
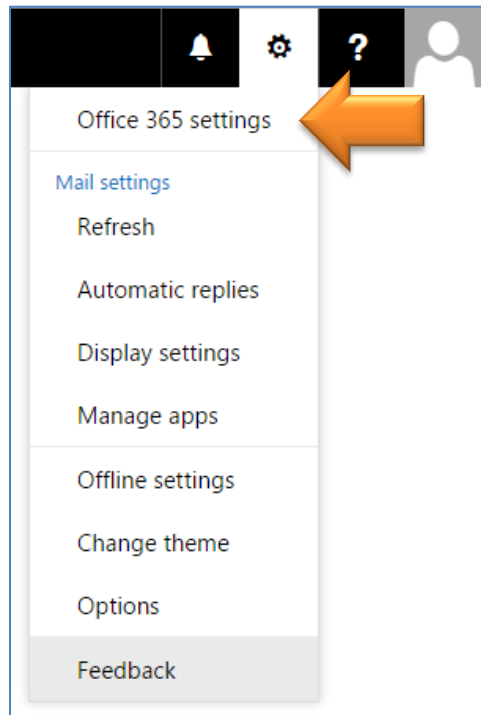
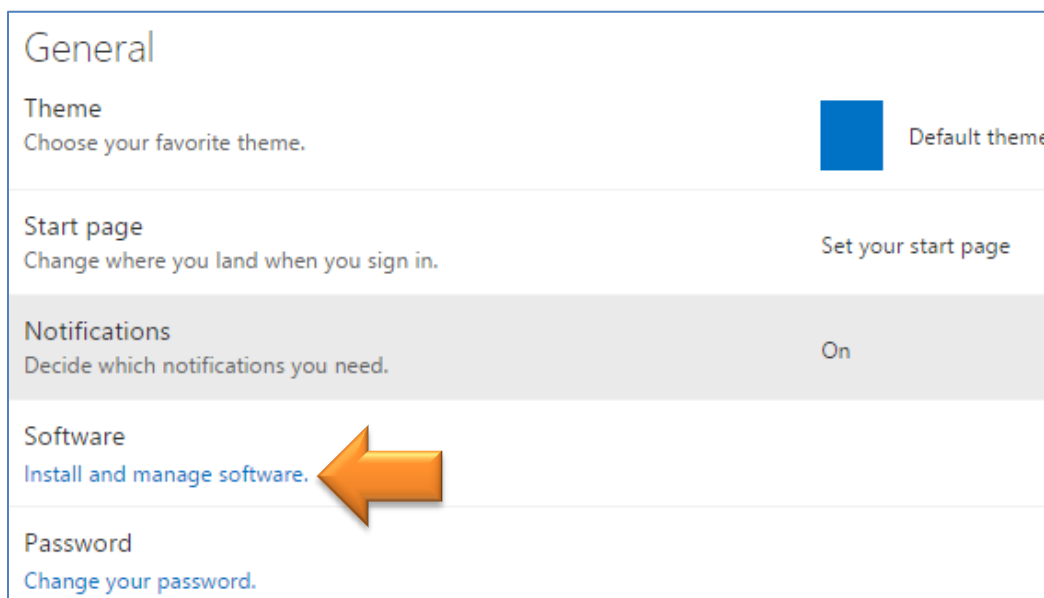


