

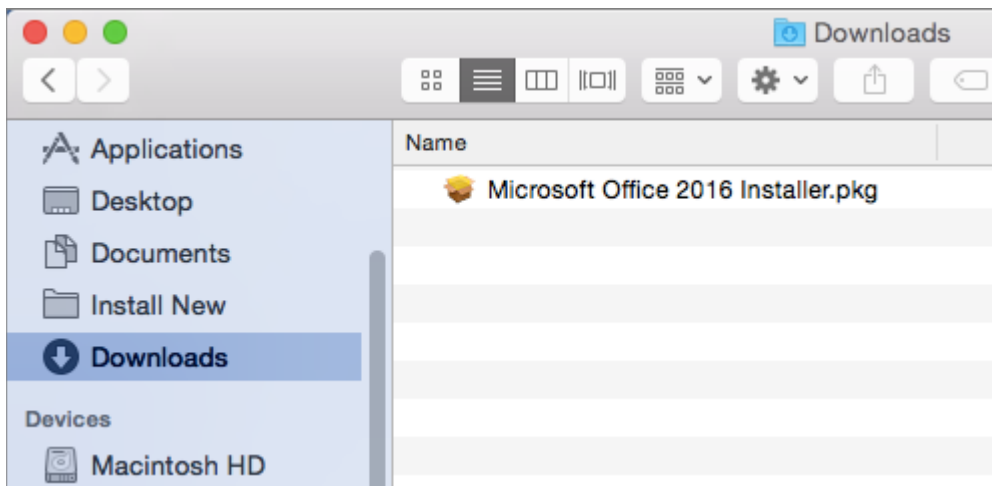
1. Sign in with your account (Username@keyanomail.ca) at <http://portal.office.com/OLS/MySoftware.aspx>

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**, under **Install Office 2016 for Mac**, select **Install** to begin downloading the installer package.

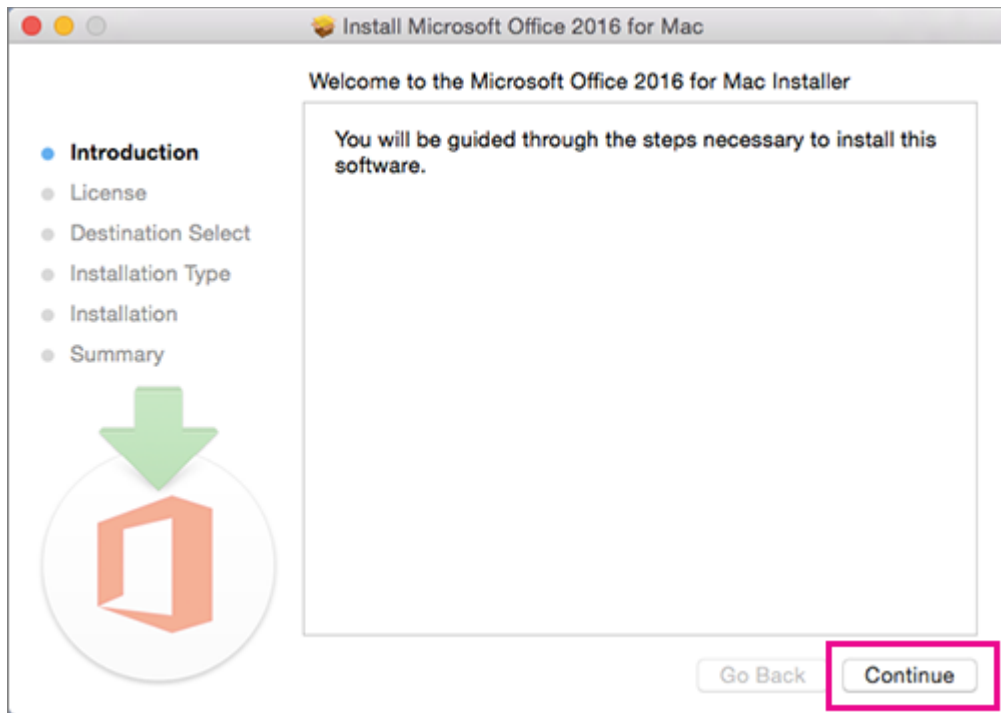


2. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft_Office_2016_Installer.pkg**. (The name might vary slightly.)

