
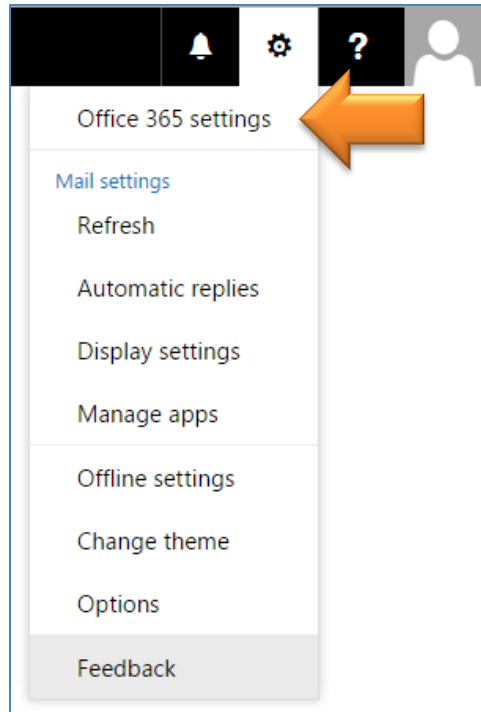
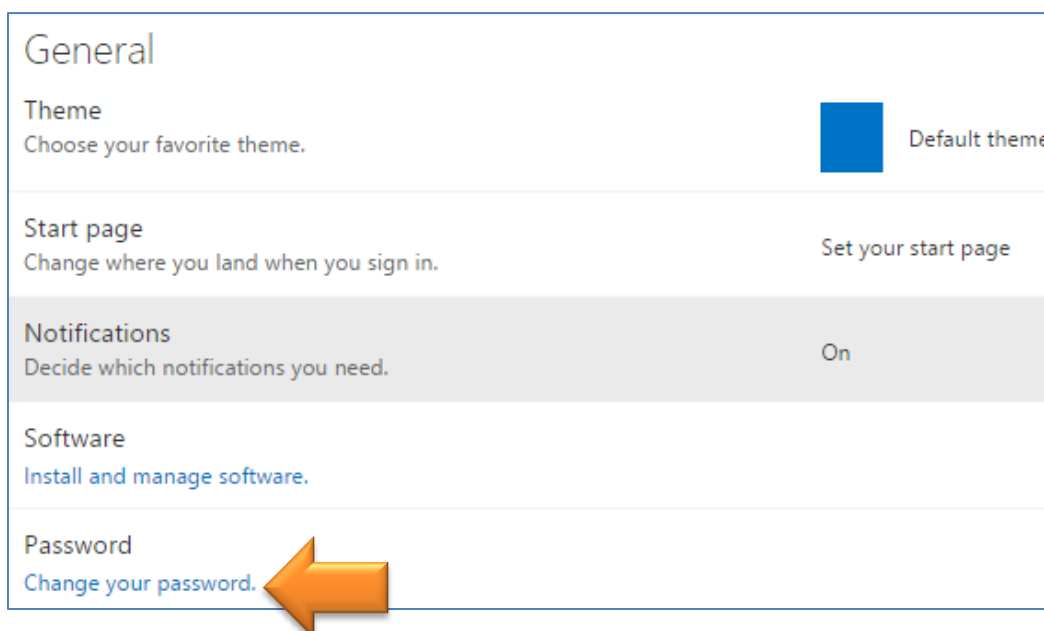


## How to Download Microsoft Office 2016 for Mac from MercerLive

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**.



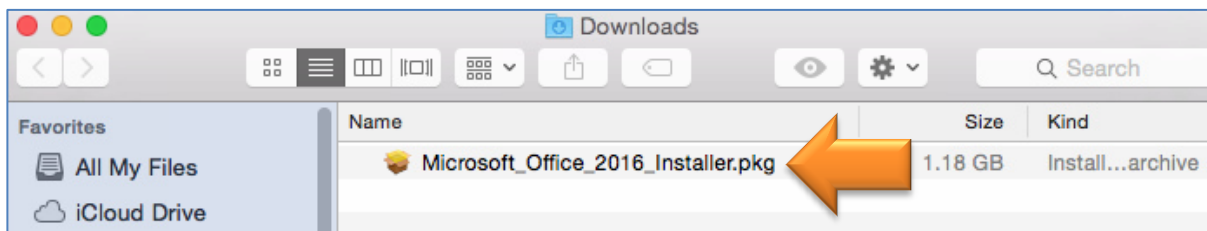
4. Click **Install and manage software**.



