# Installing Microsoft Office 2011 from Office 365 portal on a MAC

Login to the portal site at - **http://portal.office.com/OLS/MySoftware.aspx**



Once the page loads, please have the student enter their username and password. This will be the same as the username and password used to log in to a school workstation.



If presented with the below page, the same username and password used to log in to a school workstation should be used..
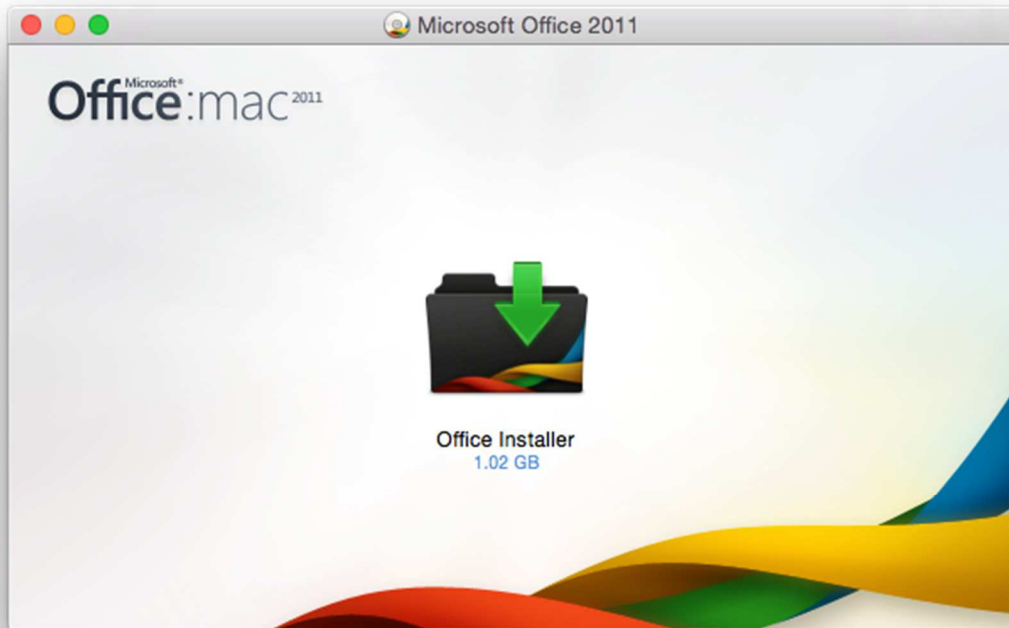
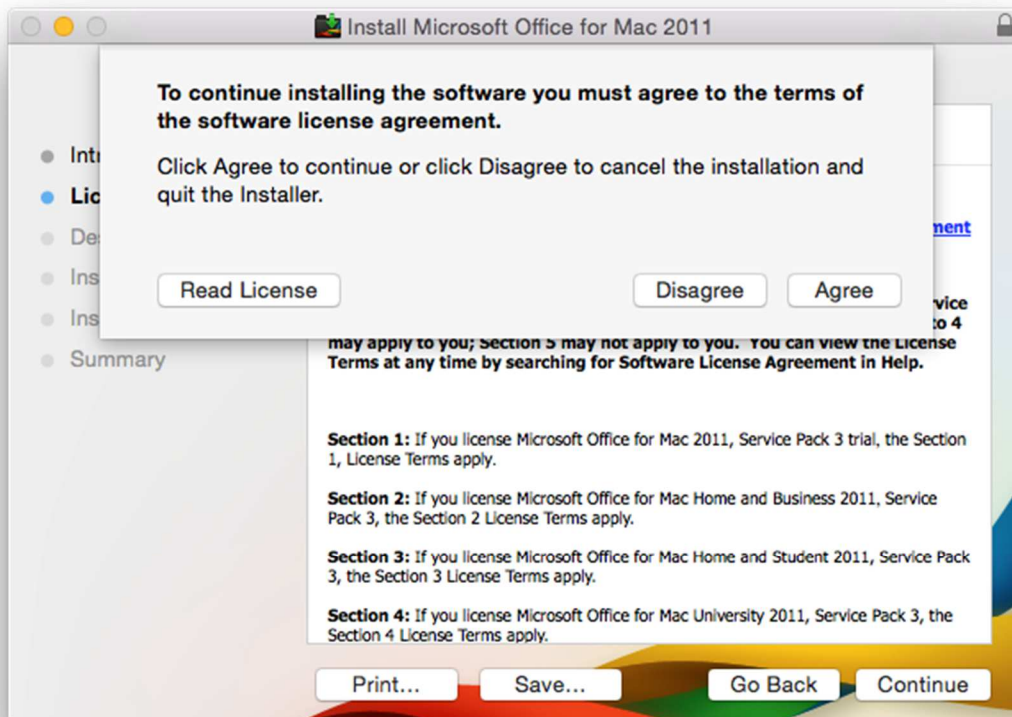Select the Install Now button on the left side of the screen.
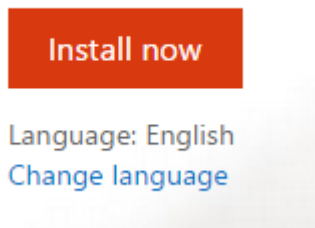