How to Download Microsoft Office 2011 for Mac from MercerLive

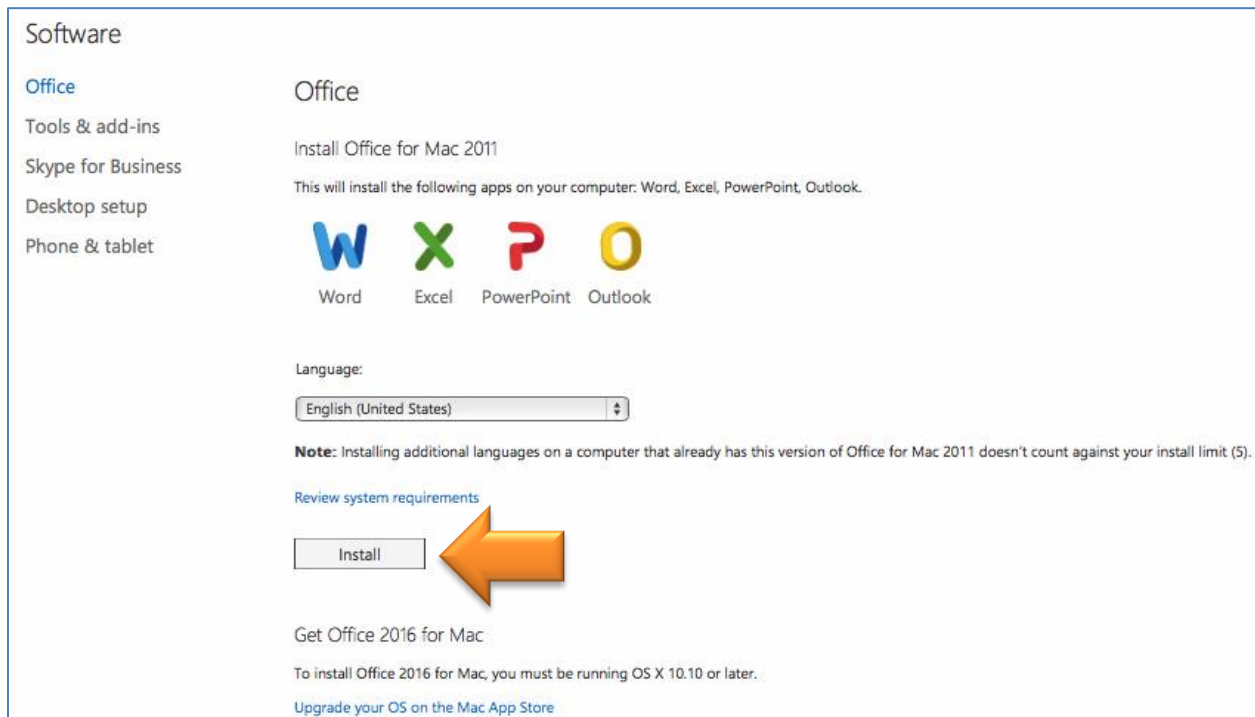
1. Log in to MercerLive: <http://mercerlive.mercer.edu>
2. Click the gear icon  located in the upper-right corner of the page.
3. Click **Office 365 Settings**.



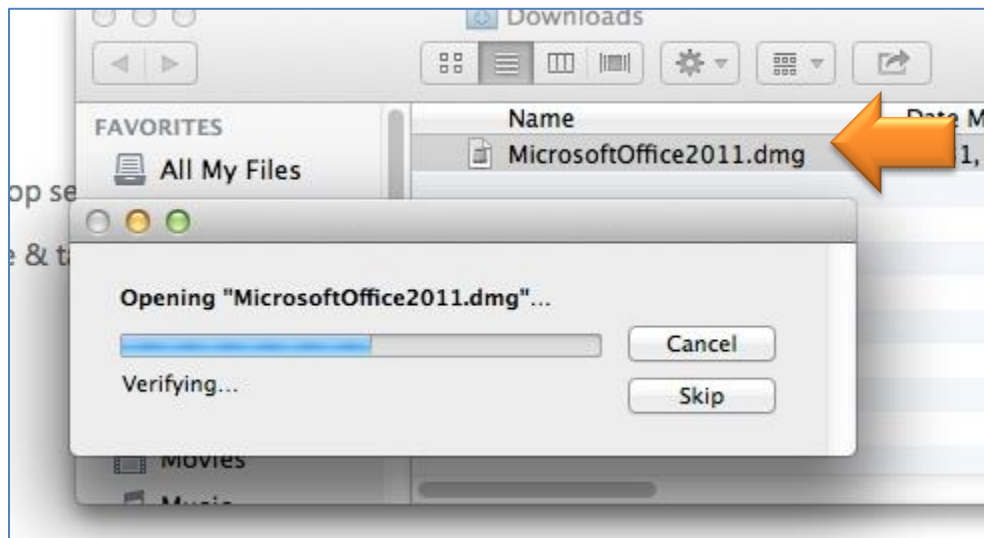
4. Click **Install and manage software**.



