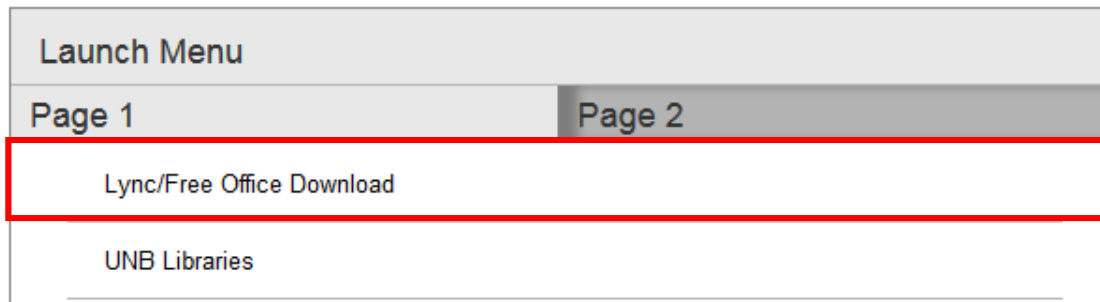


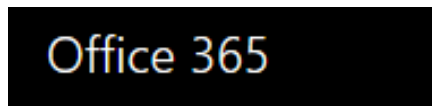
Installing MS Office 2011 on your Personal Mac Computer

Note: These instructions are for **personal computers only**. Please contact your Departmental Level 1 or the ITS Help Desk (helpdesk@unb.ca) for details on how to upgrade your UNB-owned computer to Office 2011.

1. Log in to your myUNB Portal (<http://my.unb.ca>).
2. Select **Lync/Free Office Download** from the Launch Menu.



3. In the window that appears, select **Office** from the left hand menu.



Software

Office

Lync

Phone & tablet

4. On the **Office** page, click **Install**.

Office

Install the latest version of Office for Mac

This will install the latest version of the following programs on your computer: Word, Excel, PowerPoint, Outlook.



Word



Excel



PowerPoint



Outlook

Language:

English (United States)

Note: Installing additional languages on a computer that already has this version of Office for Mac doesn't count against your install limit (5).

[Review system requirements](#)

