

How to Download Microsoft Office 2016 for Mac from MercerLive

- 1. Log in to MercerLive: <u>http://mercerlive.mercer.edu</u>
- 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. Click Install.

Software	
Office Tools & add-ins Skype for Business Desktop setup Phone & tablet	Office Install Office 2016 for Mac This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook and OneNote.
	Word Excel PowerPoint Outlook OneNote
	Review system requirements

6. Open your **Downloads** folder and double click the file **Microsoft_Office_2016_Installer.pkg**



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



Information Technology

8. Click Continue.



9. Click Agree.

000		Install Microsoft Office 2016 for Mac		
	To continue in the software li	talling the software you must agree to the terms of sense agreement.		
Inti	Click Agree to continue or click Disagree to cancel the installation			
• Lic	quit the Installer.			
• De				
 Ins 	Read Licens	Disagree Agree		
Ins	1			
Summary		agreement between (i) you and the device manufacturer or software installer that distributes the software with your device; or (ii) you and		

10. Click Install.





11. Click **Close** when the installation completes.

• • •	💝 Install Microsoft Office 2016 for Mac	
	The installation was completed successfully.	
 Introduction License Destination Select Installation Type Installation Summary 	You're almost done!	
	Close this window to finish setting up Office.	
	Go Back Close	

12. After a few moments, the following window will open. When it does, click Get started.

00	Word 2016 for Mac	
	What's New in Word	
<u> </u>	Unmistakably Office, Designed for Mac Modern Office design now fully optimized for the Mac, including Retina display and full screen view.	
	Redesigned Ribbon and New Task Panes All the power of Office now organized the same way across Mac and Windows.	
6	Cloud Connected Access your recent documents on any device through seamless integration with OneDrive, SharePoint, and more.	
P	New Tools and Improved Features New Design Ribbon, sharing options, online templates, reference tools, mail merge, and more.	
7	Threaded Comments Easily track comments and reply to others, so you can have helpful conversations where they matter.	
	Get started >	
-		

Information Technology

13. Click Sign In.



14. Enter your MUID followed by @live.mercer.edu and click Next.



15. Log into the **MercerLive** website when prompted.

• O Word 201	6 for Mac
Sign In	
Me	ercerLive
Mercer University ID:	10933790
Enter your Mercer University ID number	er. There is no need to include @live.mercer.edu
MyMercer Password:	•••••
Forgot Password?	
For security purposes, Mercer IT encou	arages you to <u>change your default password.</u>
	Sign In

16. Select the default theme for Office, and click **Continue**.





17. Click **Start Using Word** to complete the installation.

