



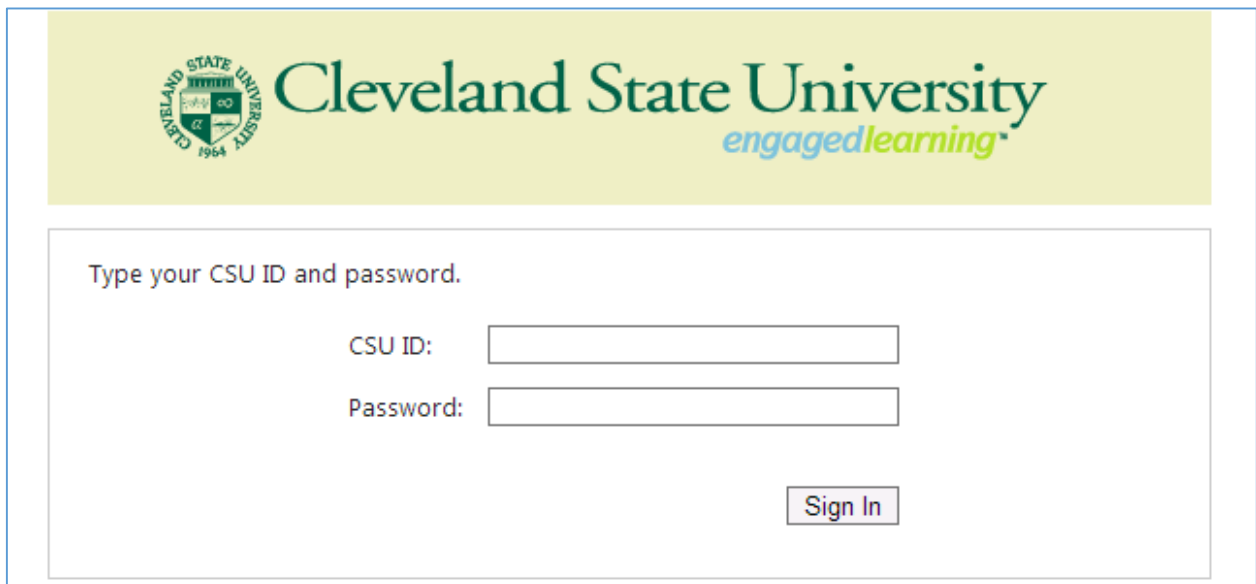
How to install Microsoft Office 2016 on a Mac through engage365

Cleveland State University students, faculty, and staff are licensed to install a free copy of Microsoft Office on up to 5 computers.

These instructions will help you install Microsoft Office on your Mac – not to be confused with Microsoft Office Online which does not get installed and is accessed only through a browser.

Note: MS Office is only available to active students, faculty, and staff. Software expires one year after your enrollment ends or you are no longer an employee or faculty member.

1. On the computer on which you want to install MS Office, using your browser, visit <http://engage365.csuohio.edu>:

A screenshot of the Cleveland State University login page. The header features the university's logo and the text "Cleveland State University engagedlearning". Below the header is a white box containing the text "Type your CSU ID and password." followed by two input fields: "CSU ID:" and "Password:". A "Sign In" button is located at the bottom right of the input area.

Type your CSU ID and password.

CSU ID:

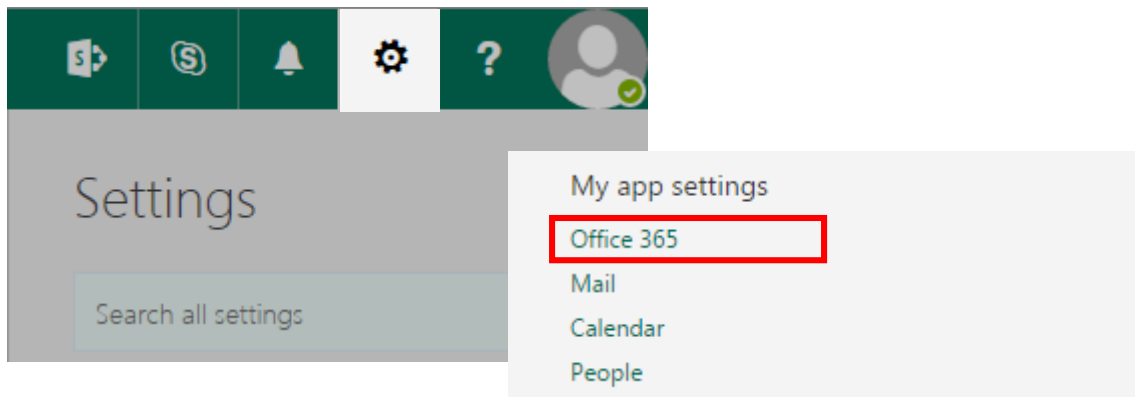
Password:

