

Installing Office 365 on a Mac

Students at La Salle University receive a free subscription to Office 365 University, which they can use to install Office (Word, Excel, Powerpoint, etc.) onto their Mac or PC (up to 5 devices). These instructions show students how they can download and install Office onto their PC using their free subscription.

1. Log in to <https://login.microsoftonline.com> with your La Salle University email account. Be sure to type out your entire email address (username@student.lasalle.edu). Enter your LUNA password (used to log in to the lab computers on campus) and click Sign In.



Sign in with your organizational account

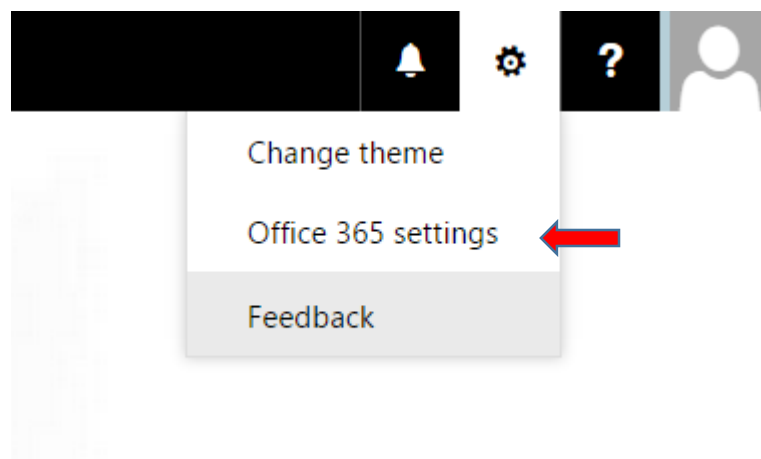
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Keep me signed in

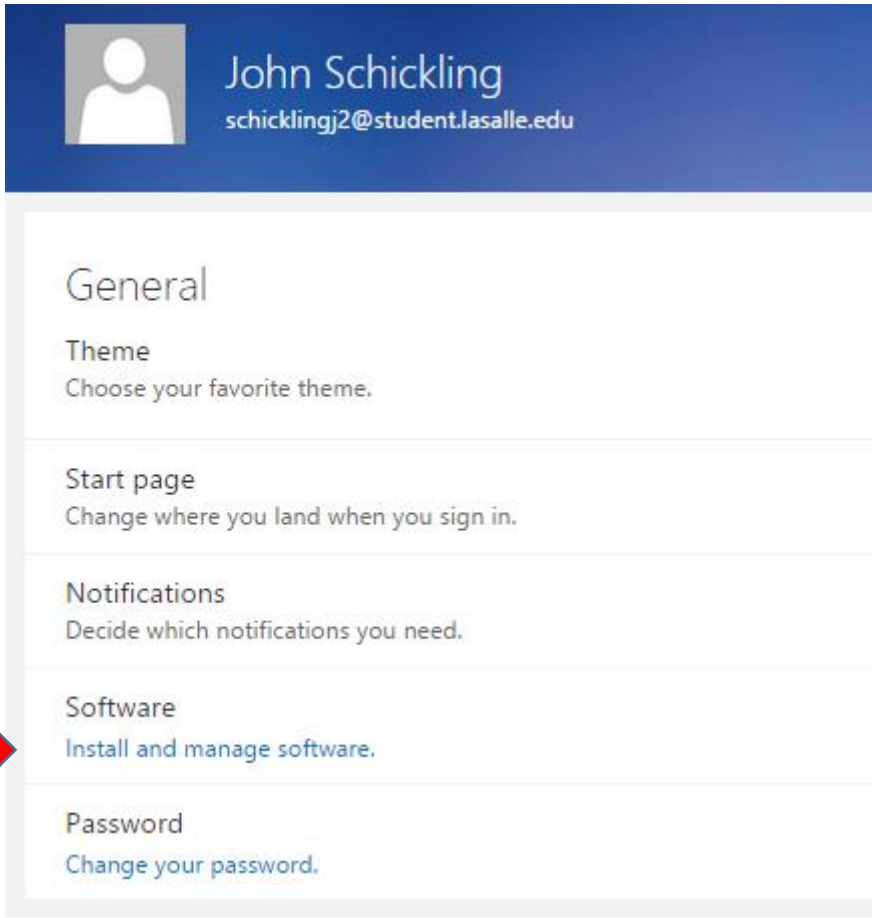
Sign in

[Can't access your account?](#)