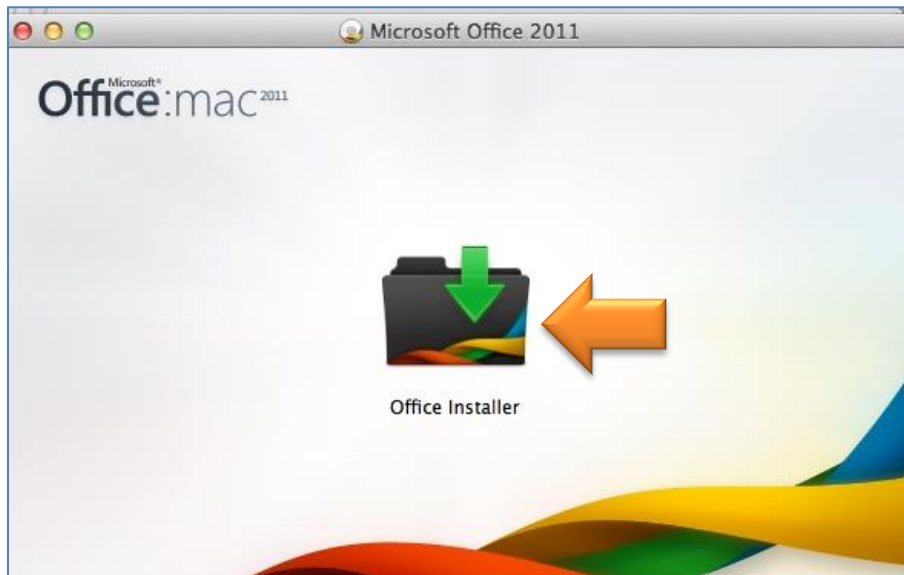
5. Select the Language and click **Install**. A file named **MicrosoftOffice2011.dmg** should download.



6. Open your Downloads folder and double-click the **MicrosoftOffice2011.dmg** file.



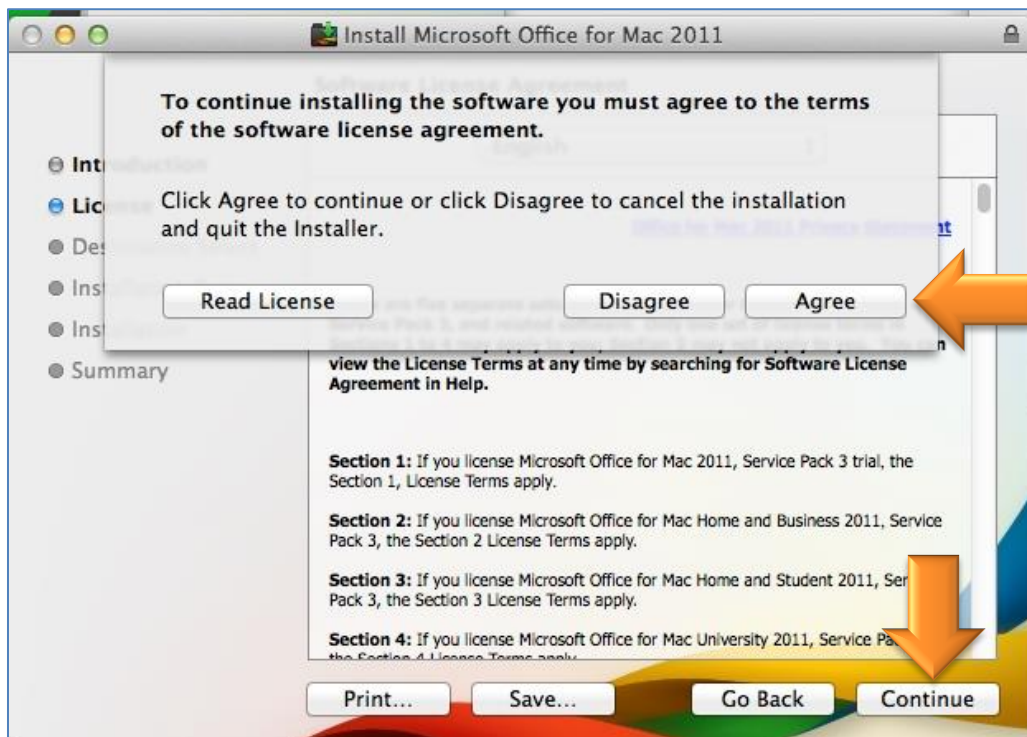
7. Double-click the **Office Installer** icon.