The installation will then begin to download the package into the Downloads folder on the Mac. Once completed double click the **DMG** file.
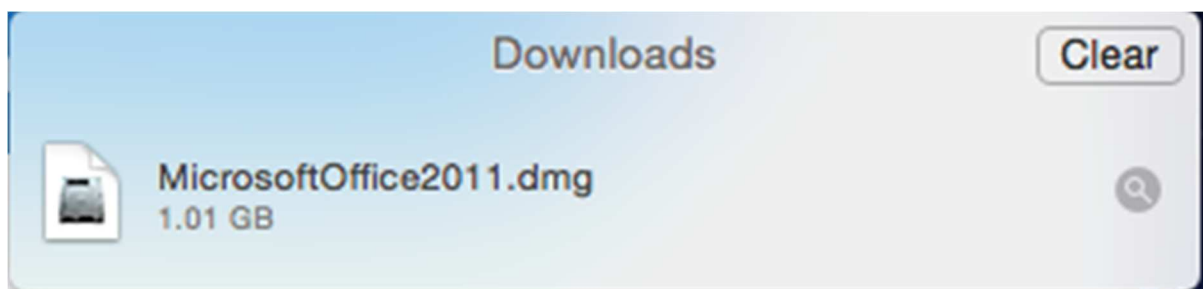


Double click the install file to start the installation process.

Click the usual next, agree and install buttons to continue.

Once the install button is clicked, a prompt may appear requesting authentication to proceed with the installation. Enter the username and password of an Administrator account on the Mac.



Once the installation is complete a large green tick will appear. Click finish.
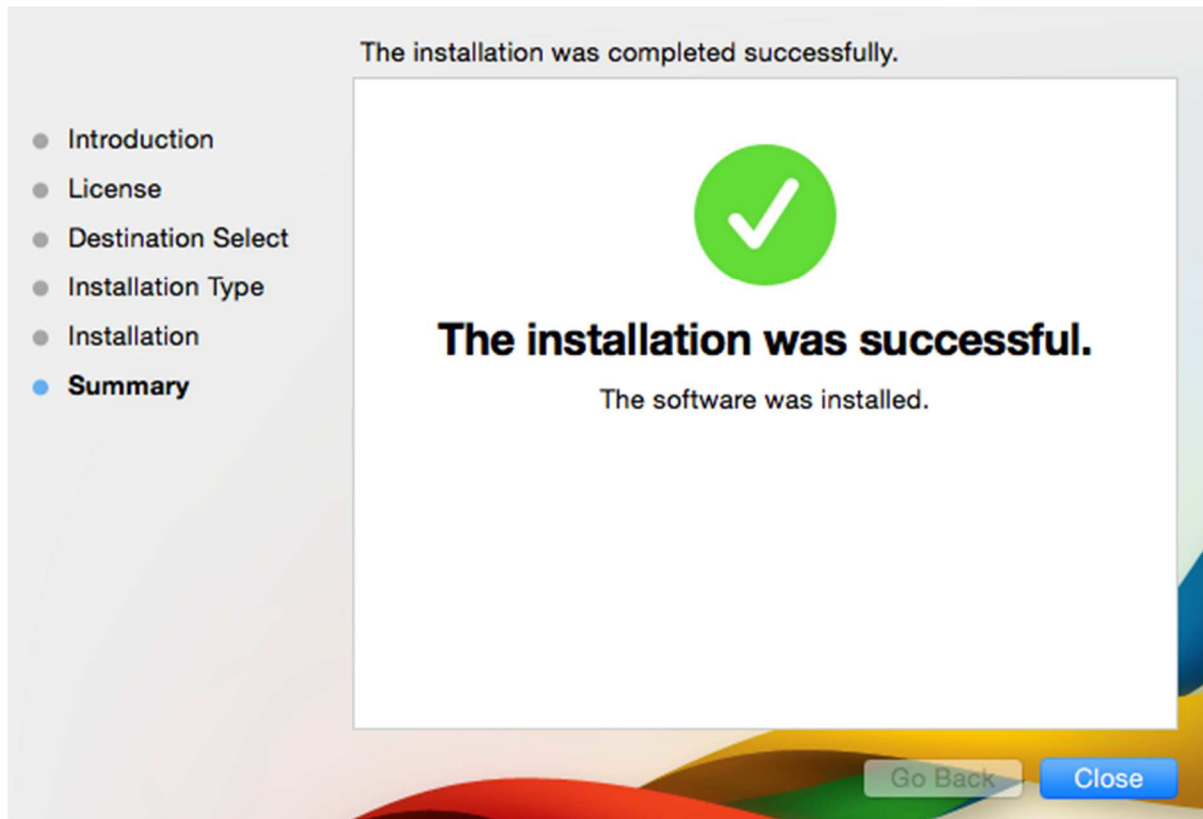
On first run of the software you will need to register. From the below Screen click **Sign into an Existing Office 365 subscription.**