2. Once you login successfully, you will be taken to your La Salle email. Click on the gear symbol in the top right corner of the page next to your name and click on "Office 365 Settings"



3. Once you click on “Office 365 Settings”, you will be taken to a new page. On this page, click “Software” on the left



The screenshot shows the Office 365 Settings page for John Schickling. At the top, there is a blue header with a profile picture placeholder, the name "John Schickling", and the email address "schicklingj2@student.lasalle.edu". Below the header, the settings are organized into sections: "General", "Theme", "Start page", "Notifications", "Software", and "Password". A red arrow points to the "Software" section, which is highlighted in blue. The "Software" section includes the text "Install and manage software.".

John Schickling
schicklingj2@student.lasalle.edu

General

Theme
Choose your favorite theme.

Start page
Change where you land when you sign in.

Notifications
Decide which notifications you need.

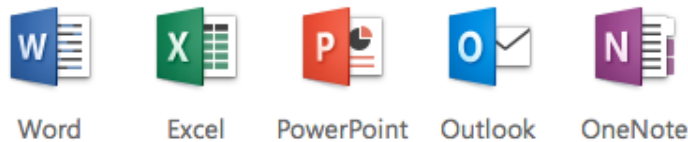
Software
Install and manage software.

Password
Change your password.

4. You will then be taken to a new page shown below. On this page, click the “Install” button after selecting your language. The file will begin to download. Once it finishes downloading, open/run the file. (Note: If you do not see the Office applications (eg. Word, Excel) please contact 215-951-1860 so we can activate your free subscription.)

Install Office 2016 for Mac

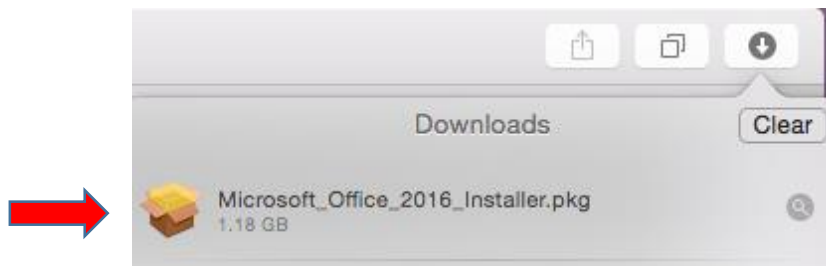
This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook and OneNote.



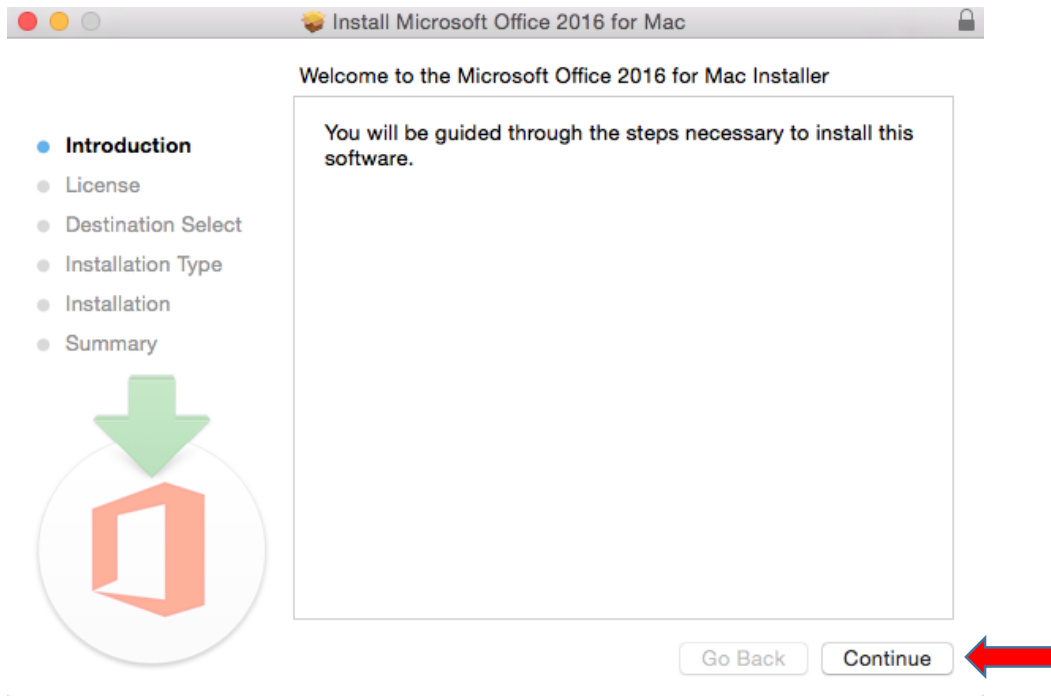
[Review system requirements](#)