8. Click **Continue**.



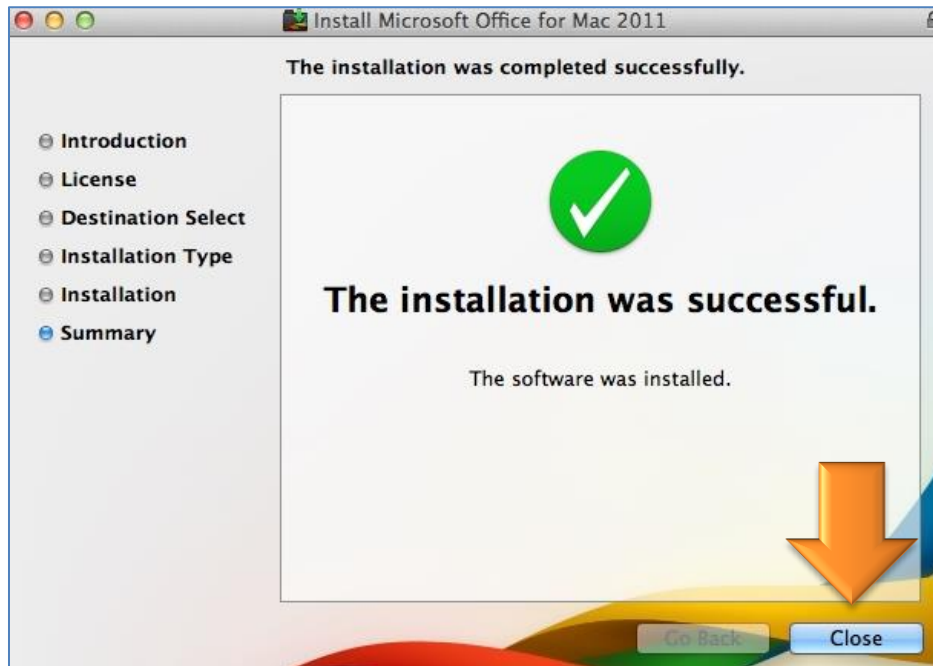
9. Click **Continue**, and then **Agree**.



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**.



