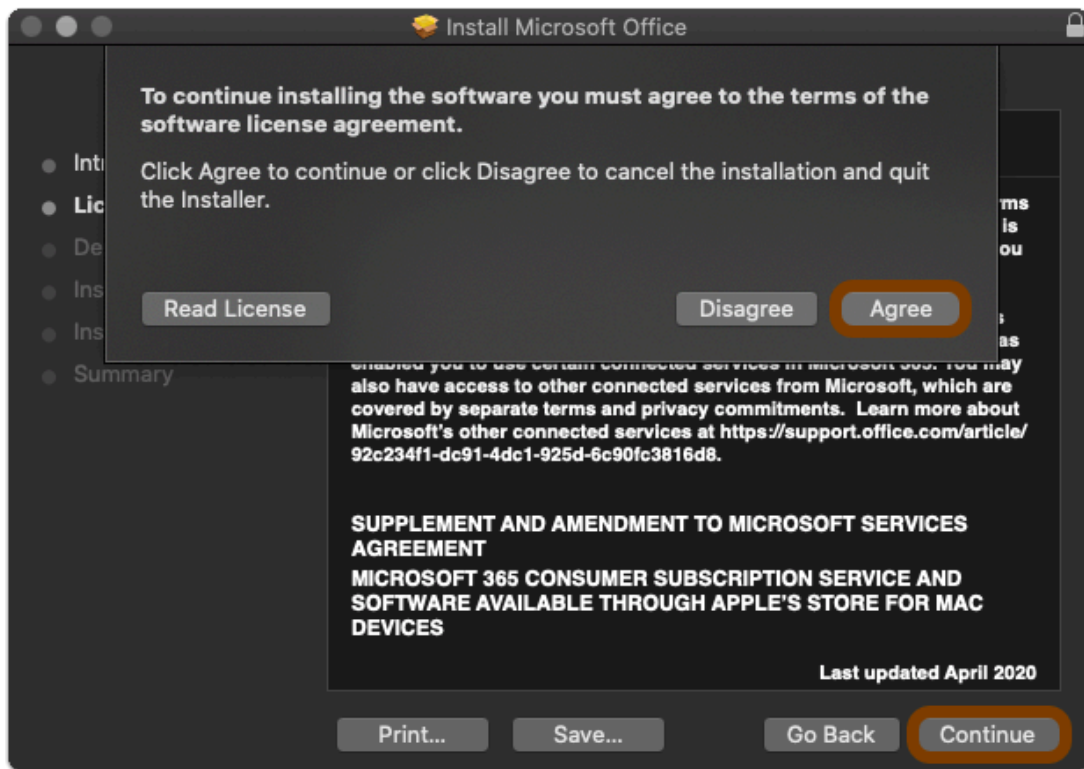
Click **Continue**



3. Accept the Software License Agreement

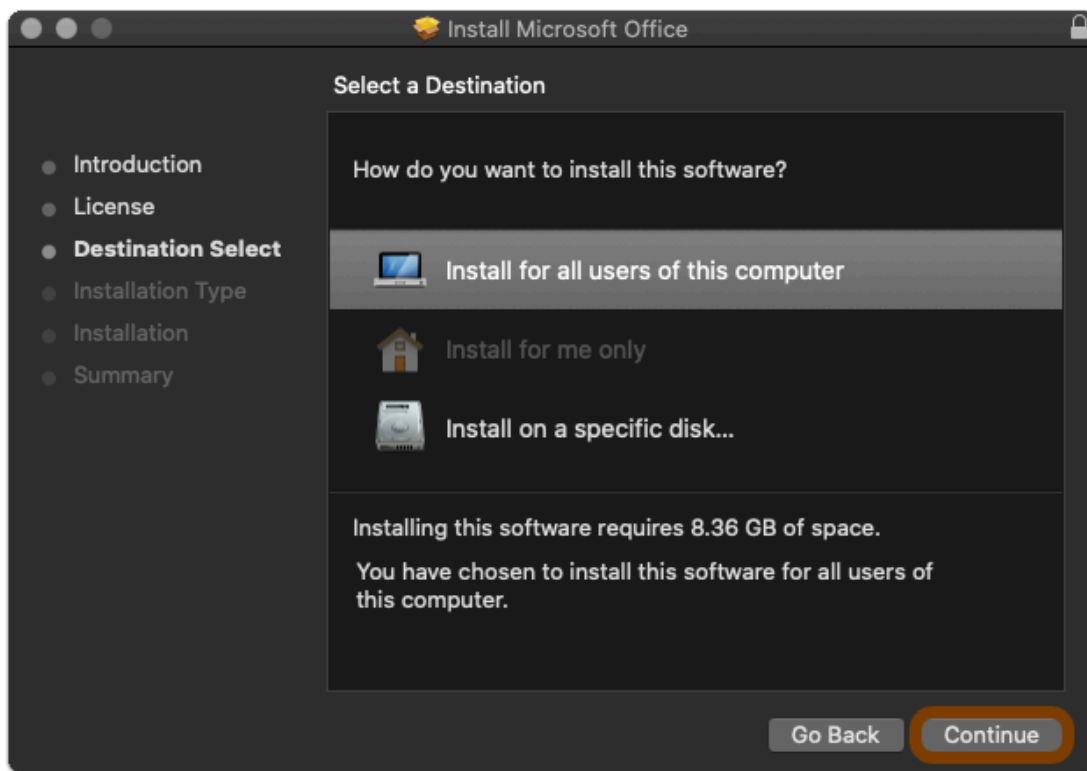
Click **Agree**

Click **Continue**



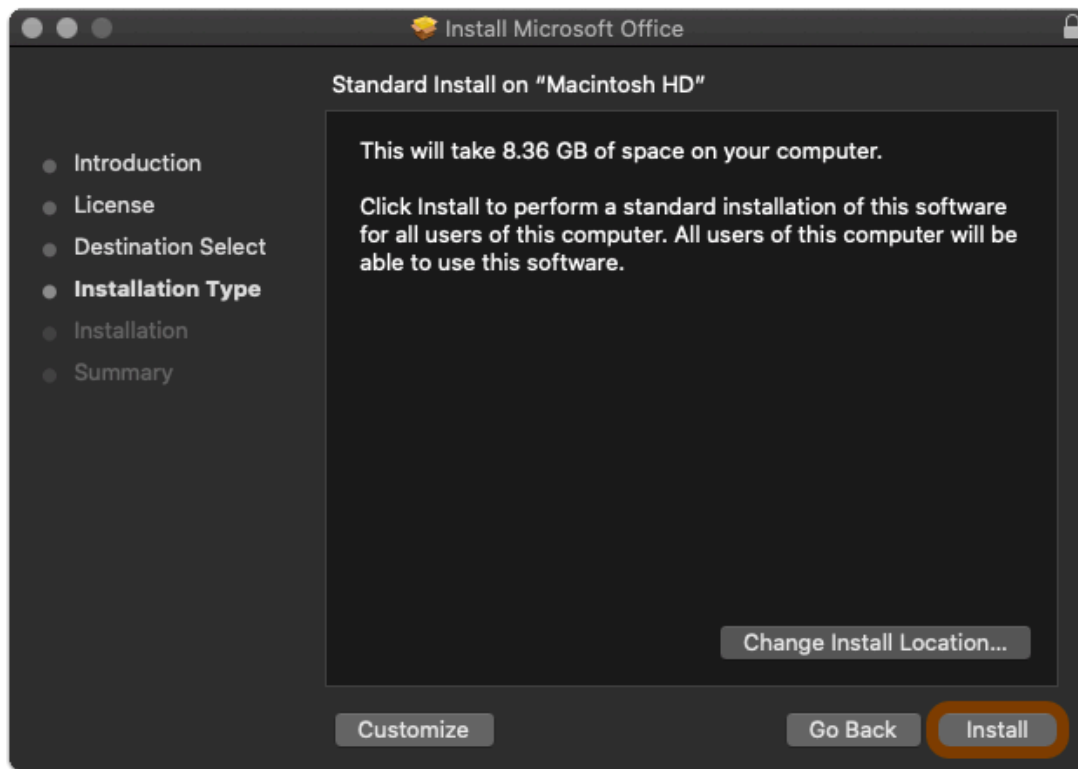
4. Select where to Install Office

Click **Continue**

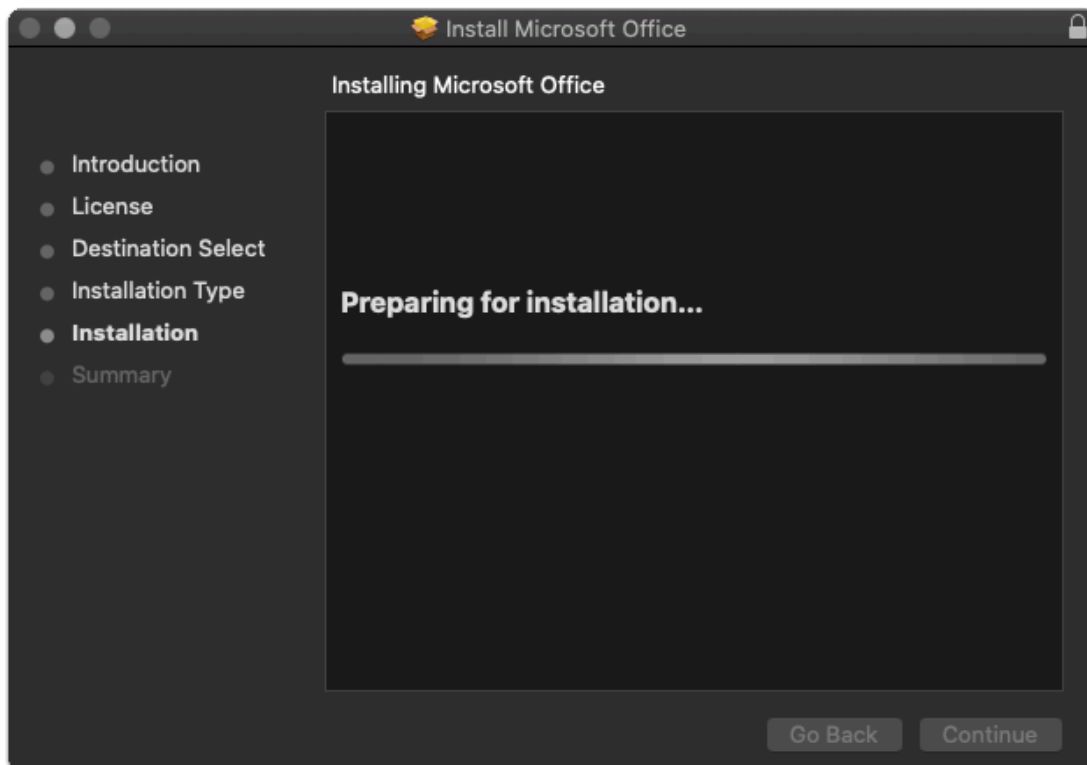


5. Note the space required

Click **Install**

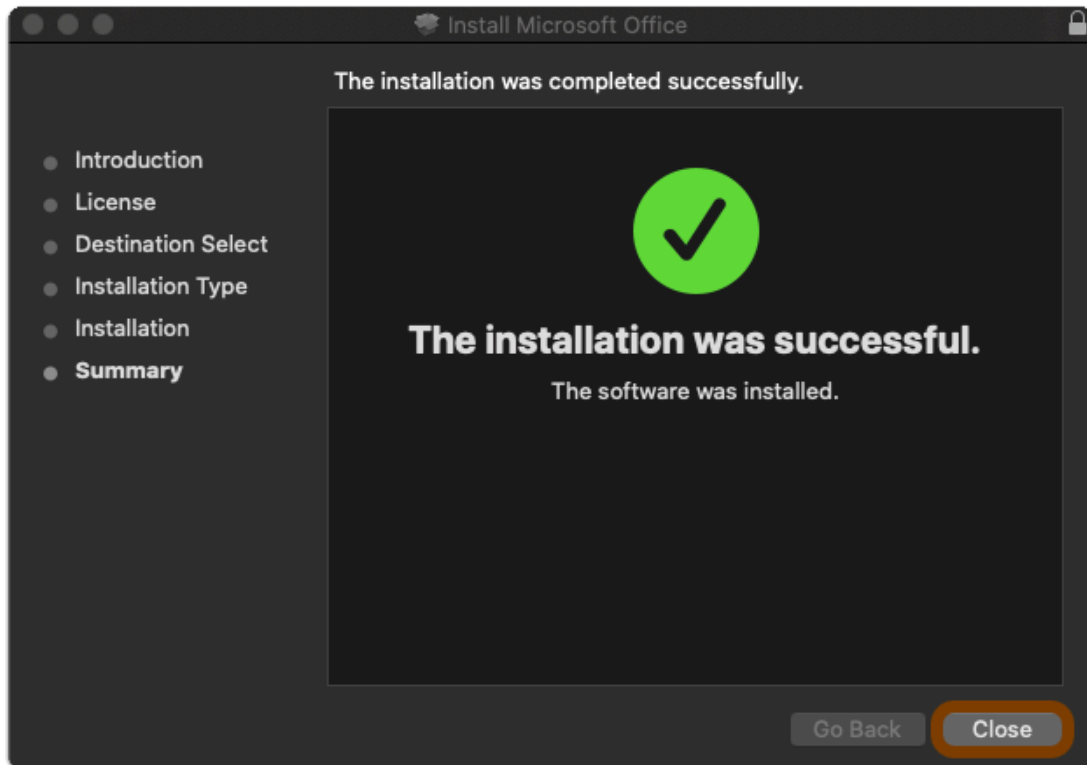


6. Allow Office to install