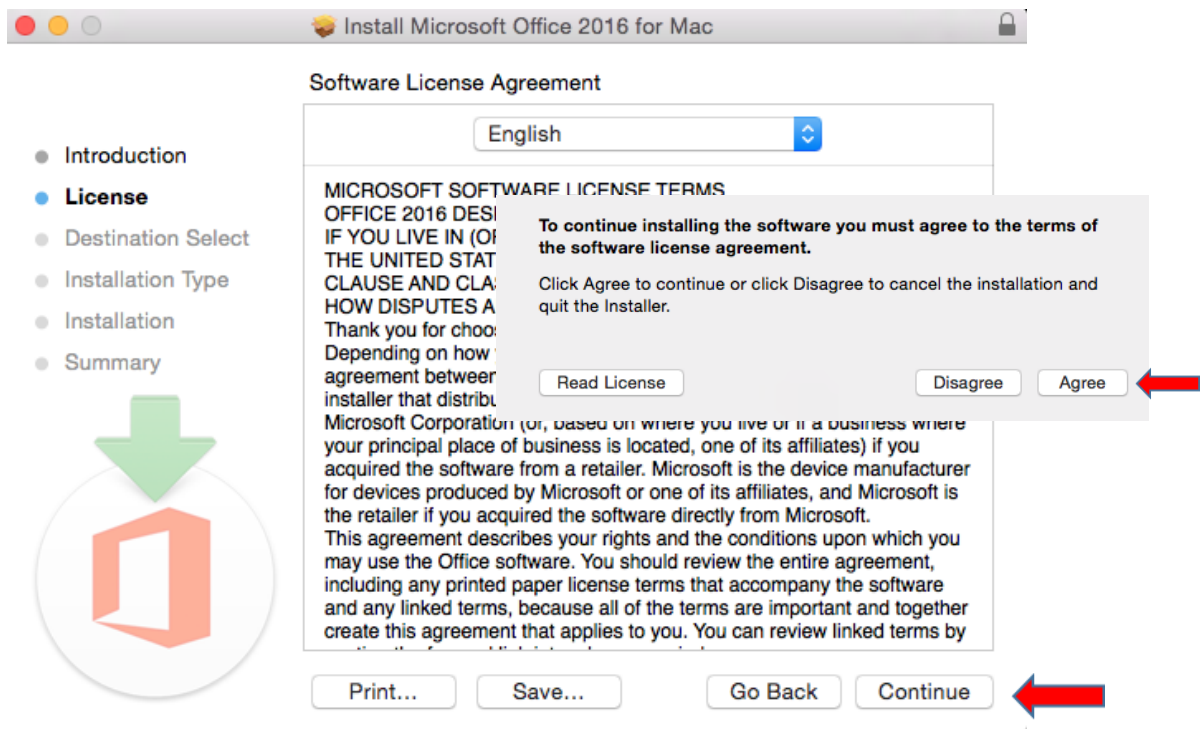
5. Once the download has finished, double-click on the package to open the installation