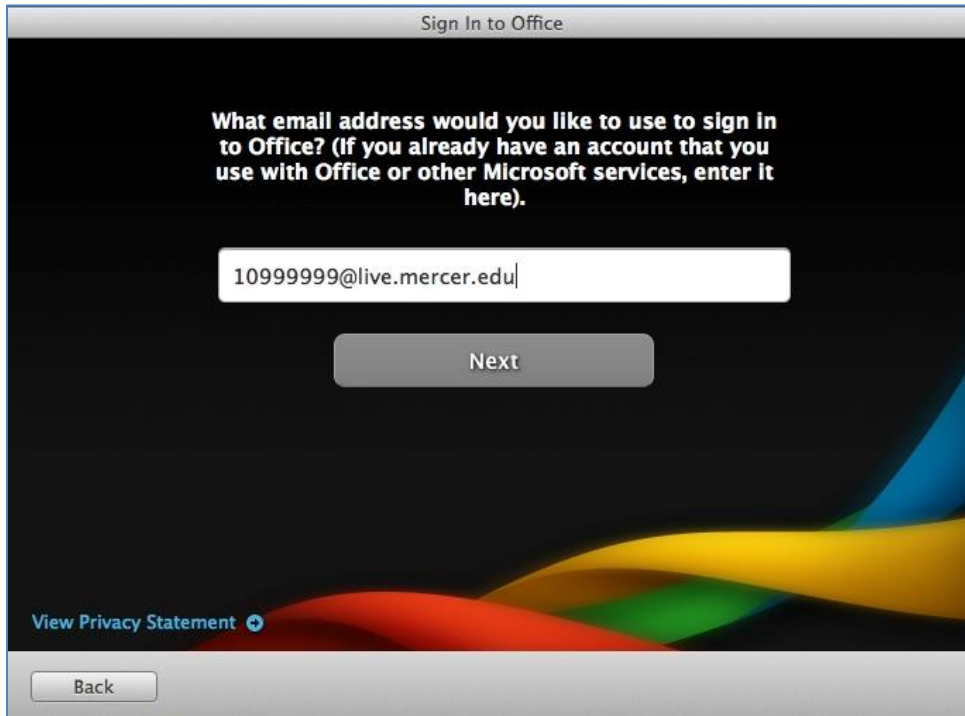
11. Click **Close** when the installer indicates it was successful.



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



13. Enter your MUID followed by *@live.mercer.edu*, and then click **Next**.



Sign In to Office

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).

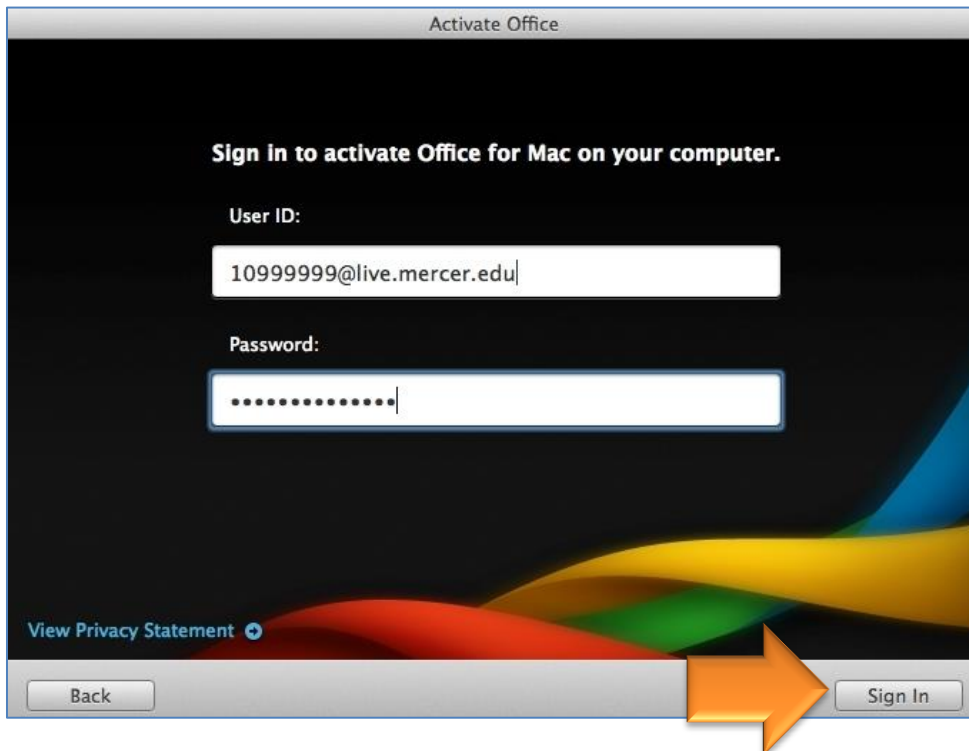
10999999@live.mercer.edu

Next

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14. Enter your MercerLive password, and then click **Sign In**.



Activate Office

Sign in to activate Office for Mac on your computer.