Enter your student email address and click **Next.**
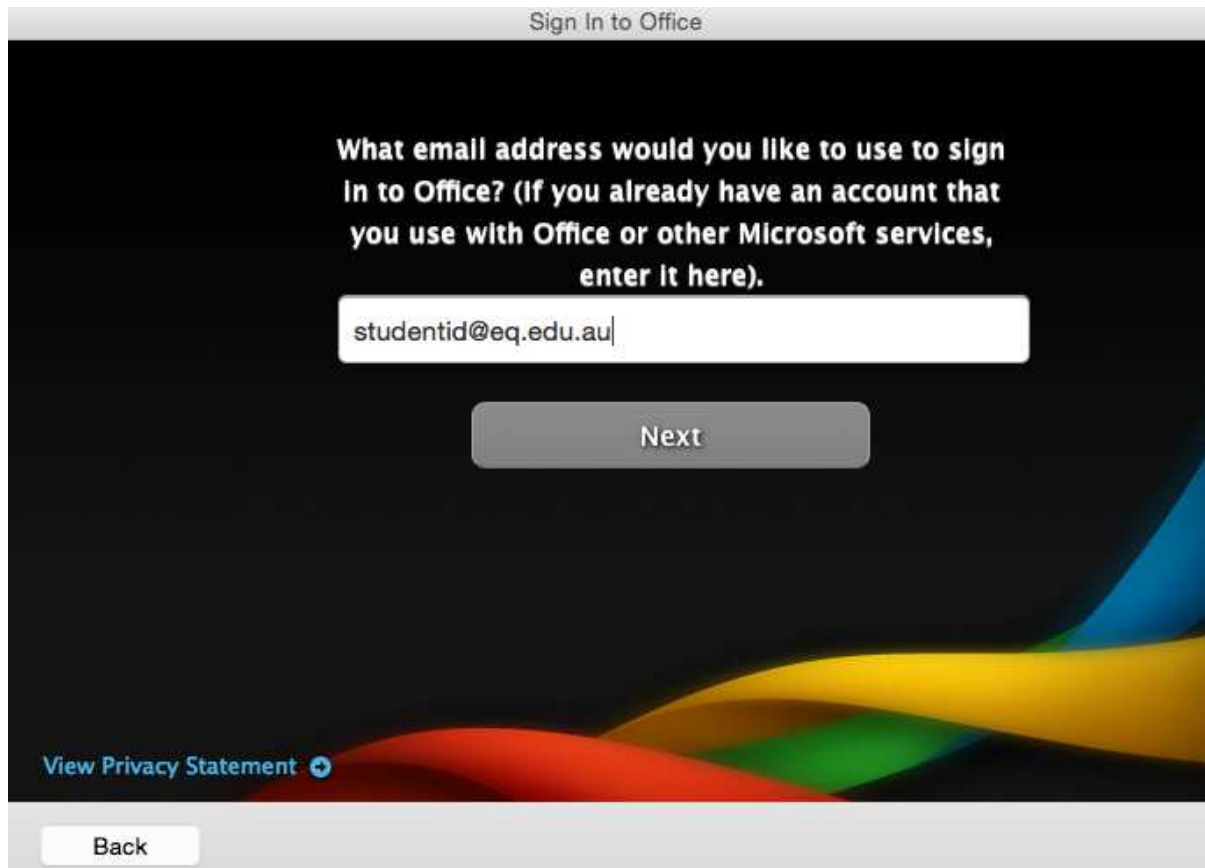
The next screen may differ if you have previously registered on another MAC you will be asked to enter a password.