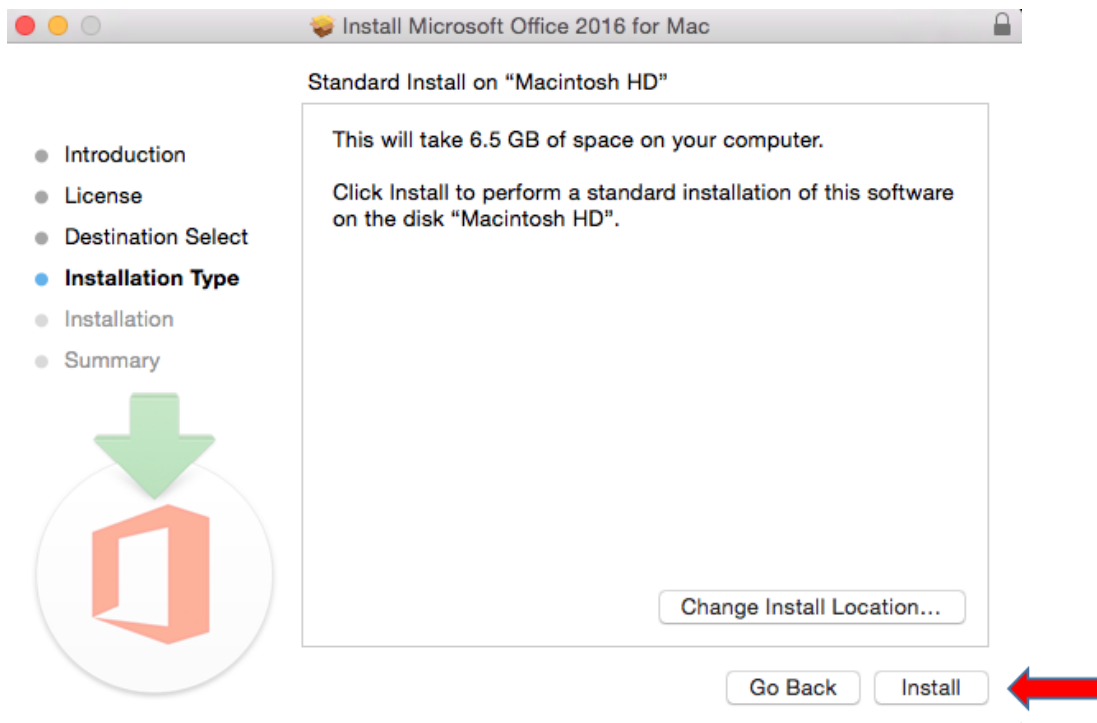
6. Click on the package when it finishes downloading and click “Continue” when it starts



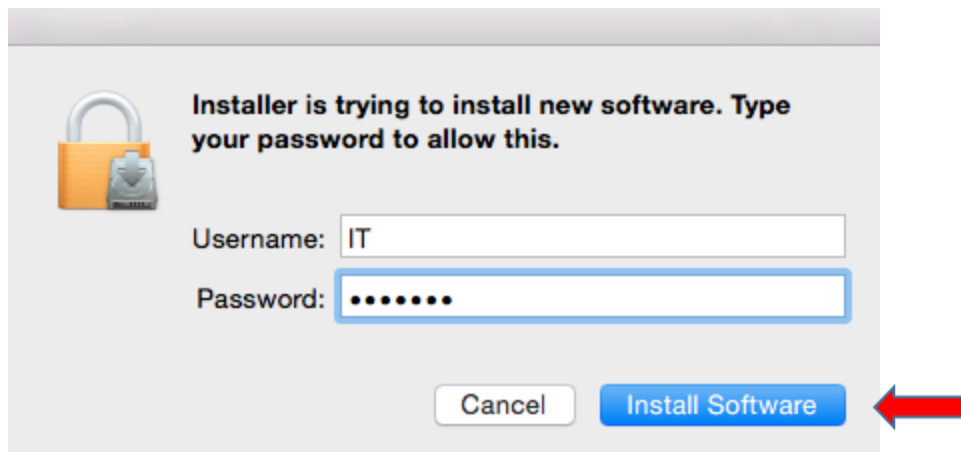
7. After this, click “Continue” again, and accept the software license agreement by clicking “Agree”



