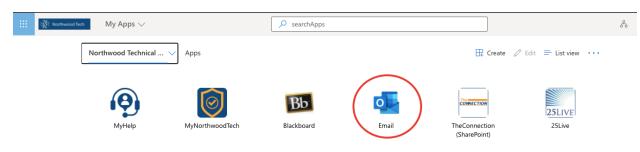
### Installing Microsoft Office 365 on Macintosh

Go to www.northwoodtech.edu

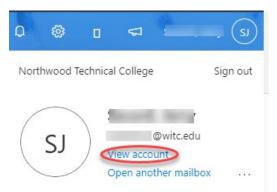
1. Click on MyCampus

| At  | bout Alumni & Giving | MyCampus              | Blackboard | MyNorthwoodTech | Request Info | Find a Class |
|---|----------------------|-----------------------|------------|-----------------|--------------|--------------|
| Northwood<br>Technical College  |                      |                       |            |                 |              |              |
| 2. Login using your s   | student ID an        | <mark>d passwo</mark> | ord        |                 |              |              |
|   |                      |                       |            |                 |              |              |
| Microsoft   |                      |                       |            |                 |              |              |
| Sign in   |                      |                       |            |                 |              |              |
| Email, phone, or Skype  |                      |                       |            |                 |              |              |
| No account? Create one!   |                      |                       |            |                 |              |              |
| Can't access your account?  |                      |                       |            |                 |              |              |
| Back  | Next                 |                       |            |                 |              |              |
|   |                      |                       |            |                 |              |              |
|   |                      |                       |            |                 |              |              |
|   |                      |                       |            |                 |              |              |
|   |                      |                       |            |                 |              |              |
| Northwood Tech  |                      |                       |            |                 |              |              |
| $\leftarrow$  |                      |                       |            |                 |              |              |
| Enter password  |                      |                       |            |                 |              |              |
| Password  |                      |                       |            |                 |              |              |
| Forgot my password  |                      |                       |            |                 |              |              |
|   | Sign in              |                       |            |                 |              |              |
|   |                      |                       |            |                 |              |              |
| Need help? Contact the Northwood<br>at 1-715-475-1111 or by emailing<br>myhelp@northwoodtech.edu for logi |                      |                       |            |                 |              |              |
| Setup recovery options: Here  |                      |                       |            |                 |              |              |
|   |                      |                       |            |                 |              |              |

#### 3. Click on the Email tile



#### 4. In the upper right of the page. Click on your account photo and select View Account



# 5. While in your account settings. You will see the option on the left side of the page "Office apps". Click on Office apps.

|                   | Northwood Tech   | My Account $\lor$ |
|-------------------|------------------|-------------------|
| ନ <b>୦</b> ୦      | verview          |                   |
| ₽ø Se             | curity info      |                   |
| 🖵 De              | vices            |                   |
| 🔍 Pa              | ssword           |                   |
| 🖻 Or              | ganizations      |                   |
| 🔅 Se              | ttings & Privacy |                   |
| ₽ <sub>₽</sub> My | y sign-ins       |                   |
| 🖵 Of              | fice apps        |                   |
| 🗔 Su              | bscriptions      |                   |

### 6. Once in the apps section you will see the option to "Install Office"

|                       | My account         |   | K W   |  |
|-----------------------|--------------------|---|---|--|
|                       | <                  |   |   |  |
| 命                     | My account         | ightarrow Office apps & devices   | Subscriptions   |  |
| 8                     | Personal info      | You can install Office on up to 5 PCs or Macs, 5 tablets,<br>and 5 smartphones.   | Verify what products and licenses you have.   |  |
|                       | Subscriptions      | Install Office  |   |  |
| Q,                    | Security & privacy | View apps & devices   | View subscriptions  |  |
| ß                     | App permissions    |   |   |  |
| $\overline{\uparrow}$ | Apps & devices     | 🔍 Security & privacy  | App permissions   |  |
| ß                     | Tools & add-ins    | Protect your account and adjust important privacy<br>settings to your preference. | Apps with access to your data: 73   |  |
| 0                     |                    |   | Manage which apps have access to your data. You can<br>revoke permission whenever you want. |  |
|                       |                    | Manage security & privacy   | Change app permissions  |  |
|                       |                    |   |   |  |

## 7. When clicking on "Install Office", the application will ask where you would like to download. Go to the Downloads folder to install Office 365.

| •••       | < > Downloads   | 8 ≔ ⊡ … |
|-----------|---|---------|
| Favorites | Name  | Size    |
| AirDrop   | Since Microsoft_Office_16.52.21080801_BusinessPro_Installer.pkg | 1.95 GB |

\*\* Office 365 currently does not include Microsoft Access.