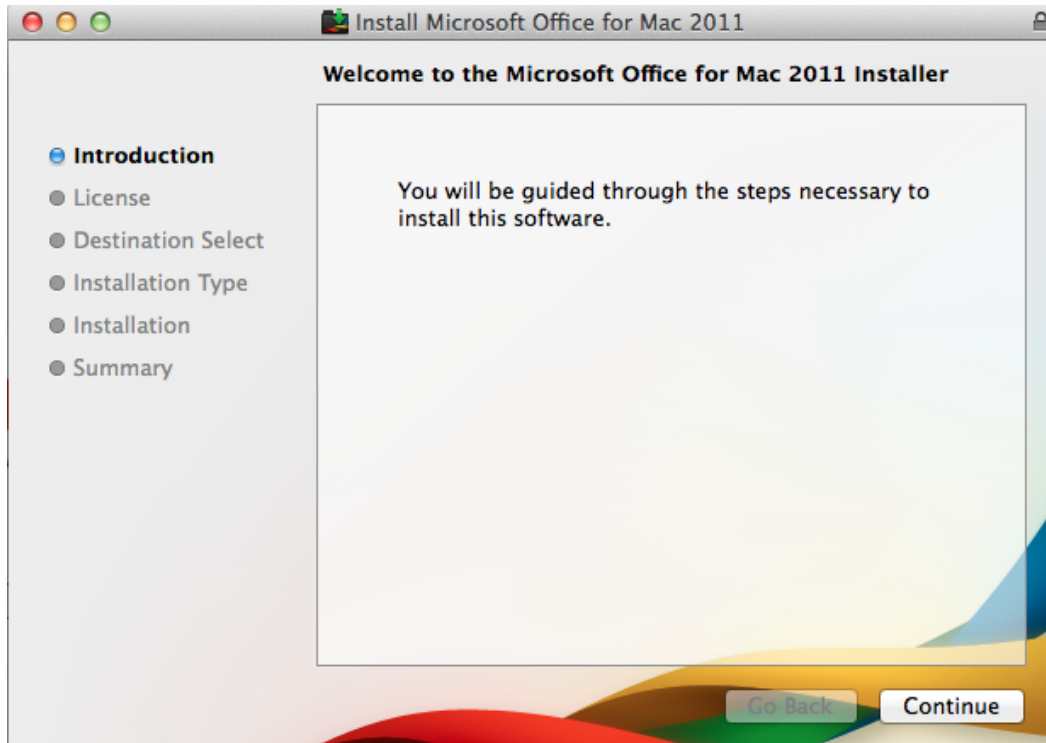
install

5. After the download is complete, click the file from your Downloads folder.
6. Double click the **Office Installer** icon.