7. Office Installation is complete

Click **Close**



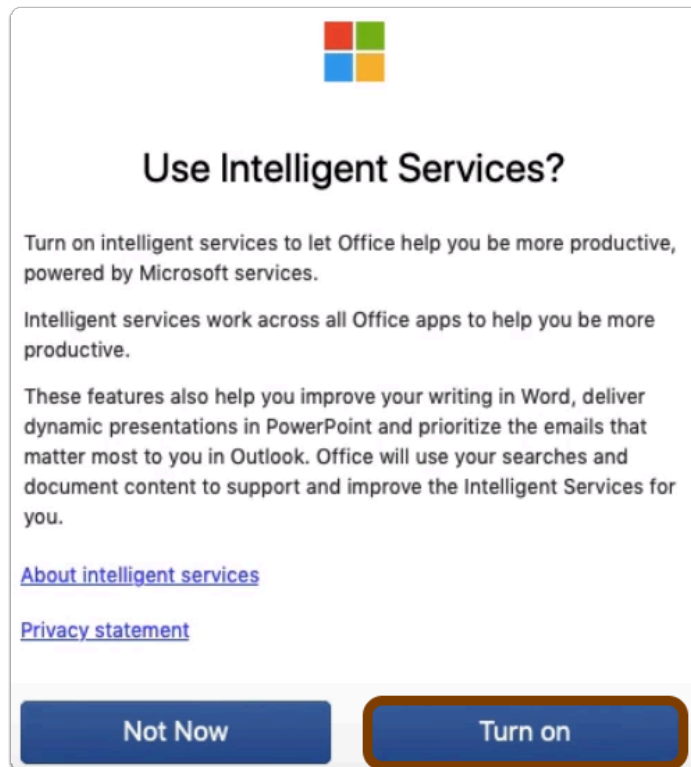
Step 4: Activate Office 365

1. Launch an Office 365 app

1. Open the **Launchpad** app (Looks like a rocket in a circle)
2. Find and open an Office app (ex: Word)



2. Choose whether to Turn on Intelligent Services



! Alert: If prompted to activate; sign in with your CSUF email to activate Office 365 apps

i Office 365 apps are now Installed & Activated

Where are the Office 365 apps Located?

1. Open the **Launchpad** app (Looks like a rocket in a circle)
2. Apps are located here (Might be on the second page)



Need help using Office 365 apps?

LinkedIn Learning is available to all currently enrolled CSUF Students

- Contains over 13,000 courses taught by real-world experts and a library that is constantly up-to-date
- **On the Student Portal, search for "Linkedin Learning" to get started**

Need technical assistance?

Contact the Student IT Help Desk at (657) 278-8888 or StudentITHelpDesk@fullerton.edu

Visit the Student Genius Center on the first floor of the Pollak Library North. Go to the SGC website for walk-in hours: <http://sts.fullerton.edu/sgc>.

The Student IT Help Desk and Student Genius Center can assist with:

- Issues with installing Office 365
- Issues with activating Office 365