How to Download Microsoft Office 2011 for Mac from MercerLive
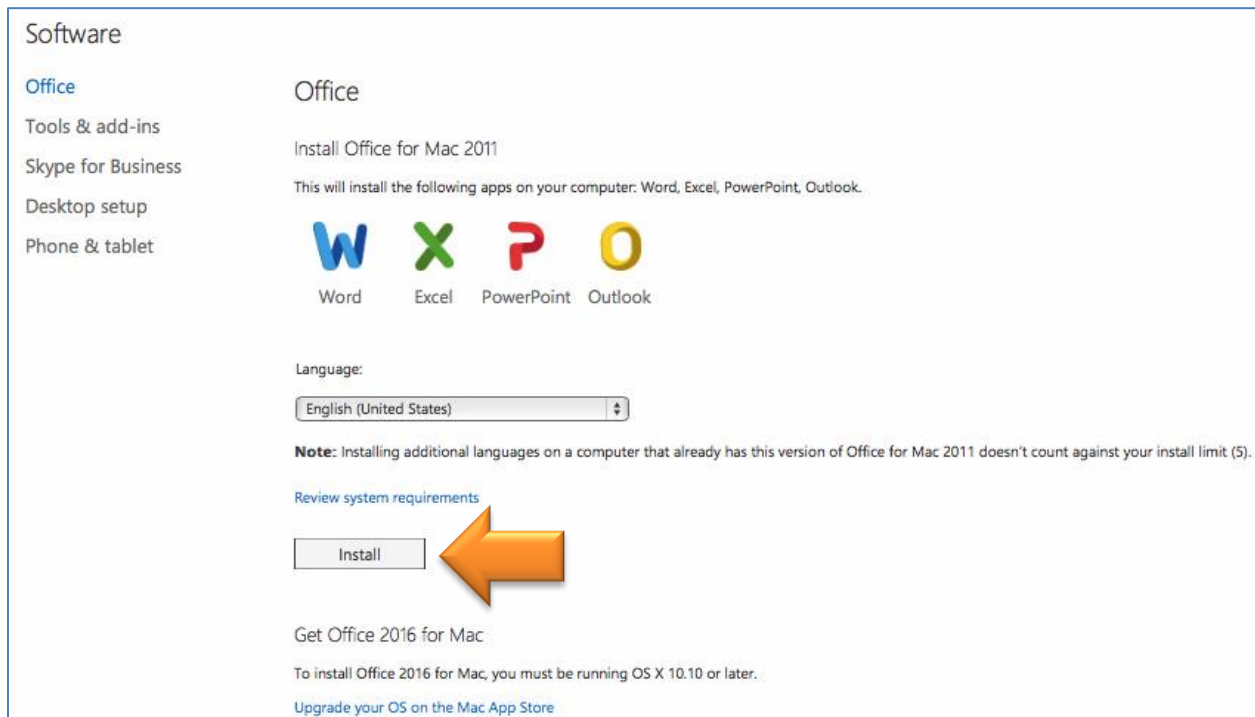
1. Log in to MercerLive: http://mercerlive.mercer.edu
2. Click the gear icon ⚙ located in the upper-right corner of the page.
