

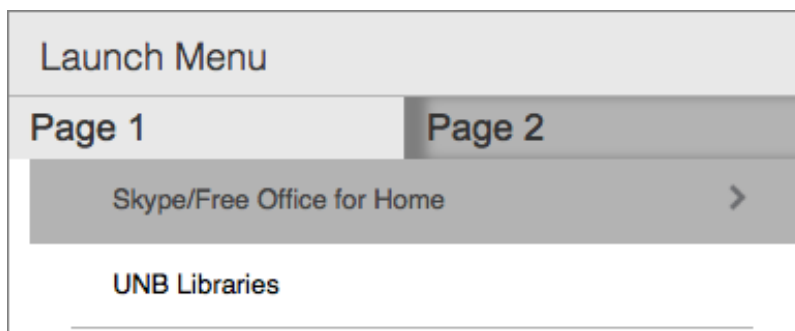
Installing MS Office 2016 on your Personal Mac Computer

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 2016.

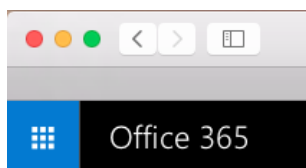
You must be running Mac OS X 10.10 on your computer in order to install Office 2016. If you do not wish to upgrade your Mac to OS X 10.10, [follow the instructions to installing Office 2011](#).

Instructions:

1. If you have Office 2011 installed on your computer, uninstall it now before proceeding to step 2.
2. Log in to your myUNB Portal (<http://my.unb.ca>).
3. Select **Skype/Free Office for Home** from the Launch Menu.