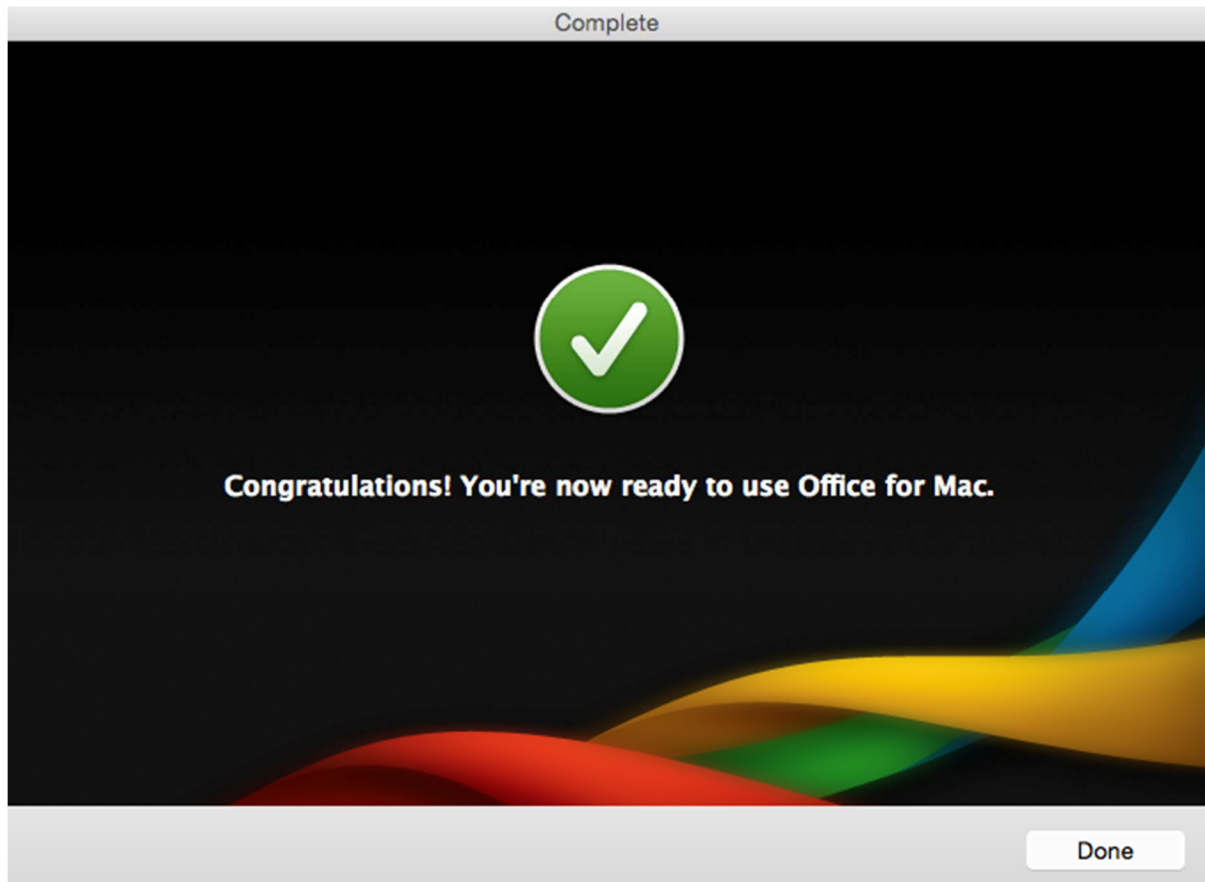If this is your first time, you will required to Create a password.

Once complete, click **Sign In**

You will now see the installation is complete. Click **Done.**

All Office icons will now appear in the Dock ready for use.