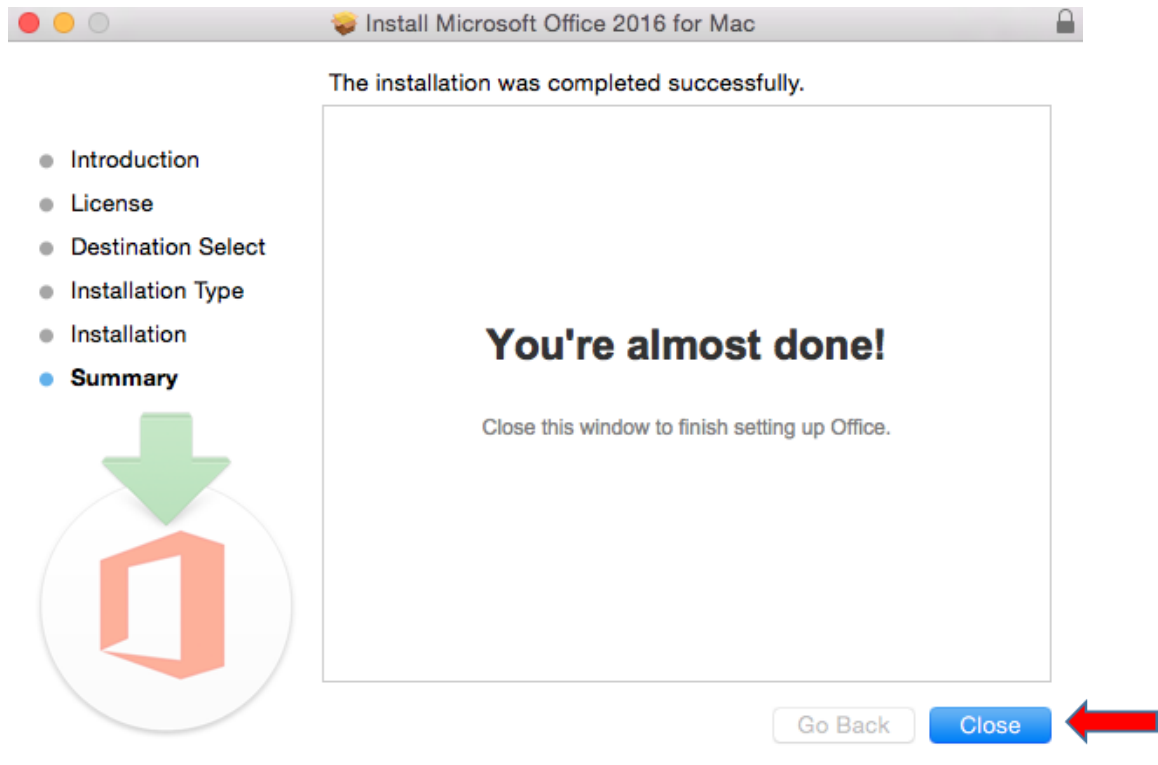
8. After accepting the agreement, click “Install”. If asked to close applications, please do so by clicking “Close Application and Install”



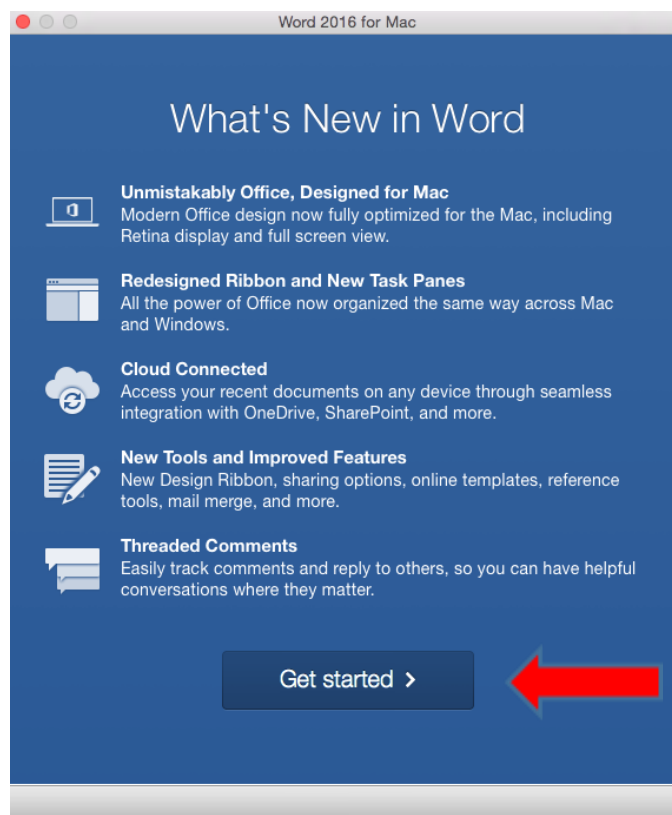
9. After choosing to install, you will be prompted to enter your computer's password. Please do so and click “Install Software”