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



Software

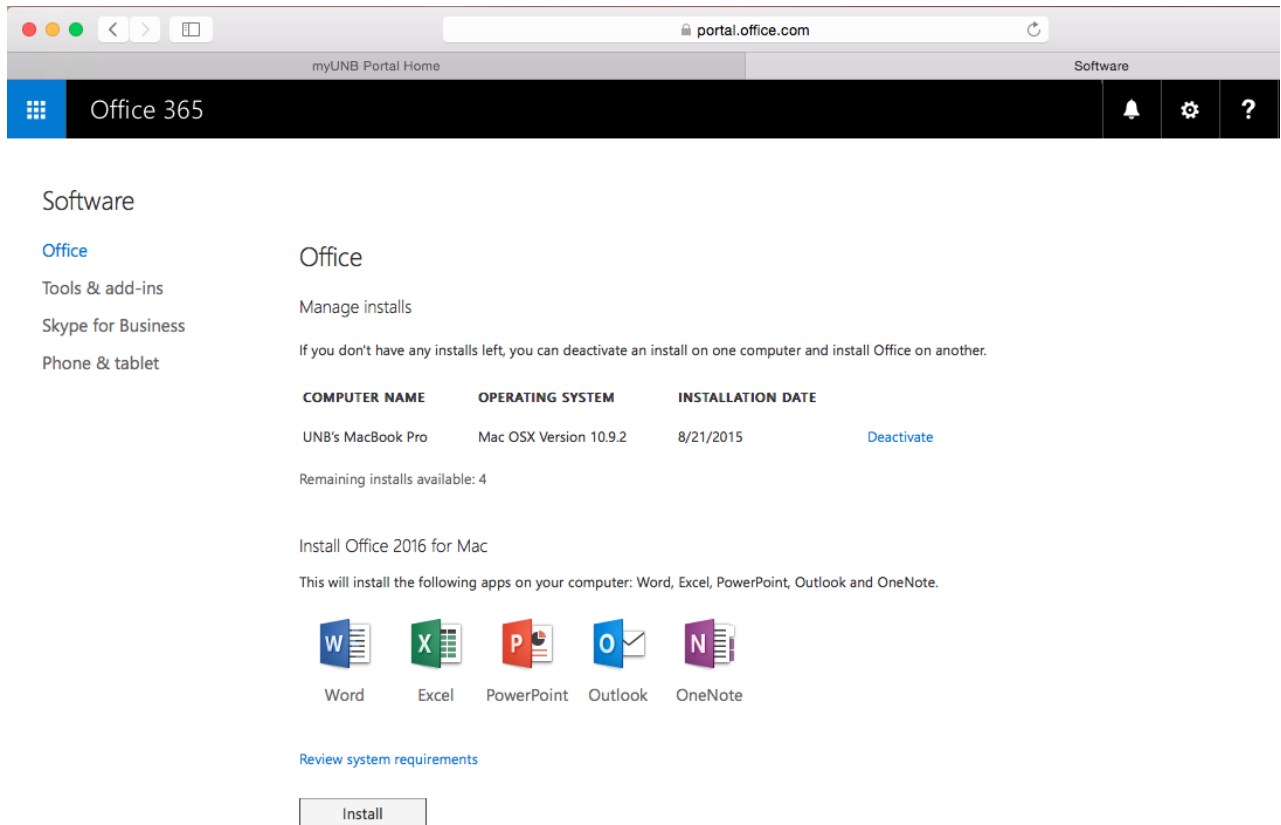
Office

Tools & add-ins

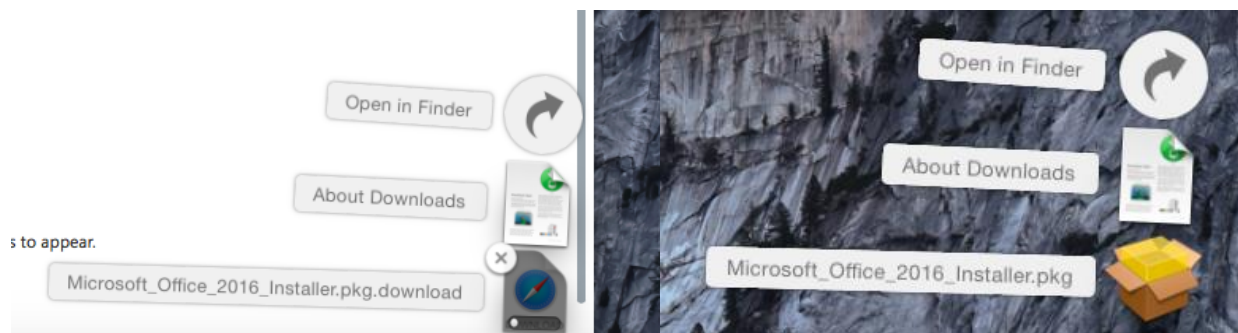
Skype for Business

Phone & tablet

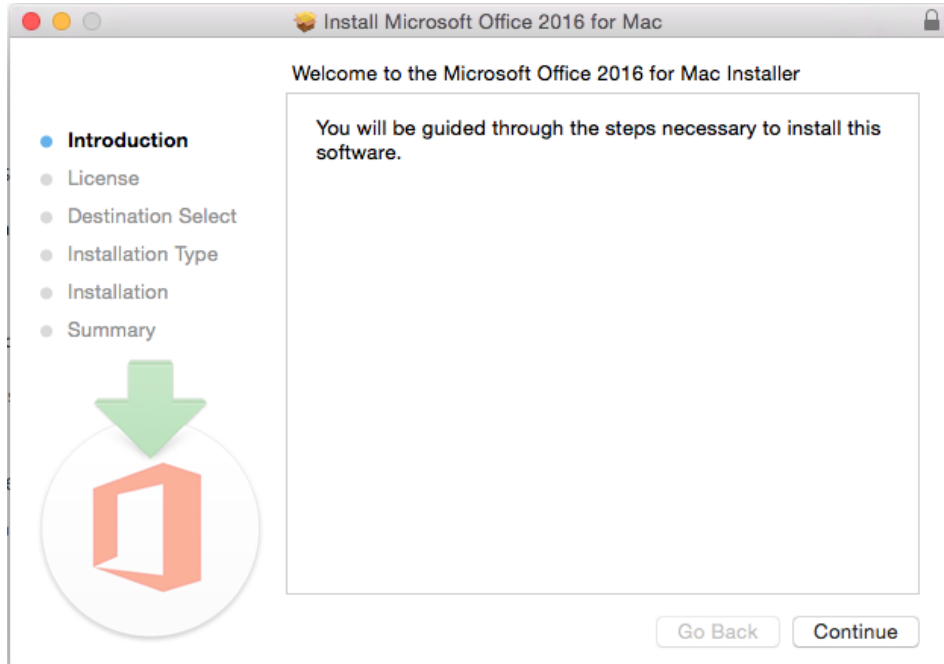
5. Once on the Office page, click **Install**.