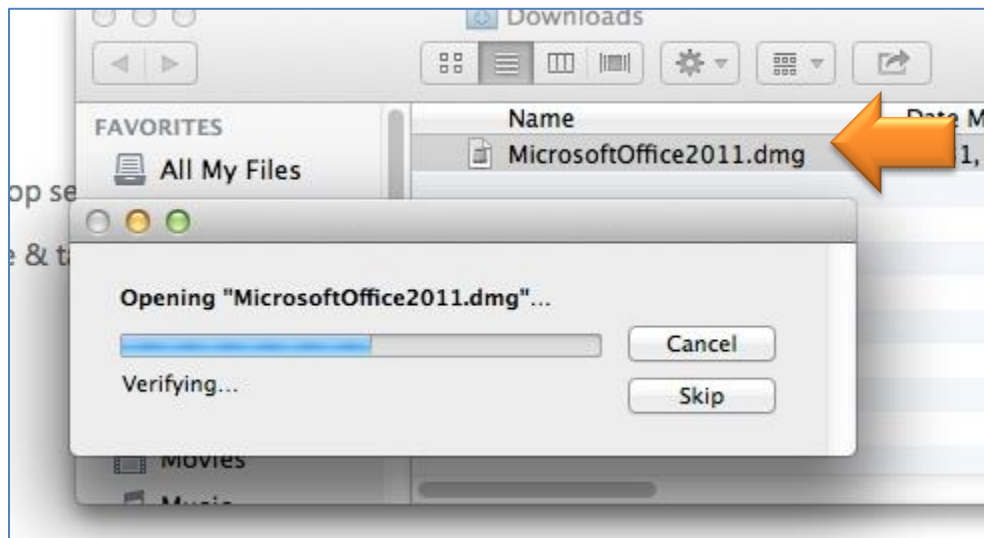3. Click **Office 365 Settings.**
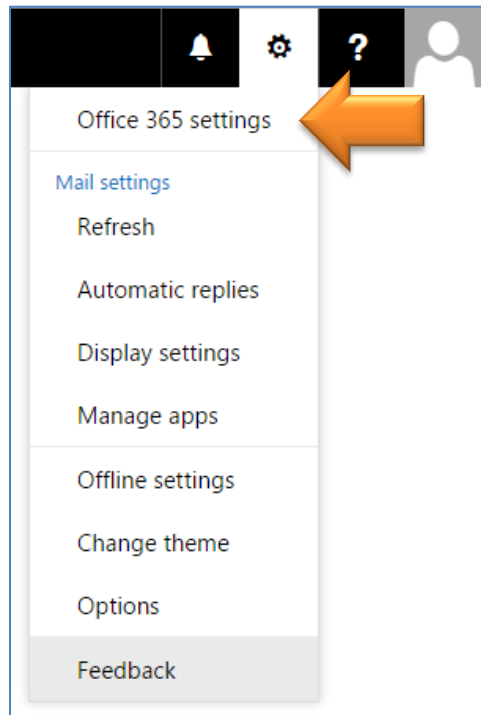
4. Click **Install and manage software.**