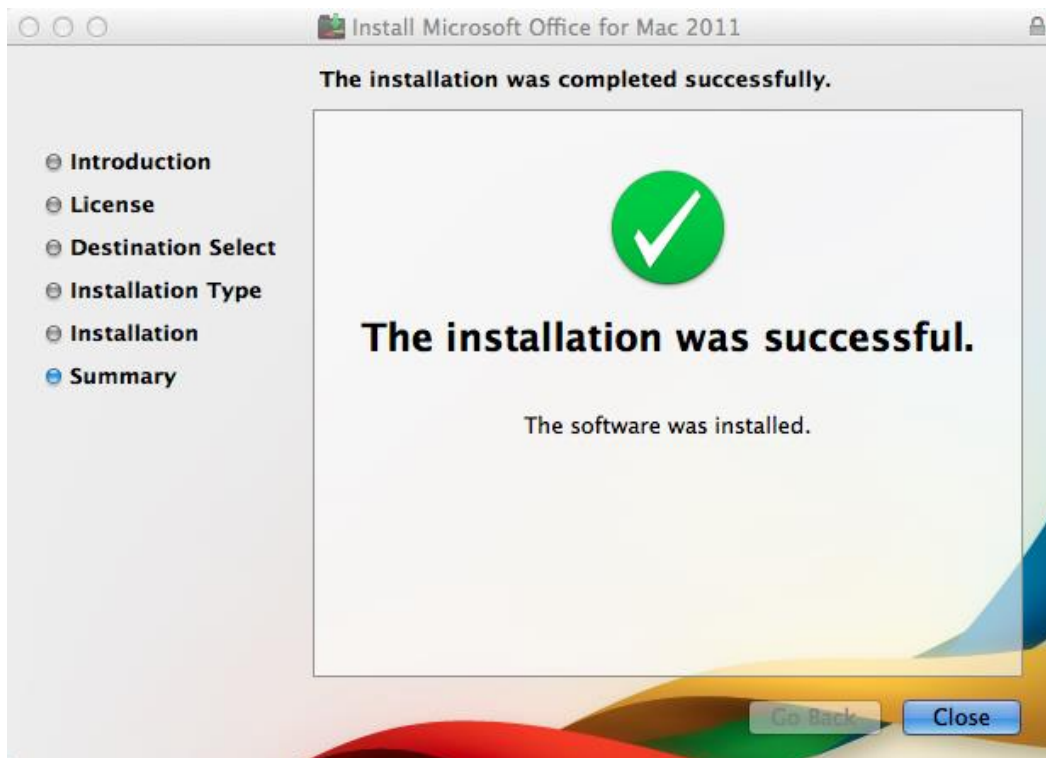


Office Installer

7. The Office for Mac 2011 installer will run; follow the instructions given.



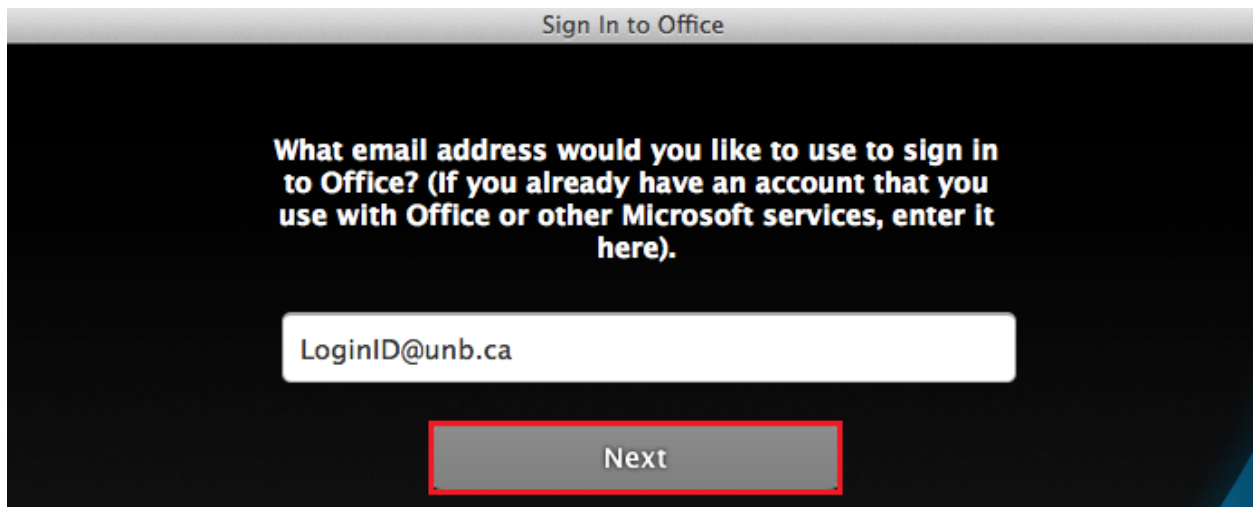
8. The installation will complete, click **Close**.



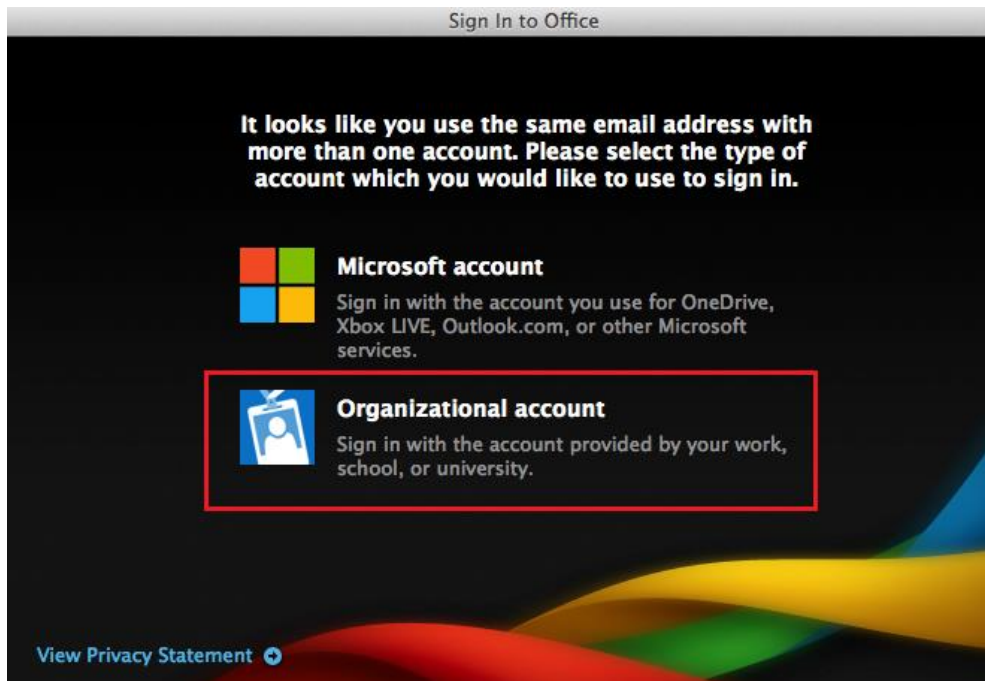
9. A Get Started window will appear. Click **Sign in to an existing Office 365 subscription**.