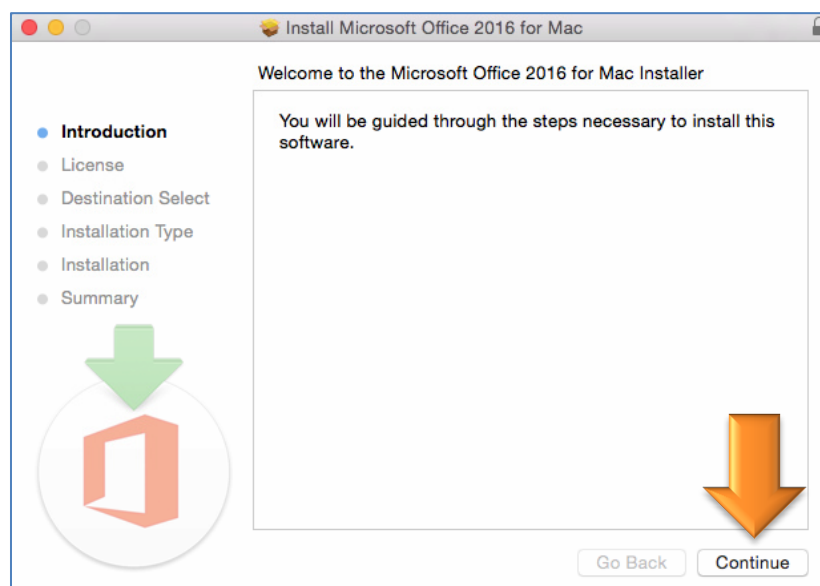
5. Click **Install**.



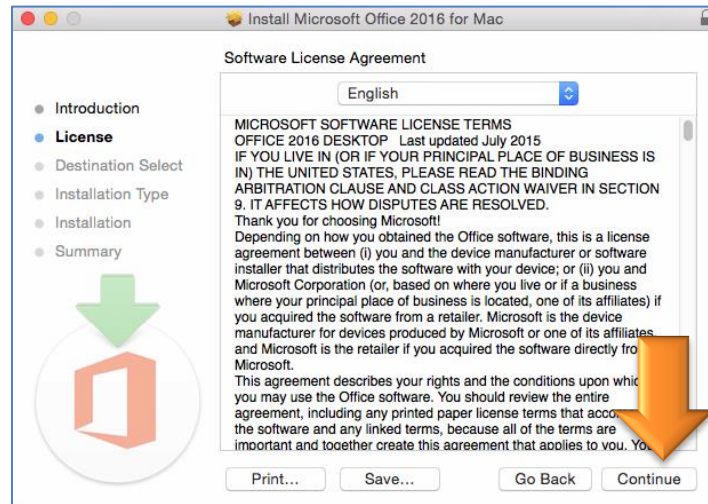
6. Open your **Downloads** folder and double click the file **Microsoft\_Office\_2016\_Installer.pkg**



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



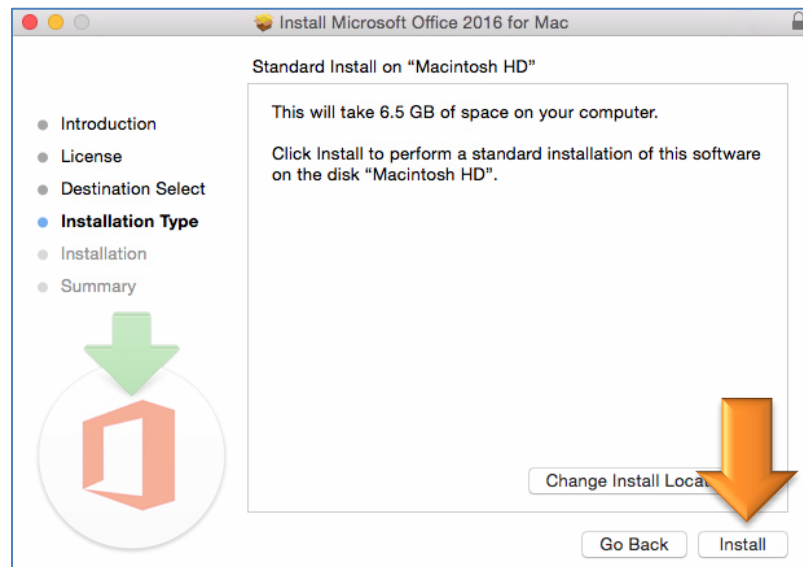
8. Click **Continue**.