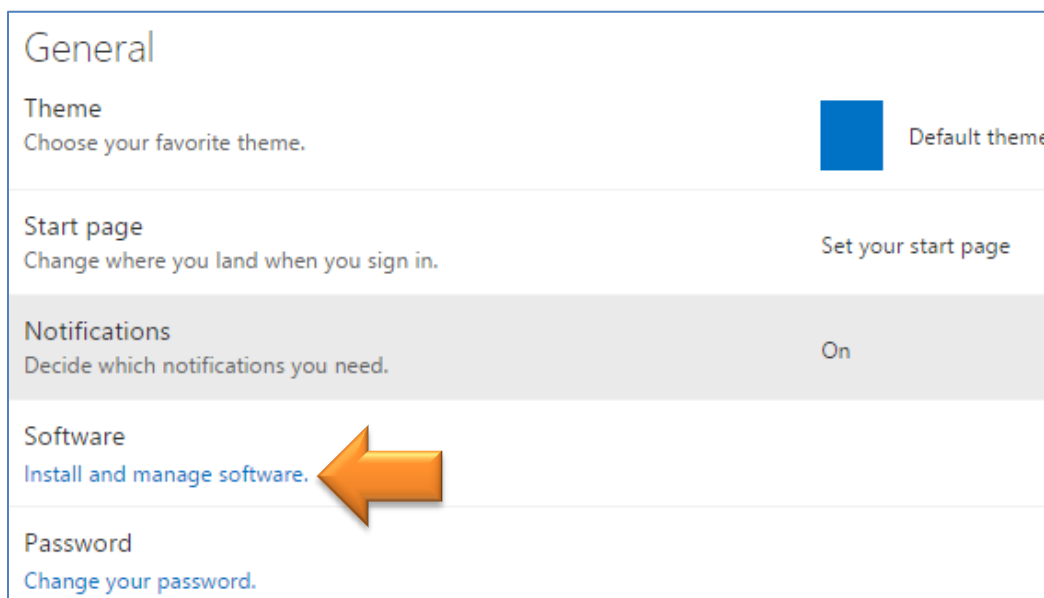
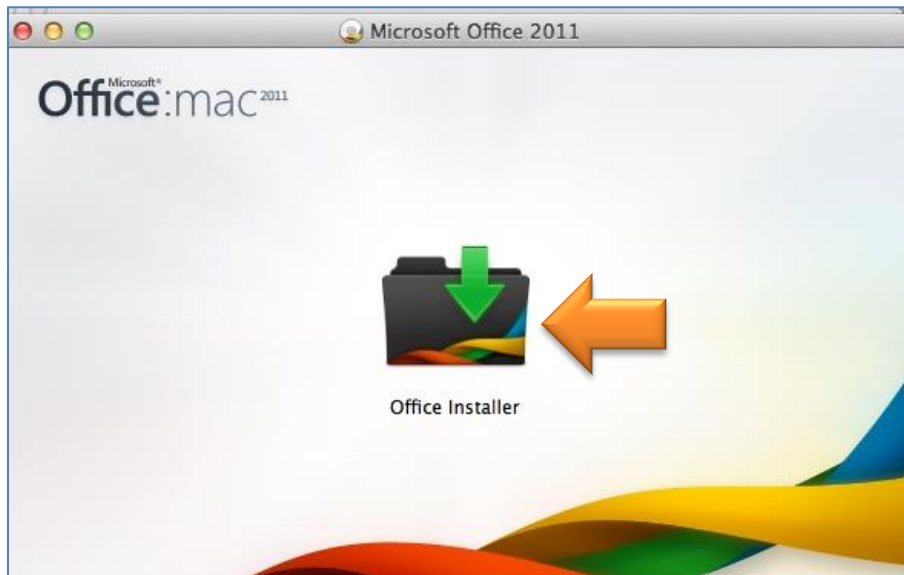5. Select the Language and click **Install**. A file named **MicrsoftOffice2011.dmg** should download.

6. Open your Downloads folder and