



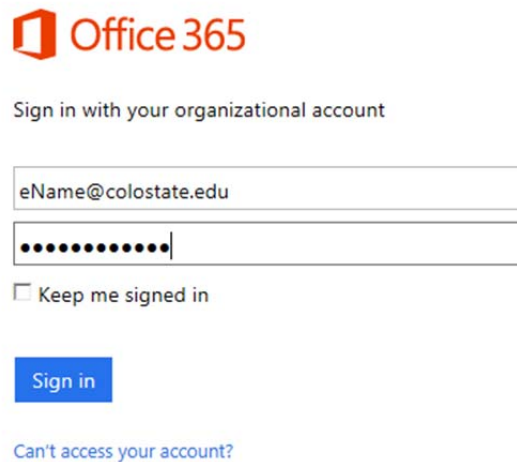
Microsoft Office 365 Installation for Mac OSX

Colorado State University has an agreement with Microsoft for work and personal use of Microsoft Office 365 for CSU students, faculty and staff. Each individual with an active CSU ID will be allowed up to 5 installations of Microsoft Office for home use on their personal computer, tablet or phone.

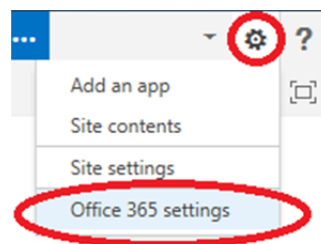
Microsoft Office 365 for Apple users includes Microsoft Pro Plus 2011 for Mac (Word, Excel, PowerPoint, and Outlook) and Microsoft Lync. Microsoft OneDrive for Business is not available for the Apple Operating System at this time. To access your OneDrive for Business files on an Apple computer, you will need to access the web client from <https://Portal.Office.com>.

Follow the instructions below to install Office 365 onto your Windows computer.

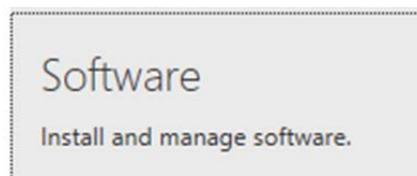
1. Open your browser and navigate to: Portal.Office.com. To login to the website and all other Office 365 services, you will need to use eName@colostate.edu. Enter your information and click "Sign In".



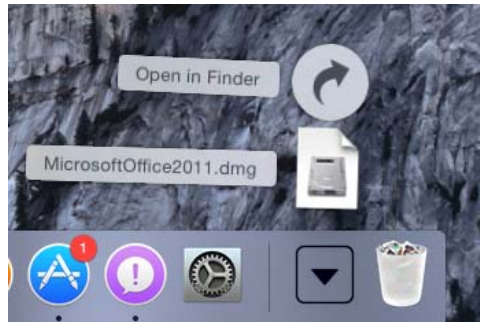
2. After you have signed in, click the gear icon at the top right and click "Office 365 Settings"



3. Next, click the "Software" banner on the left.



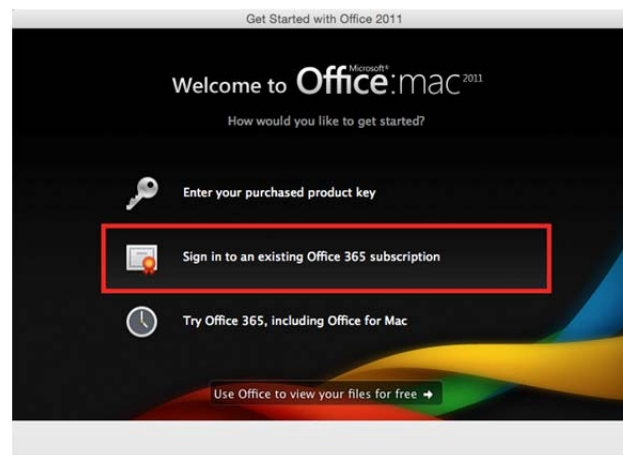
- Click the **Install** button.
- After the download has completed, click on the Microsoft Office 2011 package (MicrosoftOffice2011.dmg) from your Downloads folder. When the Microsoft Office 2011 install package has mounted to the desktop, double-click the "OfficeInstaller.pkg" icon to begin the installation.