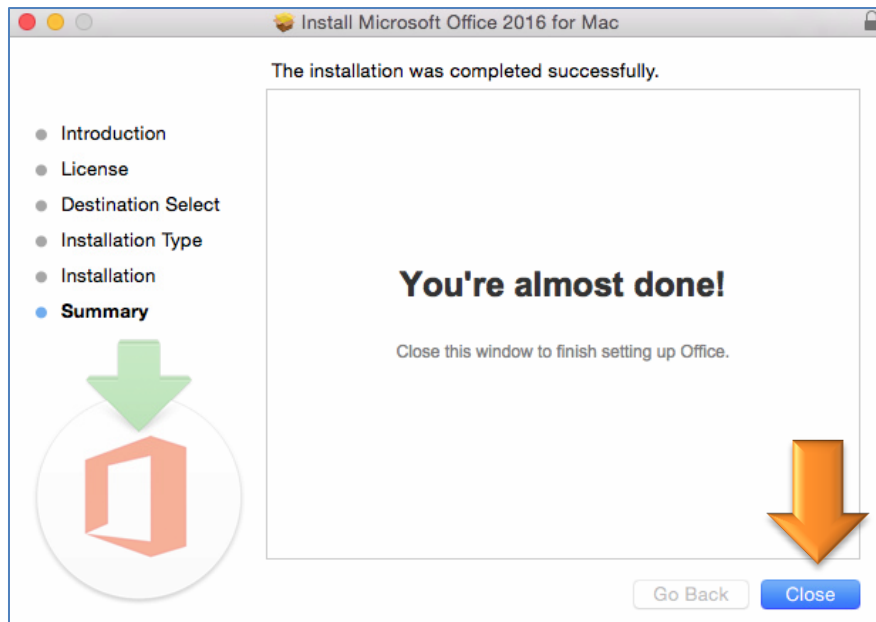
9. Click **Agree**.



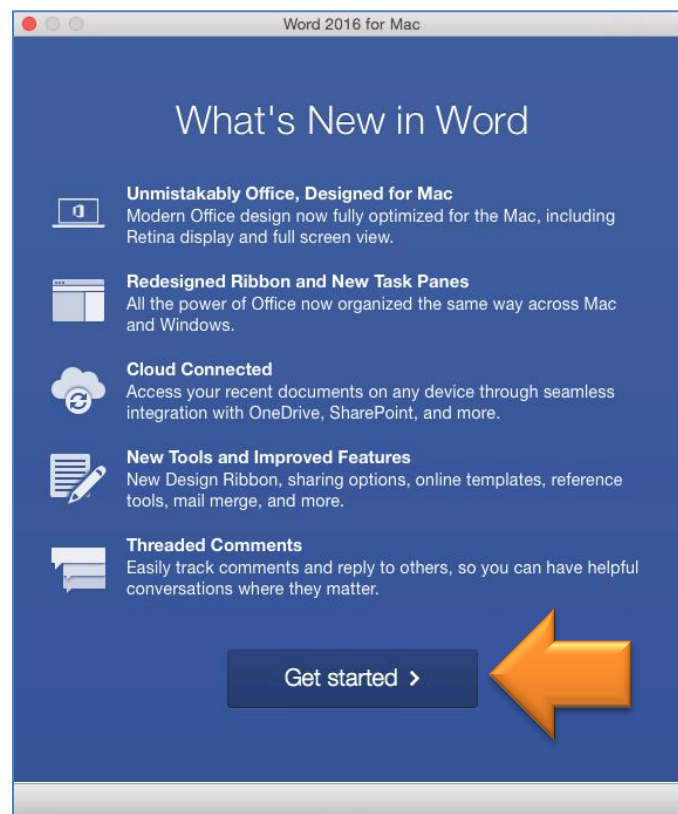
10. Click **Install**.



