1. Sign in with your account (Username@keyanomail.ca) at [http://portal.office.com/OLS/MySoftware.aspx](http://portal.office.com/OLS/MySoftware.aspx)

   If you don't see Office listed, your email may not have a license assigned. Please contact ITSHelpdesk@keyano.ca OR Call +1 780 791 4965.

1. On the Office page page, under Install Office 2016 for Mac, select Install to begin downloading the installer package.

![Software](image1.png)

2. Once the download has completed, open Finder, go to Downloads, and double-click Microsoft_Office_2016_Installer.pkg. (The name might vary slightly.)

![Downloads](image2.png)

**TIP:** If you see an error that says the Microsoft_Office_2016_Installer.pkg can’t be opened because it is from an unidentified developer, wait 10 seconds and then try double-clicking the installer package again. If you’re stuck at the Verifying.... progress bar, close or cancel the progress bar and try again.
3. On the first installation screen, select **Continue** to begin the installation process.

4. Review the software license agreement, and then click **Continue**.
5. Select **Agree** to agree to the terms of the software license agreement.
6. Review the disk space requirements, and then click **Install**.
7. Enter your Mac login password, if prompted, and then click **Install Software**. (This is the password that you use to log in to your Mac.)
8. The software begins to install. Click Close when the installation is finished. If Office installation fails, see What to try if you can’t install or activate Office 2016 for Mac using Office 365 for business.

**TIP:** Were these steps helpful? Please leave us a comment!
Launch an Office for Mac app and start the activation process

1. Click the **Launchpad** icon in the Dock to display all of your apps.

2. Click the **Microsoft Word** icon in the Launchpad.

3. The **What's New** window opens automatically when you launch Word. Click **Get Started** to start activating. If you need help activating Office, see [Activate Office 2016 for Mac](#). If Office activation fails, see [What to try if you can't install or activate Office 2016 for Mac using Office 365 for business](#).
What’s New in Word

Unmistakably Office, Designed for Mac
Fresh new Office design now fully optimized for the Mac, including retina display and full screen view.

New Ribbon and Task Panes
All the power of Office organized in a manner similar to Office for Windows.

Cloud Connected
Access your recently used documents on any device with seamless integration with OneDrive, SharePoint, and more.

New Tools and Improved Features
Includes new sharing options, Design Ribbon, navigation pane, reference tools, mail merge, and more.

Threaded Comments
Easily track comments and see who replied to whom, so you can have helpful conversations where they matter.

Get started