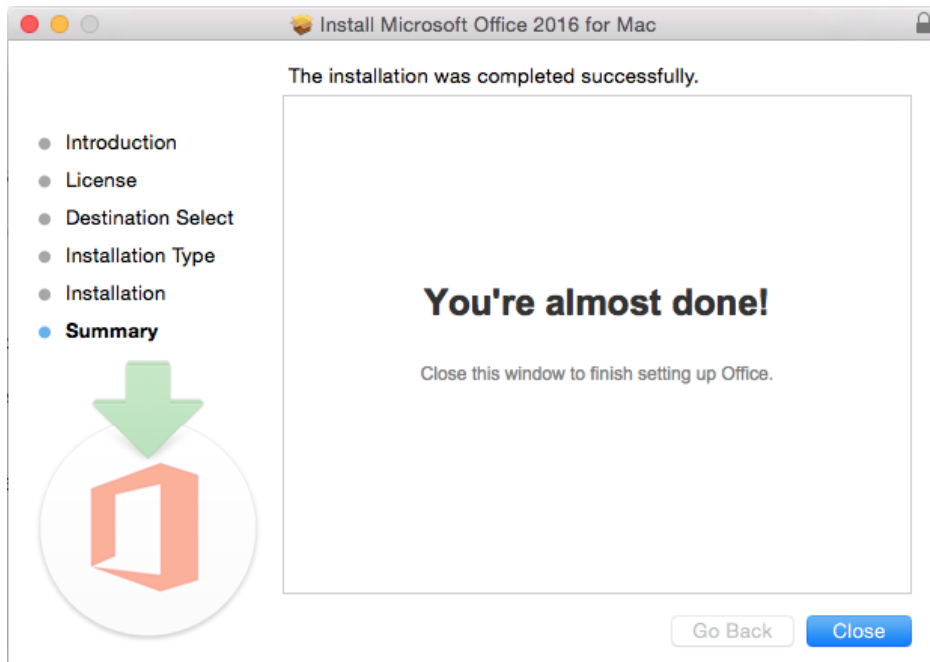
6. After the download is complete, Double click the **Microsoft_Office_2016_installer.pkg** file from your Downloads folder.



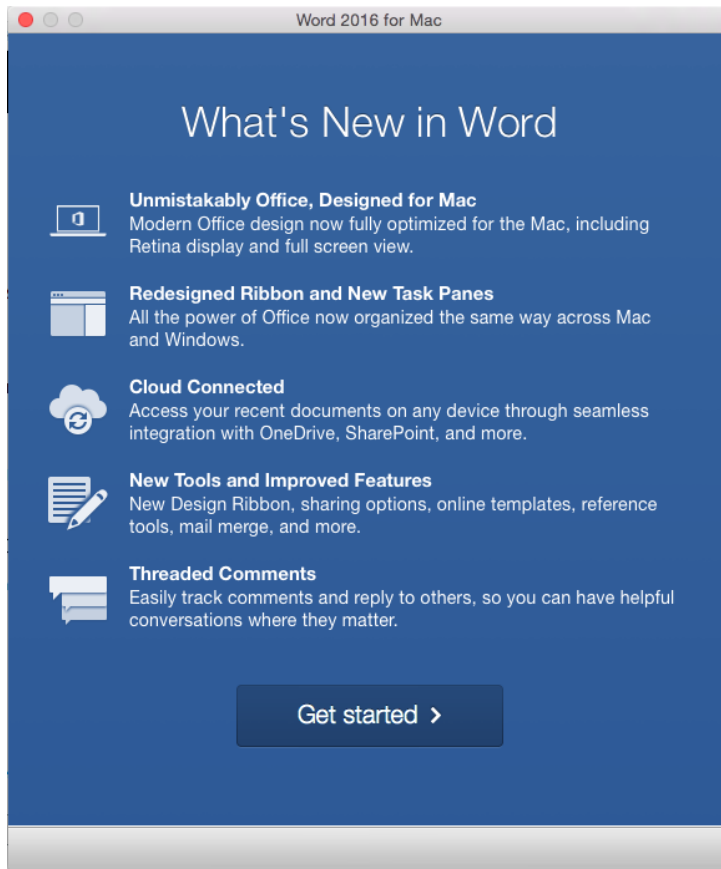
7. The Office for Mac 2016 installer will run; follow the instructions given.