double-click the **MicrsoftOffice2011.dmg** file.
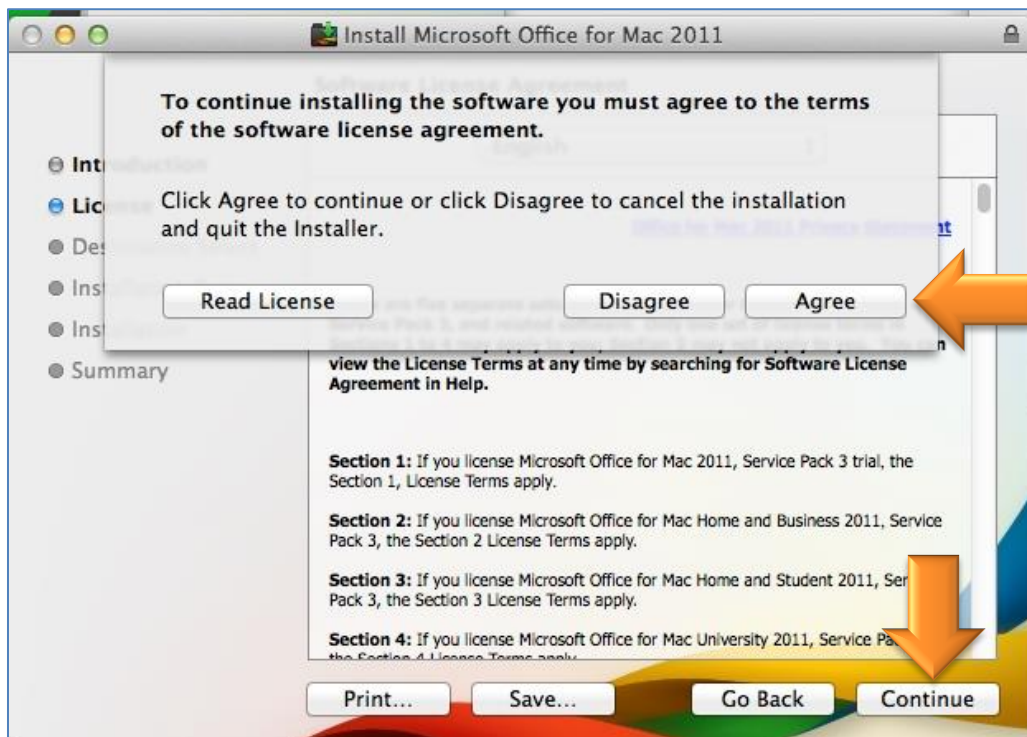
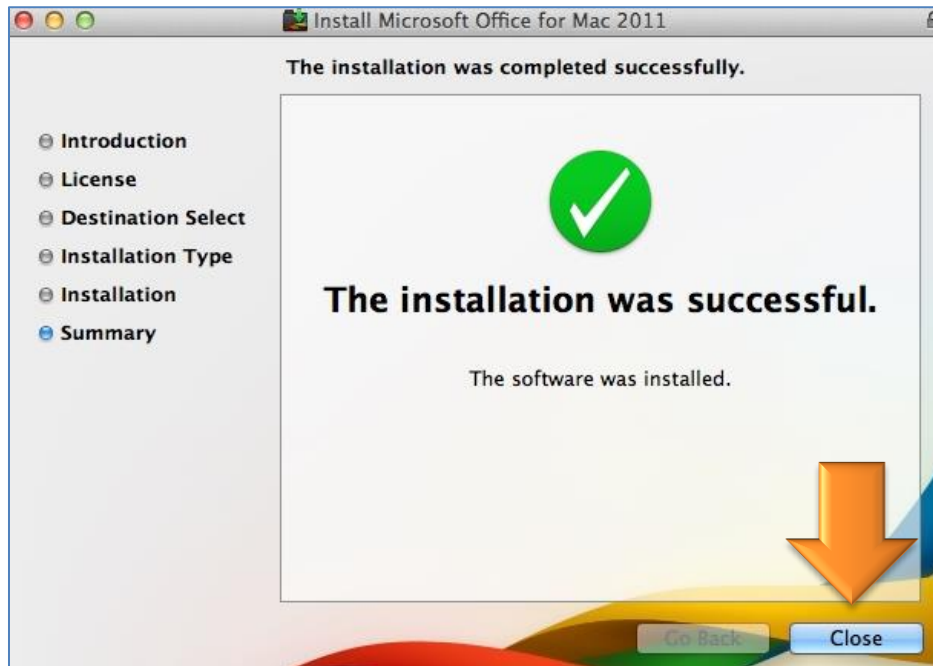7. Double-click the **Office Installer** icon.

8. Click **Continue**.