10. Wait for the program to finish installing. Click “Close” when it is finished



11. After Office is installed, you will be prompted with the following screen. Click “Get Started”



12. After this, you will need to login to your La Salle email account. Enter your La Salle email address and click “next”

Word 2016 for Mac

Sign in

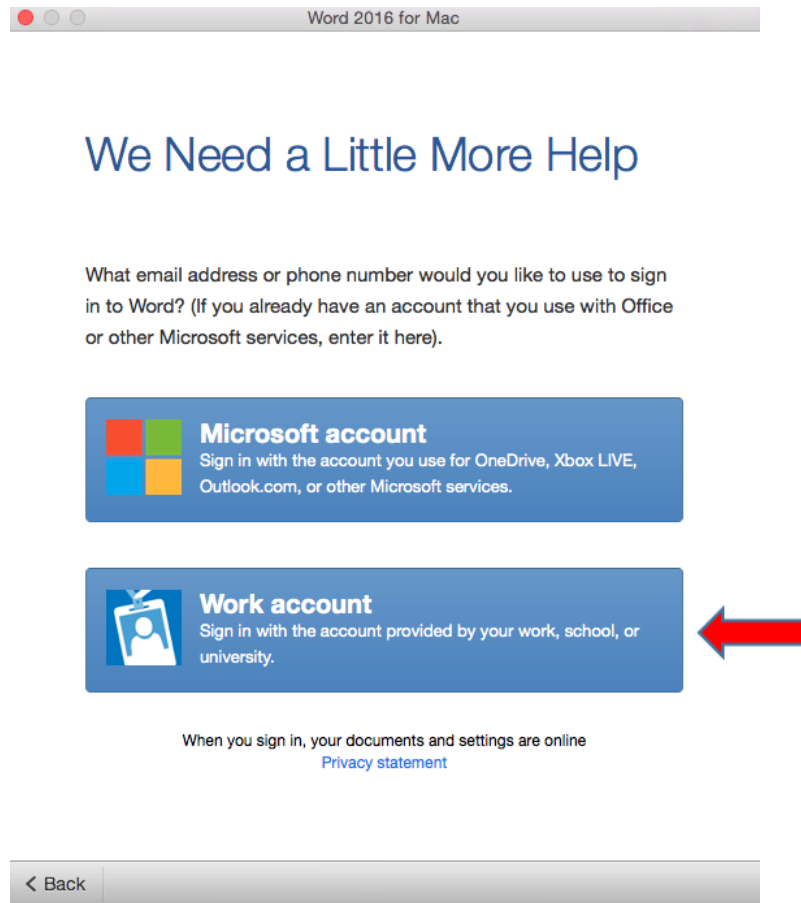
What email address or phone number would you like to use to sign in to Word? (If you already have an account that you use with Office or other Microsoft services, enter it here).