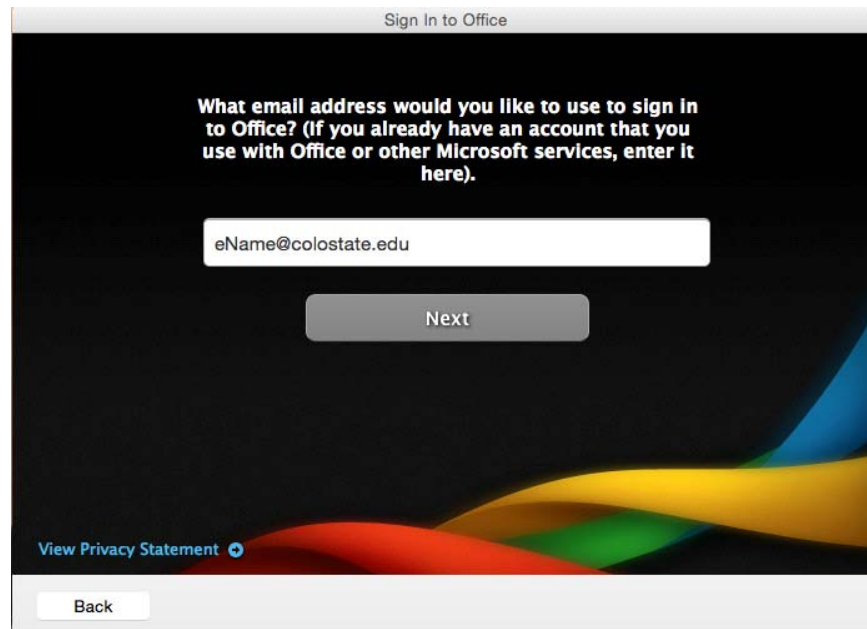
- Proceed through the installation screens and provide your Apple credentials to begin the installation.



- After the installation has completed, open Microsoft Word to begin the activation process. And choose "Sign in to an existing Office 365 Subscription"



8. Enter your eName@Colostate.edu and password to sign in to your Office 365 account.



9. To install the Microsoft Lync application on to your Apple computer, go back to your web browser and on the left click on “Lync”.

Software

Office


Lync

OneDrive

Tools & add-ins

Desktop setup

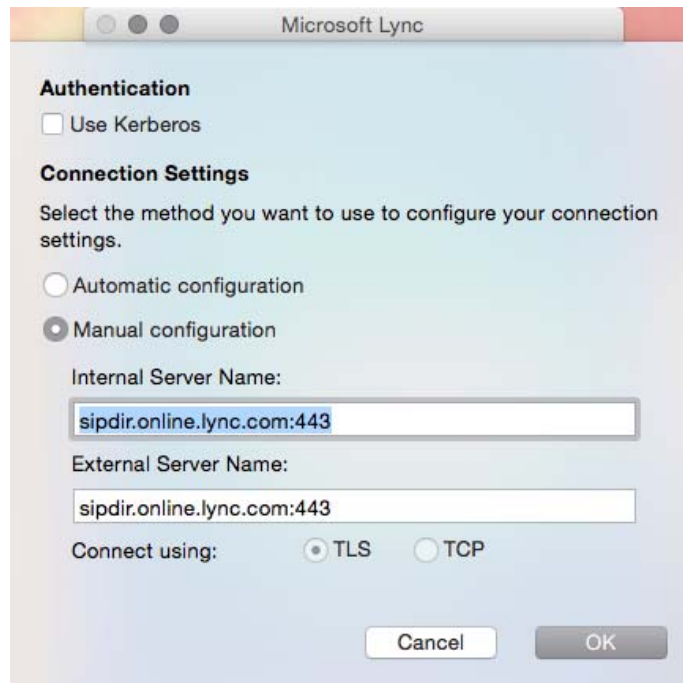
Phone & tablet

10. Click the  button.

11. After the download has completed, click on the Lync 2011 install package (Lync_Mac_2011_All.dmg) from your Downloads folder. When the Microsoft Lync 2011 install package is mounted to the desktop, double-click the “LyncInstaller.mpkg” icon to begin the installation.

12. Follow the onscreen prompts to install Microsoft Lync. When presented with the login screen, click on “Advanced”

- Clear the “Use Kerberos” option
- Change the Connection Settings to “Manual” and enter the following into Internal and External Server name boxes: sipdir.online.lync.com:443



Microsoft Office 365 for Mac OS X Minimum Requirements

COMPONENT	REQUIREMENT
Operating system	Max OS X Version 10.5.8 or later (Leopard)
Computer and processor	A Mac computer that has an Intel processor
Memory	1 gigabyte (GB) or more of memory (RAM)
Disk space	2.5 GB of available hard disk space
Monitor resolution	1024 x 800

If you need any assistance with this installation or use of Office please visit the Microsoft Office 365 support page:
<http://office.microsoft.com/en-us/support/>

If you have any questions regarding this program and eligibility, please contact the CASIT HelpDesk at 970-491-Aggi (2444) or AgHelp@colostate.edu