9. Click **Continue**, and then **Agree**.

10. Click **Install.** If you receive a message that an open program must be closed, save your work if
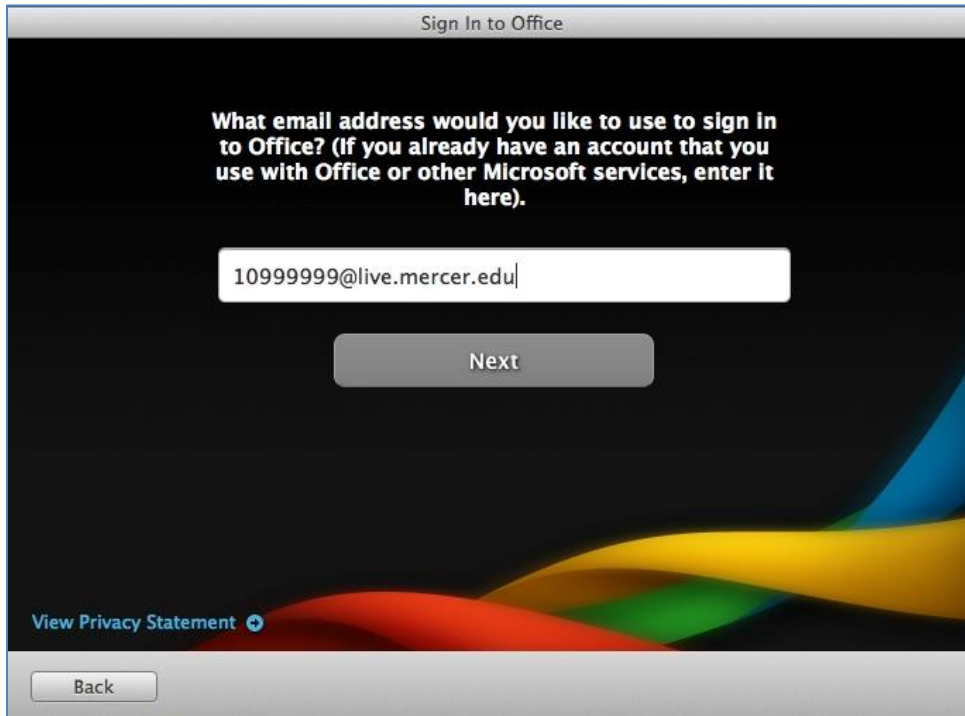   necessary and click **Close Application and Install.**

11. Click **Close** when the installer indicates it was successful.