Sign In

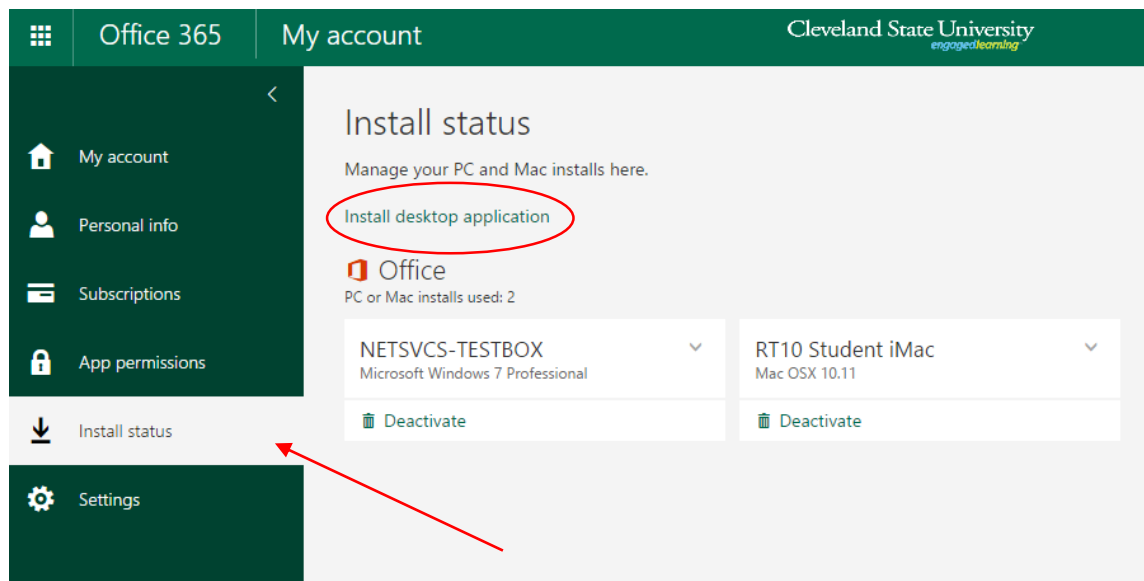
Input your CSU ID number along with your password in order to bring up your Outlook email page.



2. In the top right corner of Outlook you will see a settings column as shown below, click on the settings column and select **Office 365** under My app settings.



3. Within **Office 365 settings**, you will see an “Install status” option, select this option and then select “Install desktop application” to bring you to the next page.





4. On the **Software** page you will see a column on the left again, this time select **Office**, then select your language and click the **Install** button.

Software

Office

Skype for Business

OneDrive

Tools & add-ins

Desktop setup

Phone & tablet

Office

Install Office 2016 for Mac

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



Word



Excel



PowerPoint



Outlook

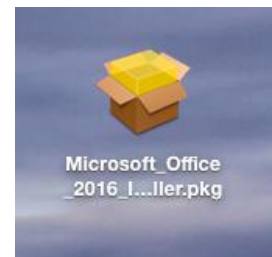


OneNote

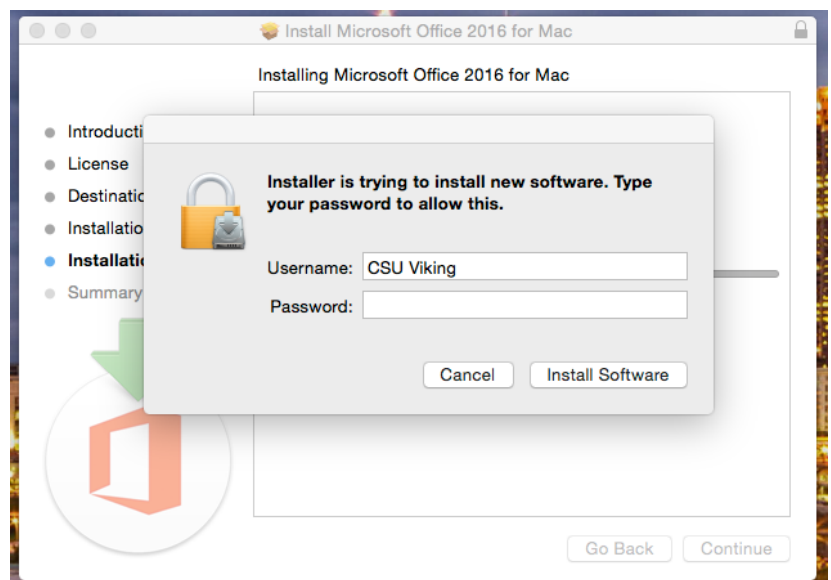
[Review system requirements](#)

Install

5. Select **Install** and allow the program to be downloaded, once downloaded, run the Office Installer.



6. Accept the User Agreement and then Click Install.
Note: You will be prompted to enter your computer password, which is **different** from your CampusNet password.