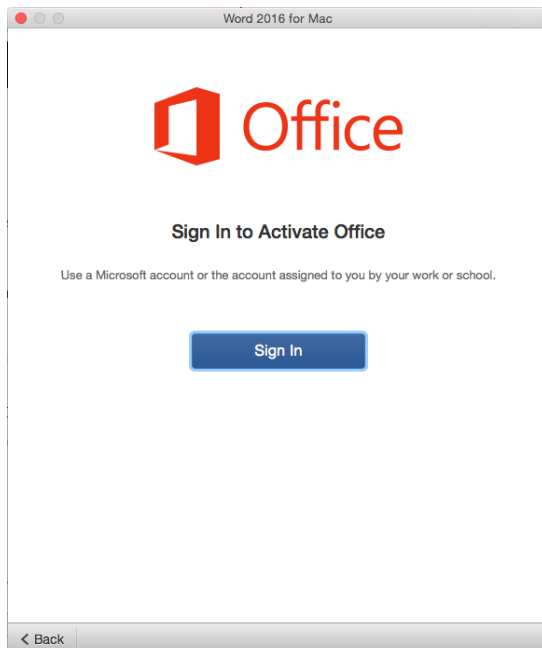
8. Once the installation is complete, click **Close**.



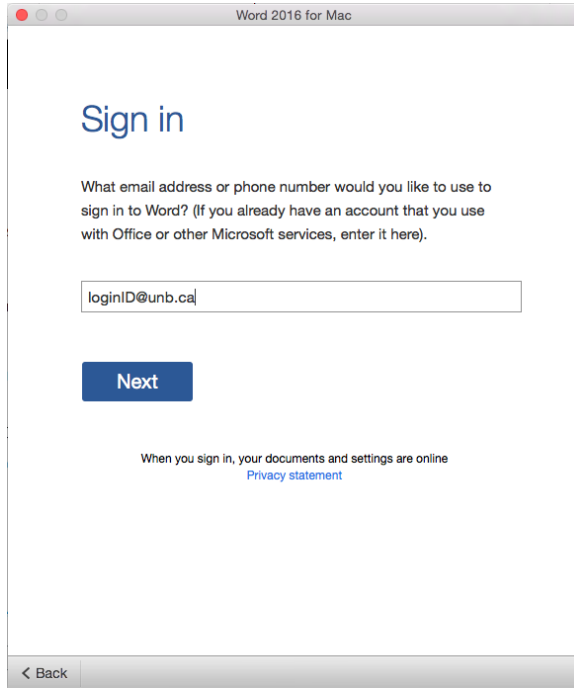
9. Open any of the Office 2016 applications (ex: Word), then click **Get started**.



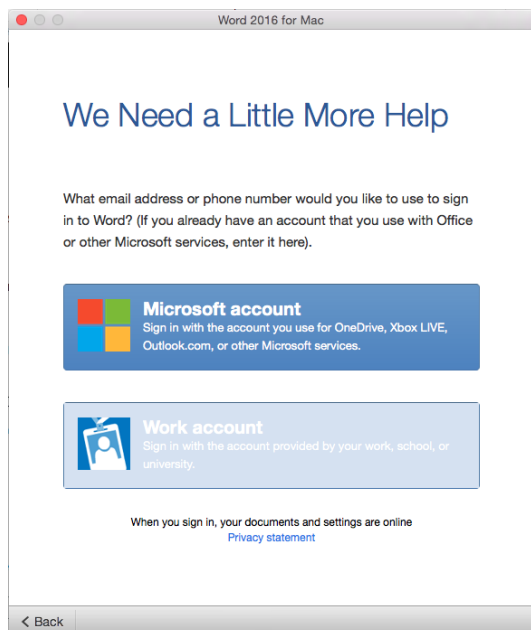
10. Click **Sign In**.