12. Click **Sign in to an existing Office 365 subscription.**

13. Enter your MUID followed by *@live.mercer.edu,* and then click **Next.**
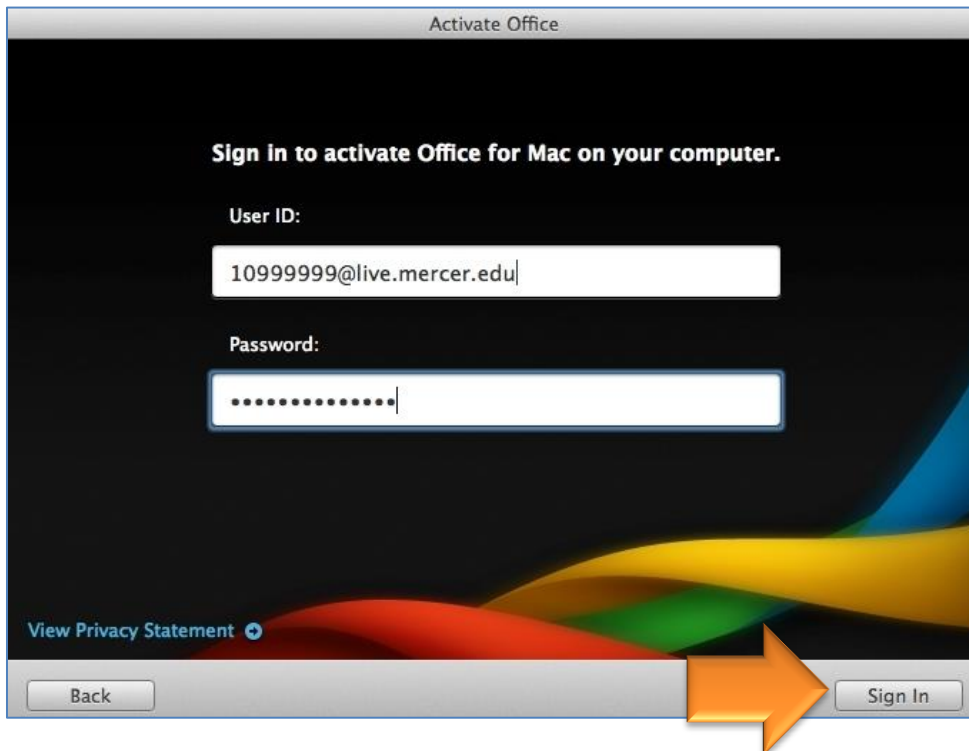
14. Enter your MercerLive password, and then click **Sign In.**
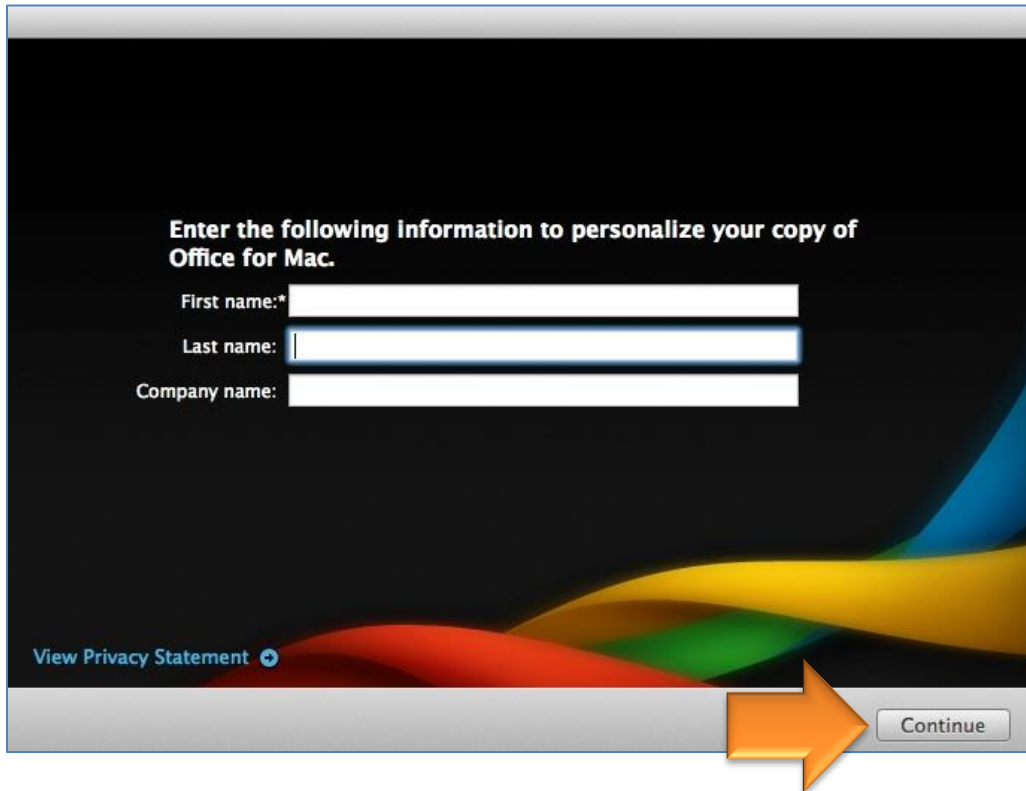
15. Enter your first and last name, and then click **Continue.**
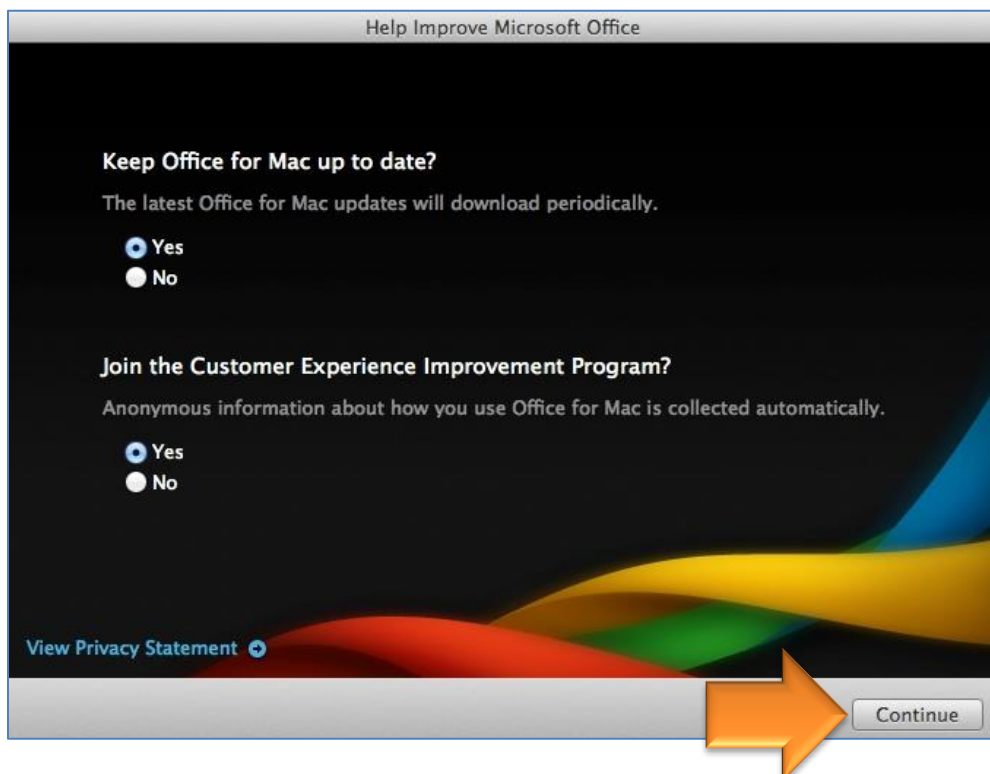
