



How to Download and Install Microsoft Office 365 on a Mac

Palm Beach County School staff and students can now download and install the latest version of Microsoft Office for free.

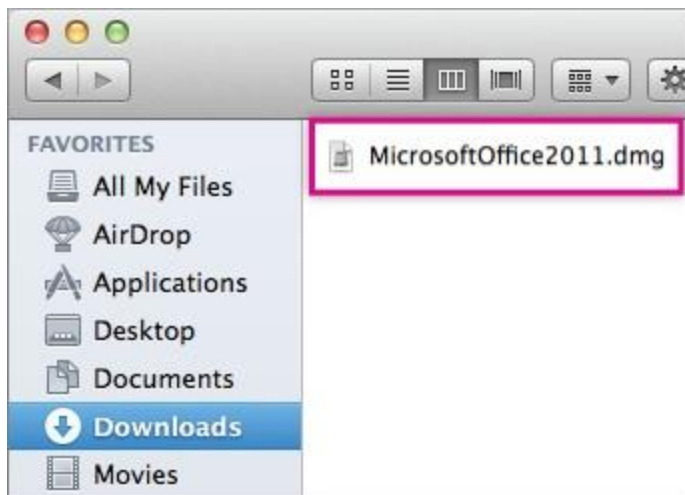
**** NOTE: You will need to know your User ID and your District email address.**

- **Your User ID is “S” followed by your Student ID (e.g. S12345678)**
- **Your District email address is your User ID followed by @stu.palmbeachschools.org (e.g. S12345678@stu.palmbeachschools.org)**

Microsoft Office 365 Online Portal

1. From the district home page, click on the **Students** tab. 
2. Click on the **Resources** tab and click on the **FREE Microsoft Office Download** link.
3. You will be redirected to the Office for Students page.
4. Click on the **Login to Download** button.
5. Enter your **User ID and your Password**.
6. Click the **Gear icon**  besides your name at the upper right hand corner
7. Click on **Office 365 Settings**.
8. At the left pane click on **Software**.
9. On the left-hand menu, click **Office**, select the language, and click **install**.

After the disk image file finishes downloading, select the .dmg file to open the Office installer.



10. Click on **Office installer**.



11. Click **Continue** at the Welcome to the Microsoft office for Mac 2011 screen.



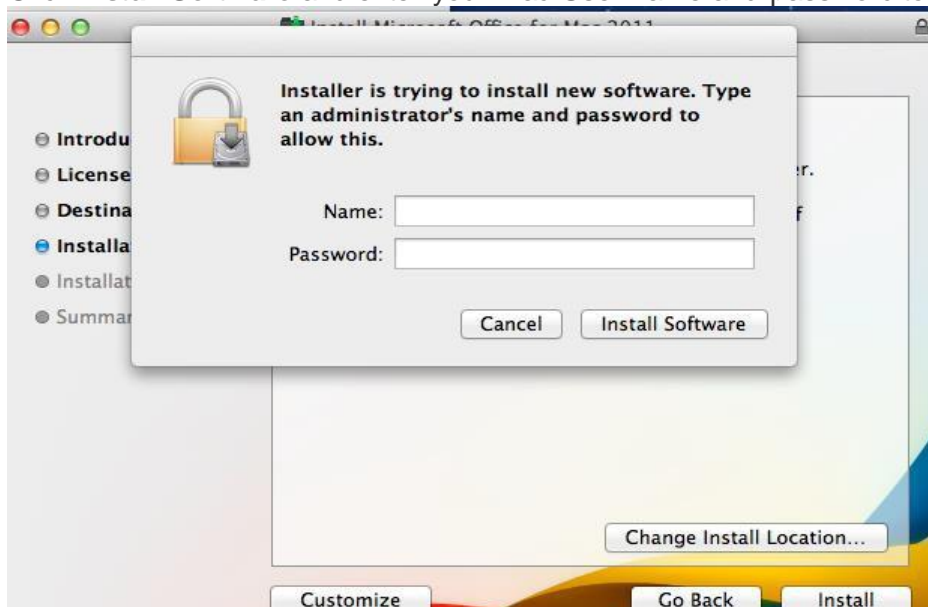
12. Click **Continue** at the Software License Agreement screen.