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7. Microsoft Office must be activated before you can use it. When prompted for your user information, you will have to enter your CSUID@vikes.csuohio.edu (for students) or CSUID@csuohio.edu (for faculty/staff) and your CampusNet password.

Note: You will be asked to enter this when it's asking for your email address.

Example:

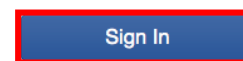
2345678@vikes.csuohio.edu – students

1234567@csuohio.edu – faculty/staff



Sign In to Activate Office

Use a Microsoft account or the account assigned to you by your work or school.



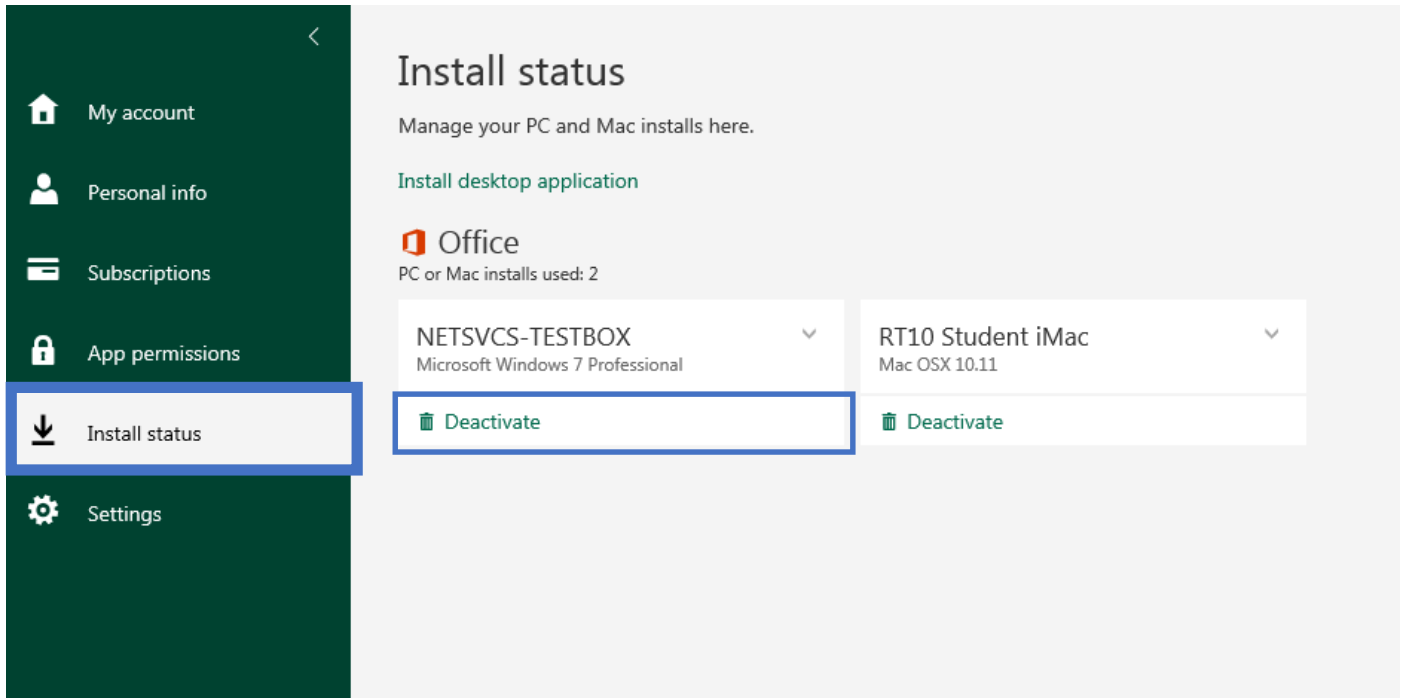
Sign in

What email address would you like to use to sign in to Office? (If you already have an account that you use with Office or other Microsoft services, enter it here).





Users may install Office on up to 5 computers. In order to deactivate a device to free up a license, you may find the machine's name under the Office 365 Settings page and the Install Status tab. Select the machine you wish to deactivate and click the deactivate button on the bottom.



For Information or help, please visit <http://bit.ly/office365help> or call our help desk at 216-687-5050.