16. Select the option to keep Office up to date. It's your choice whether you want to join the customer experience improvement program. Click **Continue**.

17. Click **Done.**
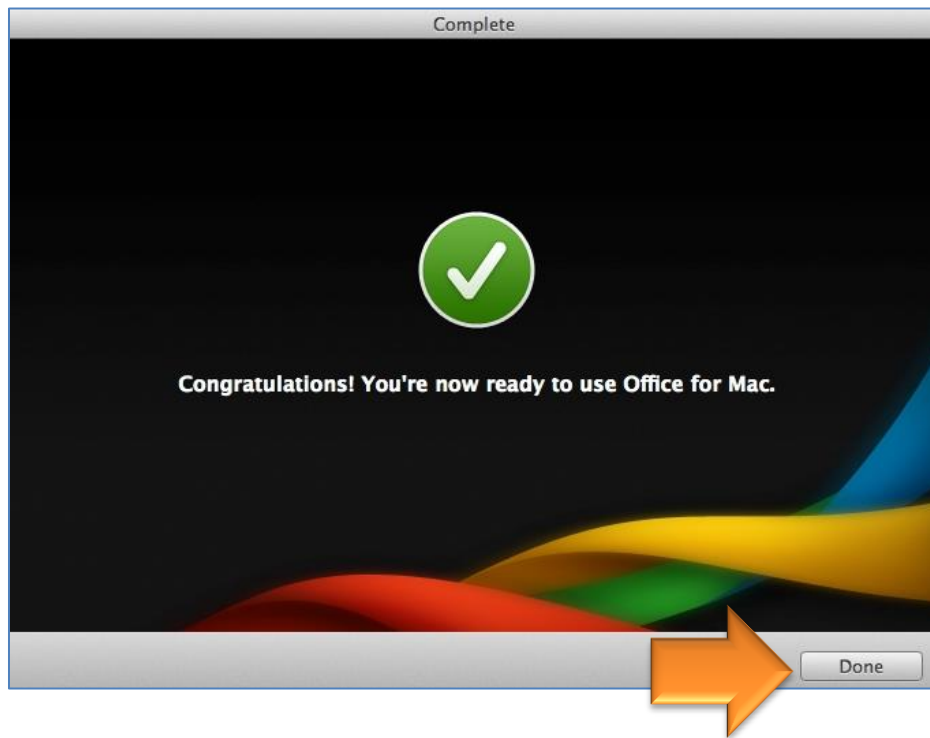
The Office programs will be located in the **Microsoft Office 2011** folder in your list of applications.