User ID:

10999999@live.mercer.edu

Password:

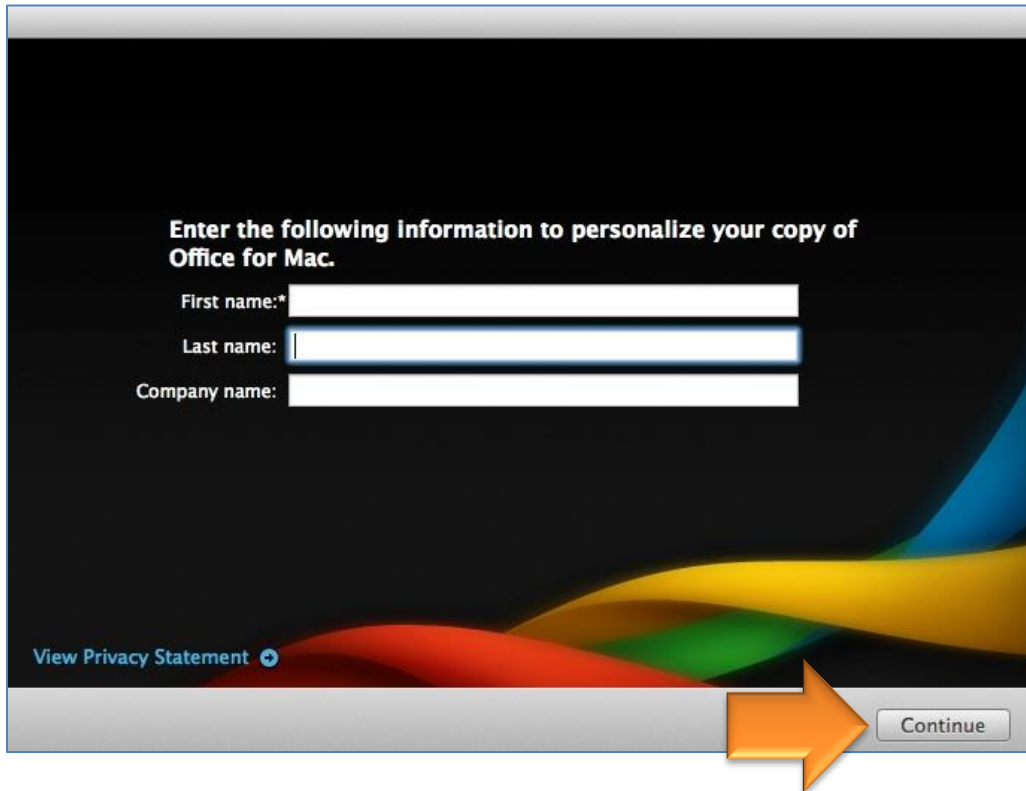
.....

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Sign In

15. Enter your first and last name, and then click **Continue**.



Enter the following information to personalize your copy of Office for Mac.