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



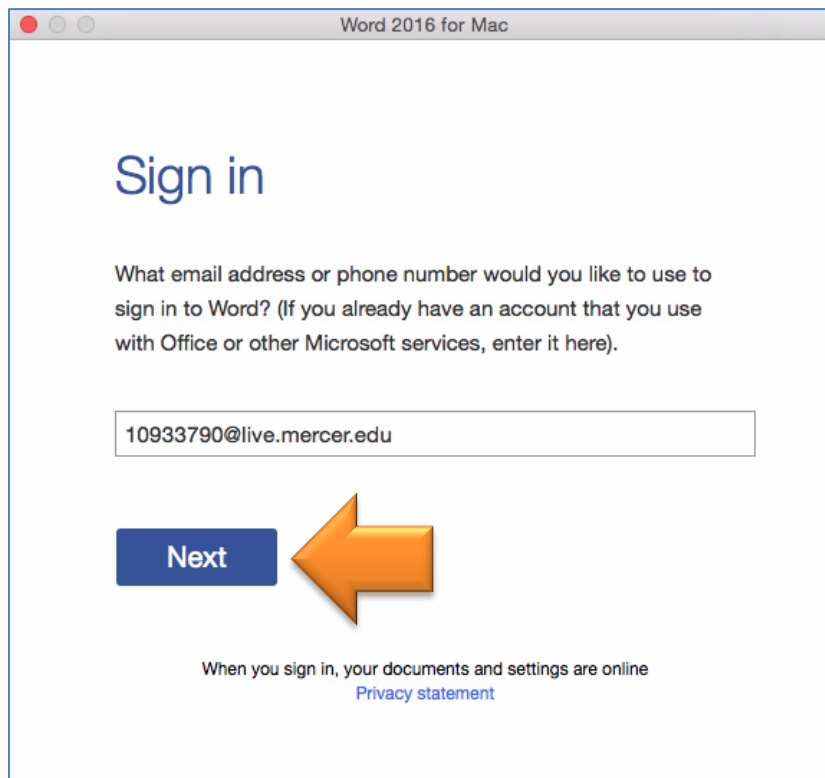
12. After a few moments, the following window will open. When it does, click **Get started**.



13. Click **Sign In**.



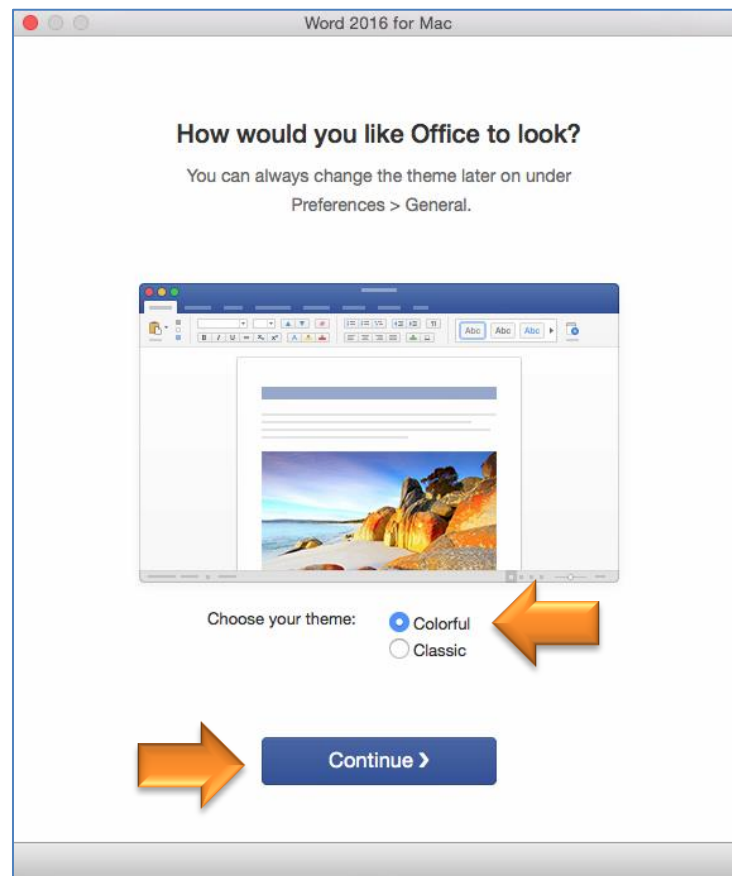
14. Enter your MUID followed by *@live.mercer.edu* and click **Next**.



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



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



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