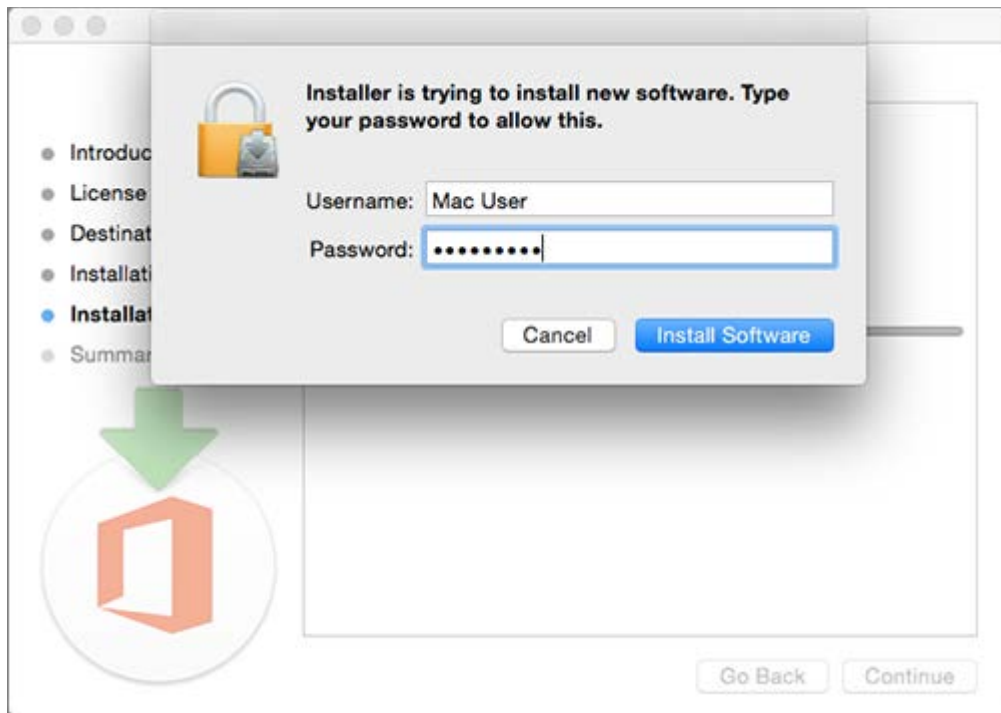


TIP: If you see an error that says the **Microsoft_Office_2016_Installer.pkg** can't be opened because it is from an unidentified developer, wait 10 seconds and then try double-clicking the installer package again. If you're stuck at the **Verifying....** progress bar, close or cancel the progress bar and try again.

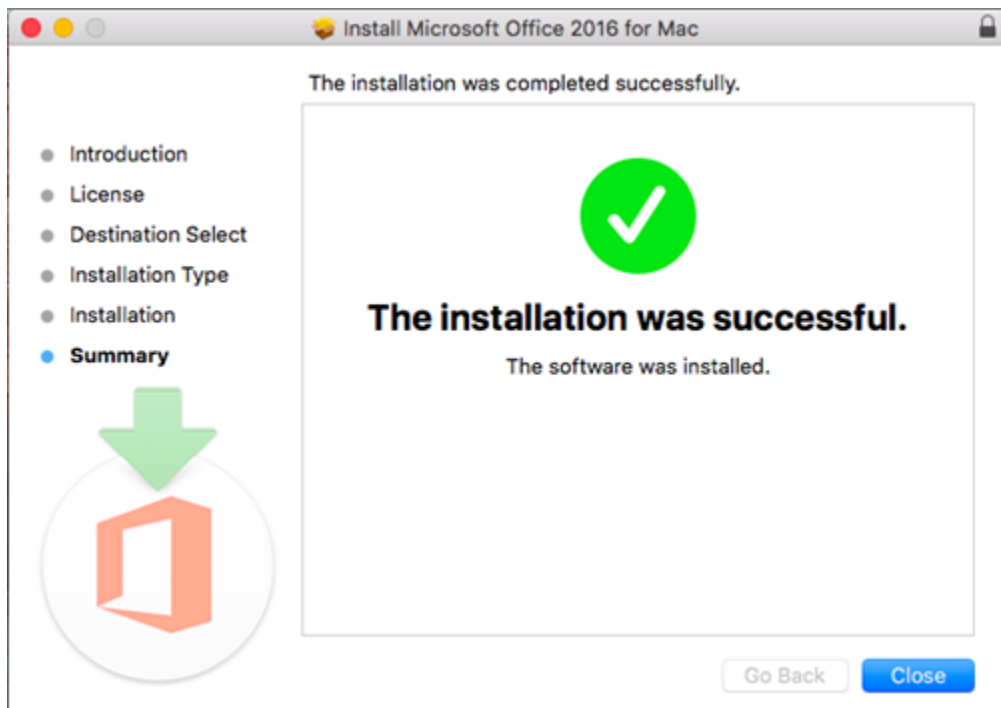
3. On the first installation screen, select **Continue** to begin the installation process.



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.](#)



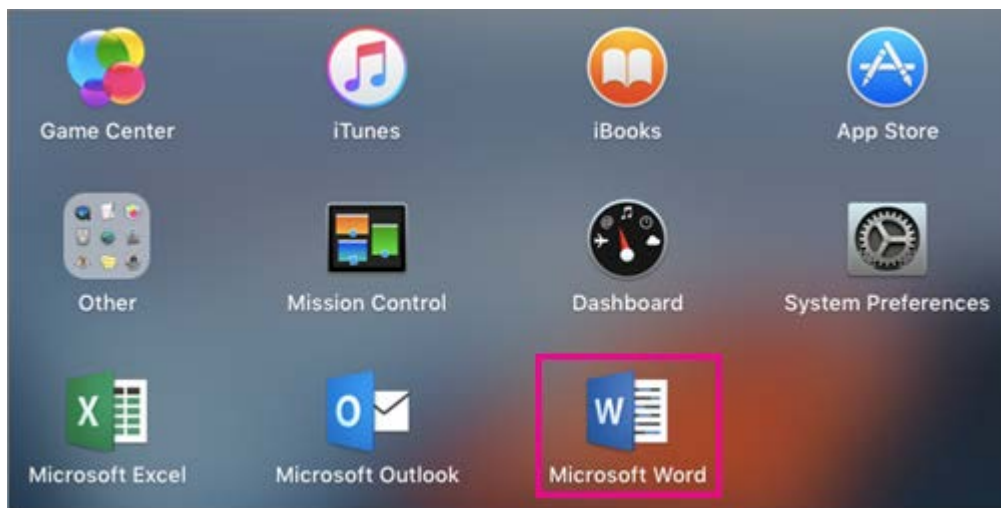
TIP: Were these steps helpful? Please [leave us a comment!](#)

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 >