



Information Technology Services

MS Office 365

INSTALLING OFFICE 365 | MAC VERSION

FOR LONG BEACH CITY COLLEGE **STUDENTS**







Overview

In this tutorial, you will learn how to:

▶ Install Office 365 apps to your Mac.

Important Note

This guide is **specific to Apple devices**. If you are on a device running **Windows**, please

refer to our Windows Installation guide. If you are on a Chromebook, you will need to

refer to the Accessing Office 365 Online guide.





Step 1: Navigate to the Viking Portal

Navigate to the <u>lbcc.edu</u> homepage. Then, in the upper left-hand corner, click on the **Viking Portal**.







Step 2: Log in to the Viking Portal

Enter your student ID number and password. Click Login.







Step 3: Open Microsoft 365

From your Viking Portal, click on the Microsoft 365 tile.







Step 4: Sign In

Click on **Sign in**.







Step 5: Enter Your Login Email

Once you click **Sign in**, you will be asked to enter an email. Enter your information in the following format:

Student ID Number@lbcc.edu

Example: 0123456@lbcc.edu

Click Next.

Microsoft			
Sign in			
0123456@lbcc.edu			
No account? Create on	ne!		
Can't access your account?			
	Back	Next	





Step 6: Install Office 365 Apps

Click on Install apps and then click on Microsoft 365 apps.

	Microsoft 365	✓ Search	t⊅ @ ? (ov)
Home			×.
(\div)	Welcome to Microsoft 365, Ole		Install apps \vee
Create	Recommended	×	Microsoft 365 apps Lncludes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.
Ep Feed			Other install options Select a different language or install other apps available with your subscription.
Apps			
Outlook			
Teams			
Word			
Excel			
PowerPoint			
OneNote			





Step 7: Open the Download File

Click **on the download file** to open it. In most cases, it will appear in the top right corner, however the location of the download file may differ depending on the browser you are using.







Step 8: Microsoft 365 Installer

The Office 365 installer will open. Click **Continue** on this prompt.

Welcome to the Microsoft 365 and Office for Mac Installer	
You will be guided through the steps necessary to install this	
Software.	
	Go Back Continue





Step 9: Accept the License Agreement

Click **Continue** to accept the License Agreement.

	Install Microsoft 365 and Office for Mac	A			
Software License Agreement					
Introduction	English				
License	Consumer Customers: To determine which one of the two separate				
 Destination Select 	sets of license terms below apply to you, check the product title. This is printed either on product packaging if you purchased the product				
Installation Type	from a physical retail store or on the page from which you purchased the software if you obtained the software online. If designated Office				
Installation	365 subscription (e.g., Office 365 Home, Personal or University) then the "Supplement to Microsoft Services Agreement – Microsoft Office				
Summary	365 Consumer Subscription Service and Software" below applies to you. If designated Office software (e.g., Office Home & Student or Office Home & Business), then the "Microsoft Software License Terms – Office Desktop" below apply to you.				
	Enterprise Customers: If you are an Enterprise customer, the below terms do not apply to you, and your use of the subscription service/ software is subject to the terms and conditions of the volume license agreement you agreed to when you signed up for the subscription and by which you acquired the license for the software. You may not use the service/software if you have not validly acquired a license from Microsoft or its licensed distributors. If your organization is a Microsoft customer, it has enabled you to use certain connected services in Office 365. You may also have access to other connected services from Microsoft, which are covered by separate terms and				
	Print Save Go Back Continu	le			





Step 10: Install Office 365

Click **Install** to begin installing Office 365. You may be required to enter your device's password to authorize the install.









Step 11: Finish Installing Office 365

The install may take a few minutes. When it has finished installing, click **Close**.

Office 365 apps should now be installed on your device.







Step 12: Signing In

Now that Office 365 has been installed, open one of the apps and click **Sign In**. Type your email in the following format:

Student ID Number@lbcc.edu

Example: 0123456@lbcc.edu

Click Next.

In this example, we will be using Word.







Step 13: Enter Viking Portal Credentials

A Viking Portal sign in page will appear, enter your **student ID number** and **password**. Then, click **Login**.







Congratulations!

You have successfully installed and logged into Office 365 on your Mac.







Questions?

If you run into any issues, or have further questions, please feel free to reach out to us!

- Website: <u>www.lbcc.edu/sthd</u>
- Phone: (562) 938 4250
- Email: <u>sthd@lbcc.edu</u>