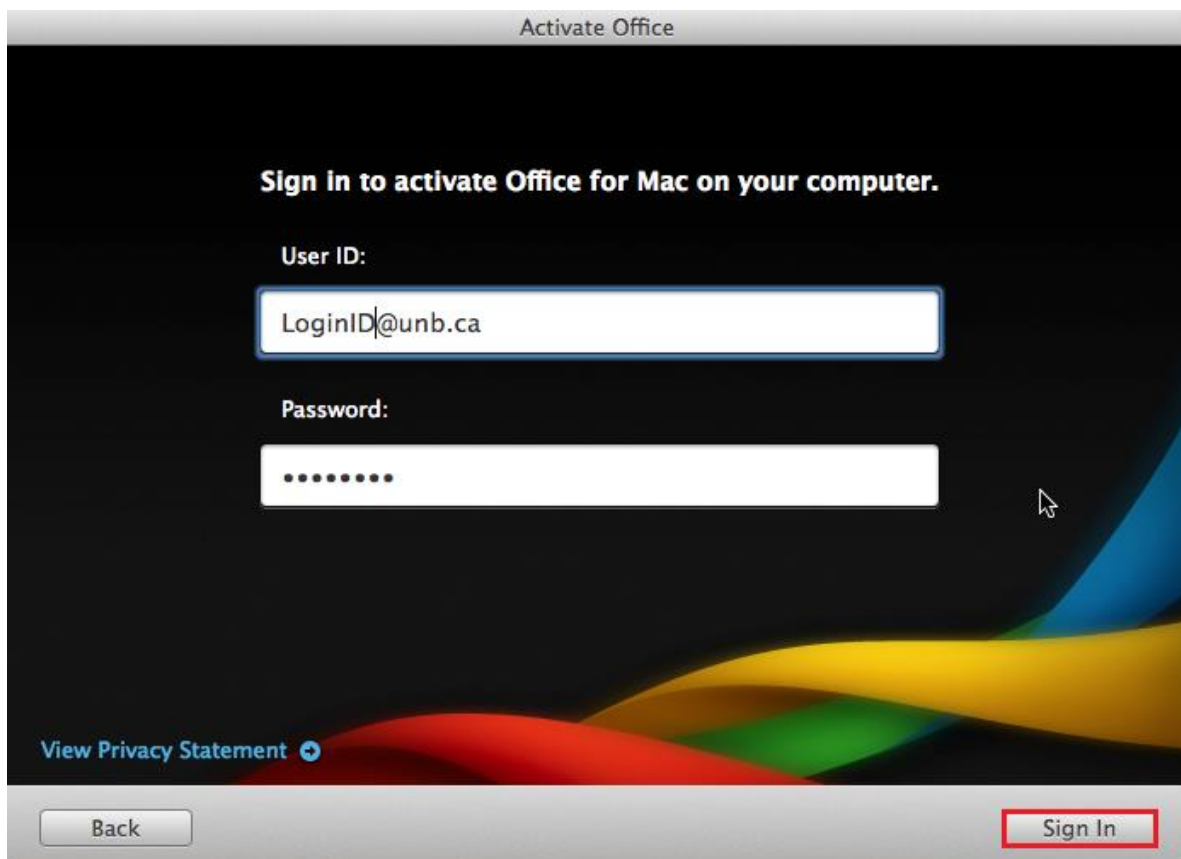
1. Enter your '**UNB Login ID**'@unb.ca (ex. jdoe@unb.ca, e6p57@unb.ca), then click **Next**.



2. On the next page select **Organizational account**.



3. Enter your **UNB Password** then click **Sign in**.



4. Personalize Office through the next two steps and click **Continue** both times.
5. Office for Mac should now be ready to use. Click **Done** to finish.