13. Click **Agree** to the terms of the License agreement to continue installing the software.



14. Click **Install Software** and enter your Mac User name and password to start installing.

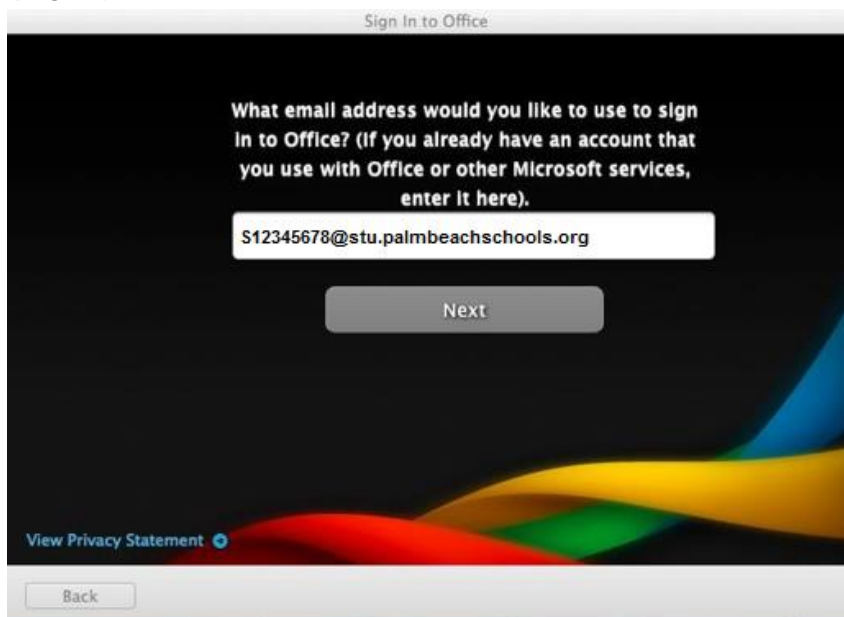


Sign in to Office 365

15. On the welcome to Office: mac screen, select **Sign in to an existing Office 365 subscription**.



16. In the sign in to Office screen, **enter your District email address** (see “**Note**” on top of page 1).

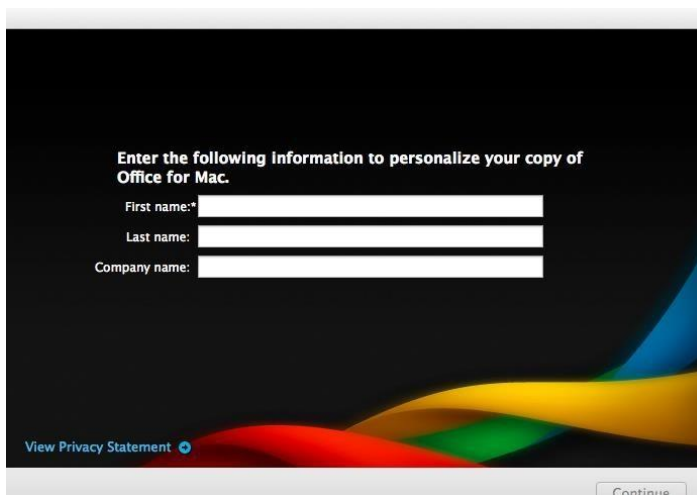


17. If you get a screen asking what type of account you want to use, select Work account.

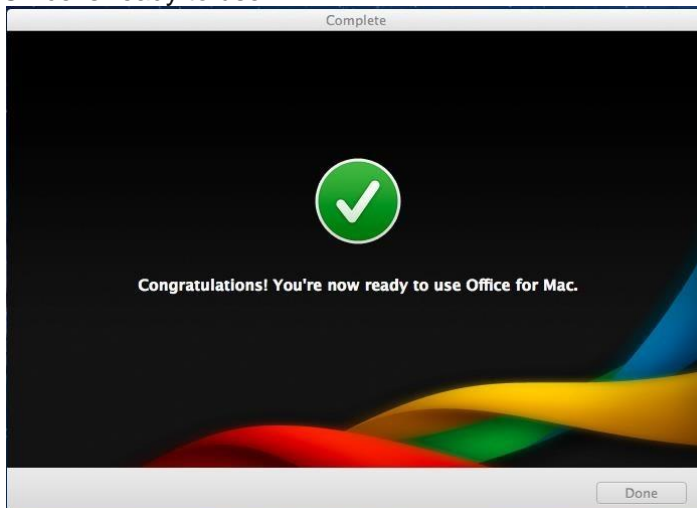
18. On the Activation Screen, enter your District email and password (see “Note” on top of page 1) to activate Office.



19. Enter your first name, last name and Company Name (Palm Beach County School District).



20. Office is ready to use.



21. To install Microsoft Office click [here](#).