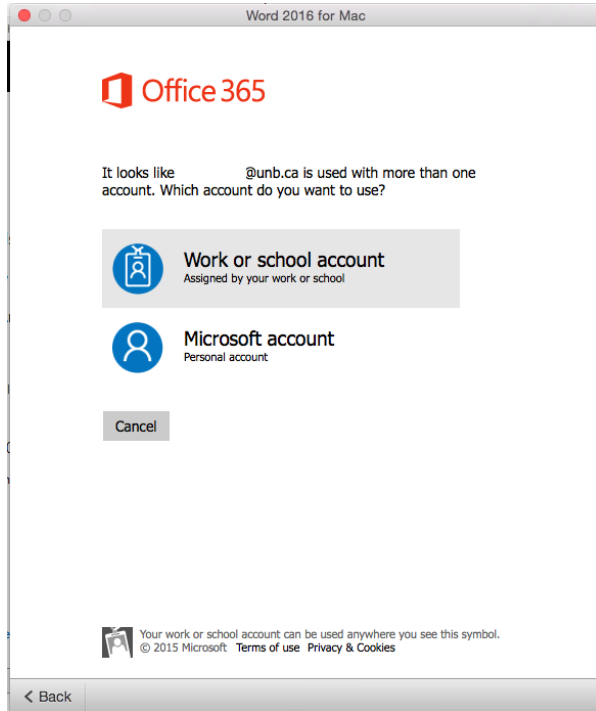
11. Enter your 'UNB Login ID'@unb.ca (ex. jdoe@unb.ca, e6p57@unb.ca), then click **Next**.



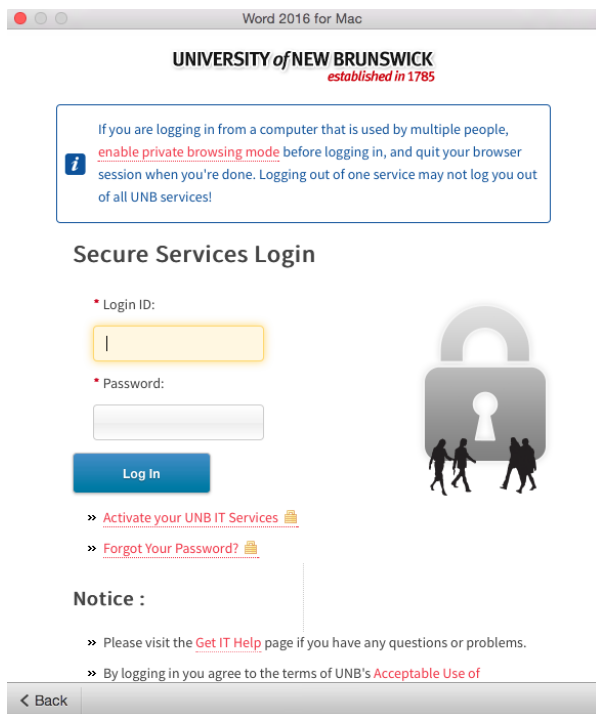
12. On the next page, select **Work account**.



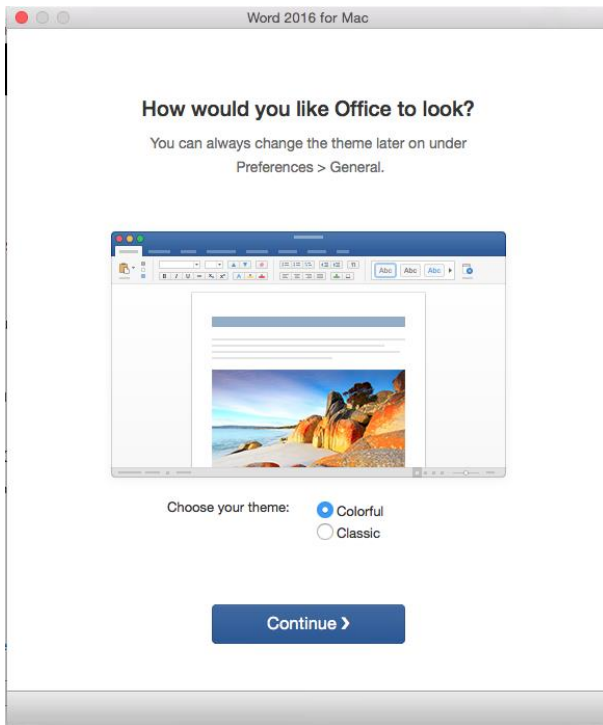
13. If given the choice on the next screen, select **Work or school account**.



14. Log in to UNB using your **UNB Login ID and Password**.



15. Select your layout preference and click **Continue**.



16. Repeat Steps 7 through 15 for all of the Office 2016 applications.