Next ←

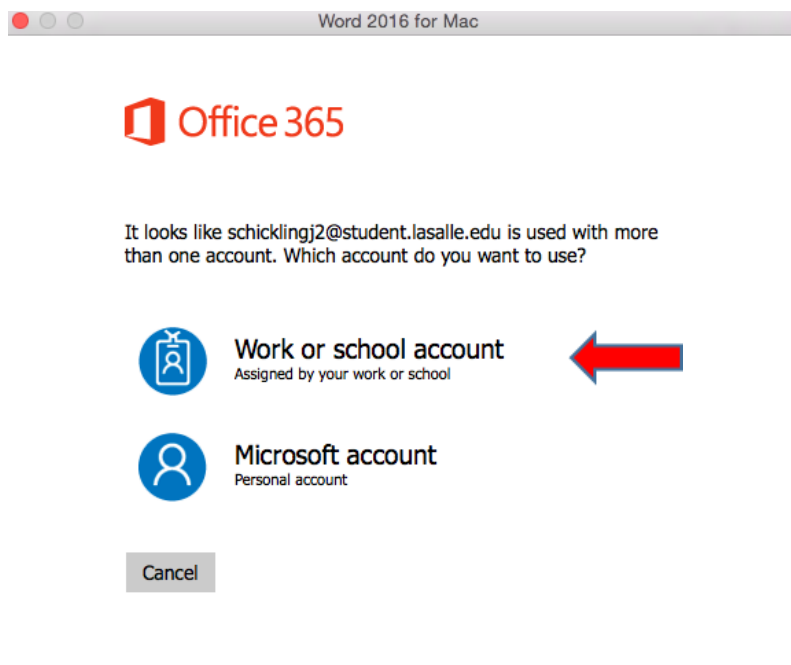
When you sign in, your documents and settings are online
[Privacy statement](#)

< Back

13. After this, choose “Work Account”

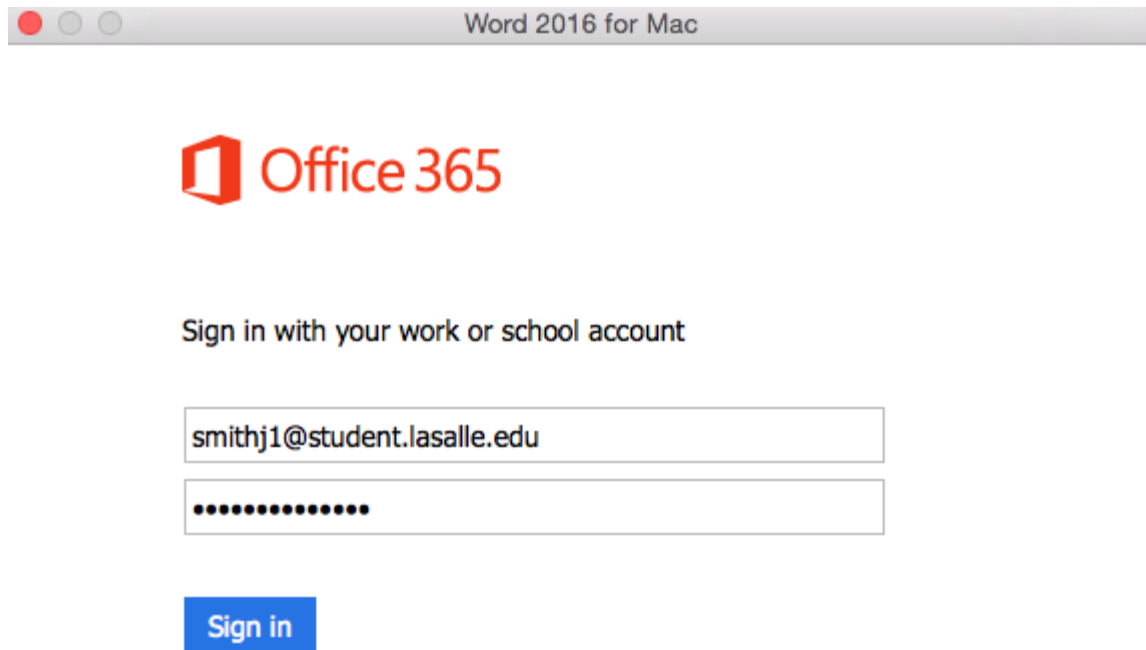


14. If prompted, choose “Work or school Account”




15. Enter in your La Salle email credentials once again.

*****The password is your LUNA password *****



Word 2016 for Mac

 Office 365

Sign in with your work or school account

[Sign in](#)

16. Once you sign in successfully, Office will be activated. If you are having trouble logging in, make sure you are using your full La Salle email address (username@student.lasalle.edu) and your LUNA birthday password (mmddyy.first_three_letters_of_last_name)

If you need further assistance, please contact the Helpdesk at 215-951-1860 or email helpdesk@lasalle.edu.