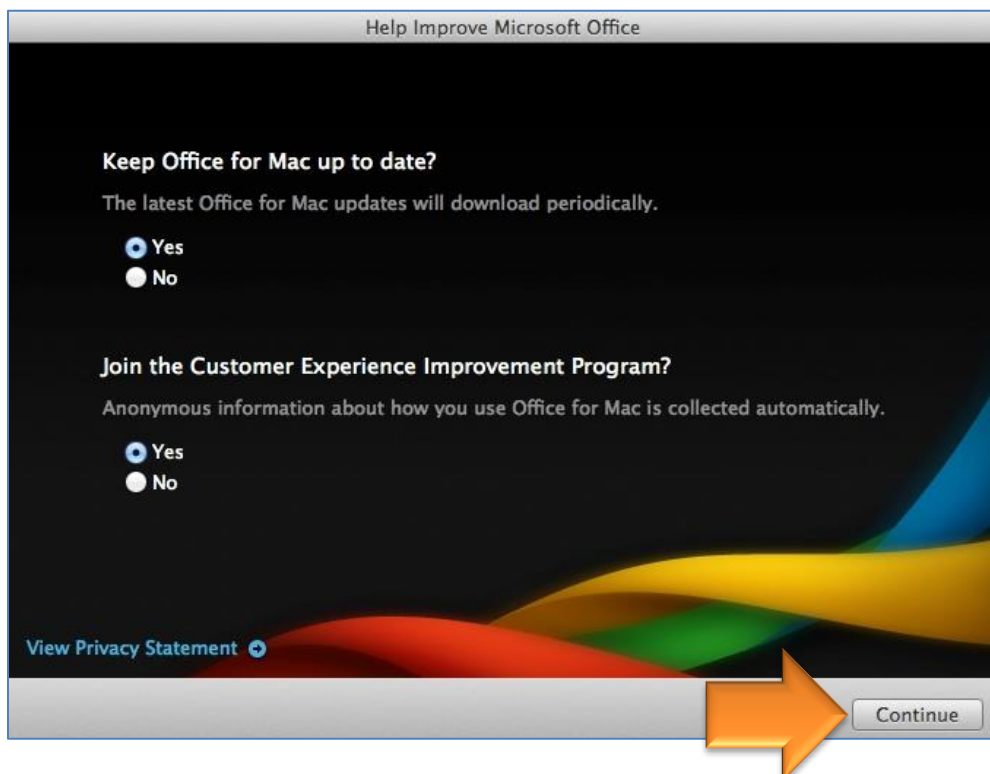
First name:*

Last name:

Company name:

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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**.



Help Improve Microsoft Office

Keep Office for Mac up to date?
The latest Office for Mac updates will download periodically.

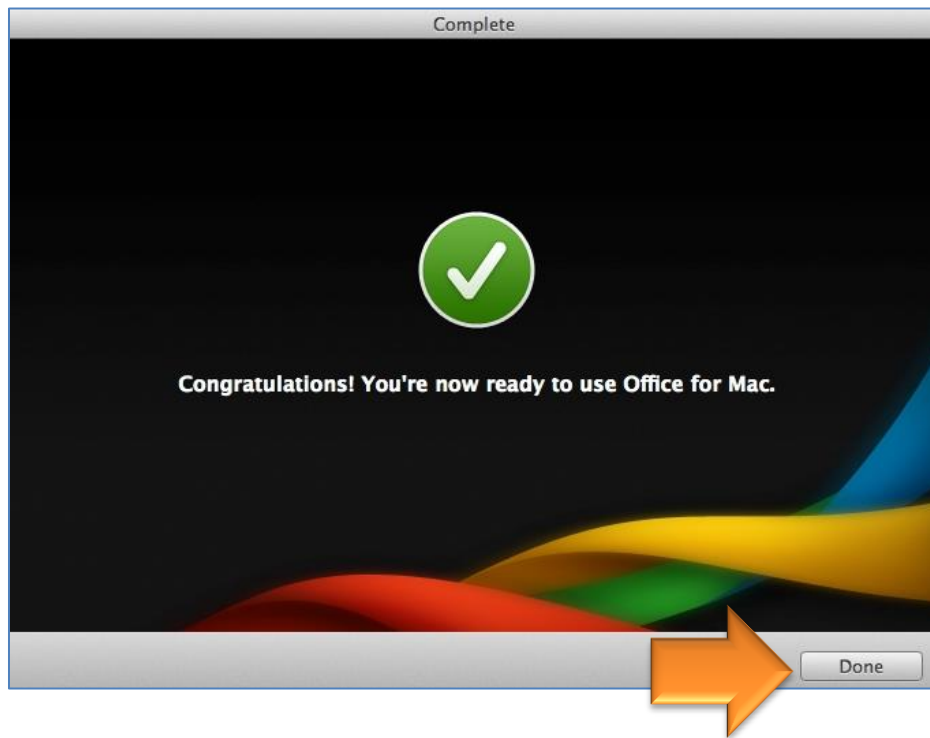
Yes
 No

Join the Customer Experience Improvement Program?
Anonymous information about how you use Office for Mac is collected automatically.

Yes
 No

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17. Click **Done**.



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

