

Herzing Student Download Instructions for Office for Mac

Office for Mac

Herzing University supplies all students with a copy of Microsoft Office or Office for Mac for coursework. There is a separate document with instructions for PC owners.

Minimum System Requirements:

- 1.6 gigahertz 2-core (GHz) processor
- 4 GB RAM
- 10.0 gigabytes (GB) available disk space HFS+ hard disk format (Mac OS Extended)

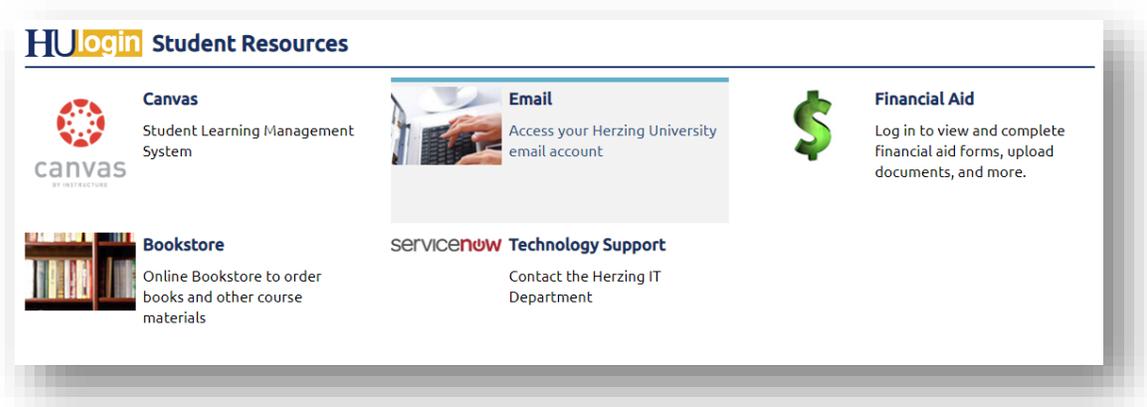
Operating systems:

- The three most recent versions of Mac OS (10.12, 10.13, 10.14)

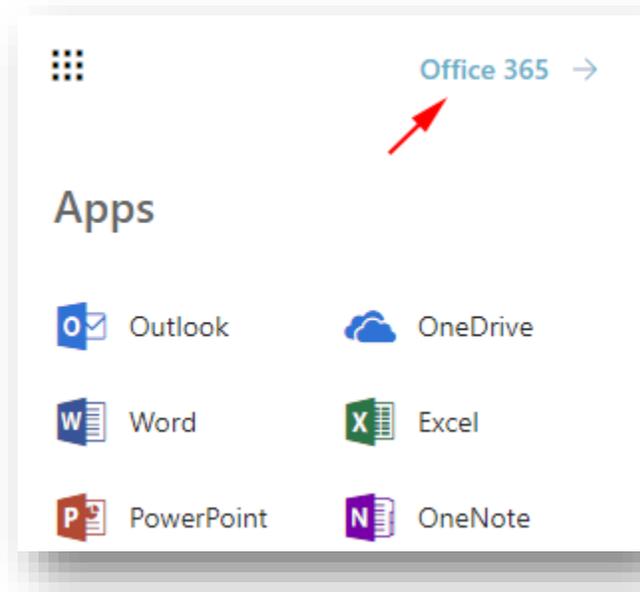
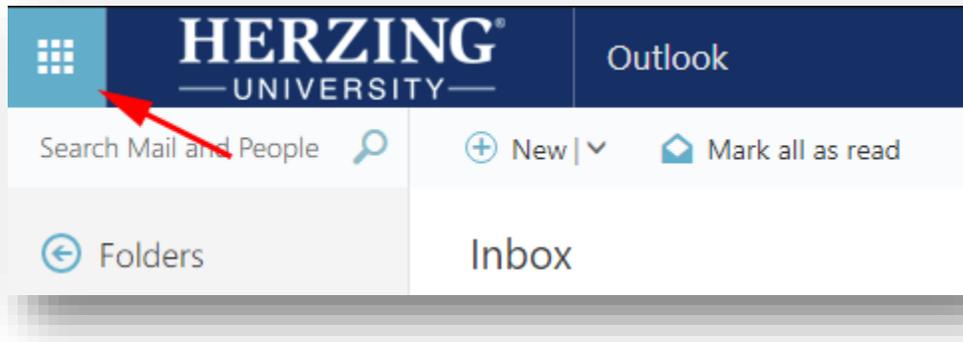
Browsers Supported:

- Apple Safari
- Google Chrome
- Mozilla Firefox

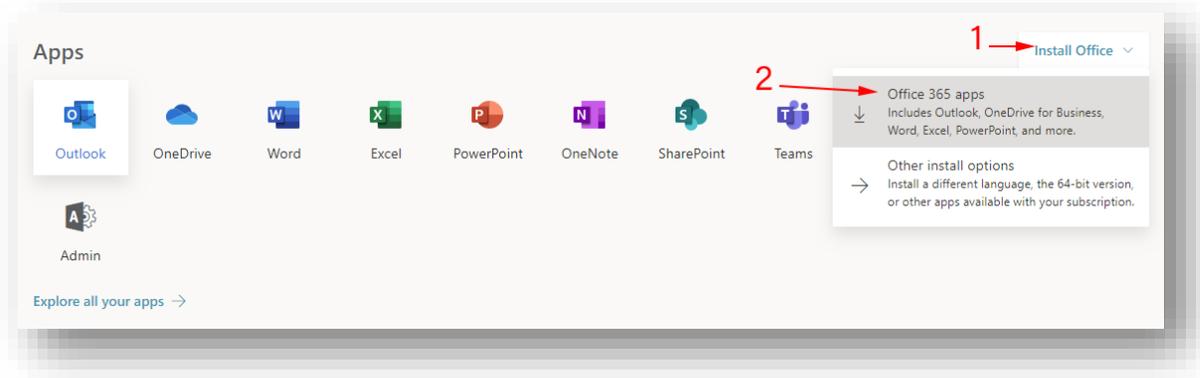
1. To begin, login at <https://login.herzing.edu> and click on e-mail.



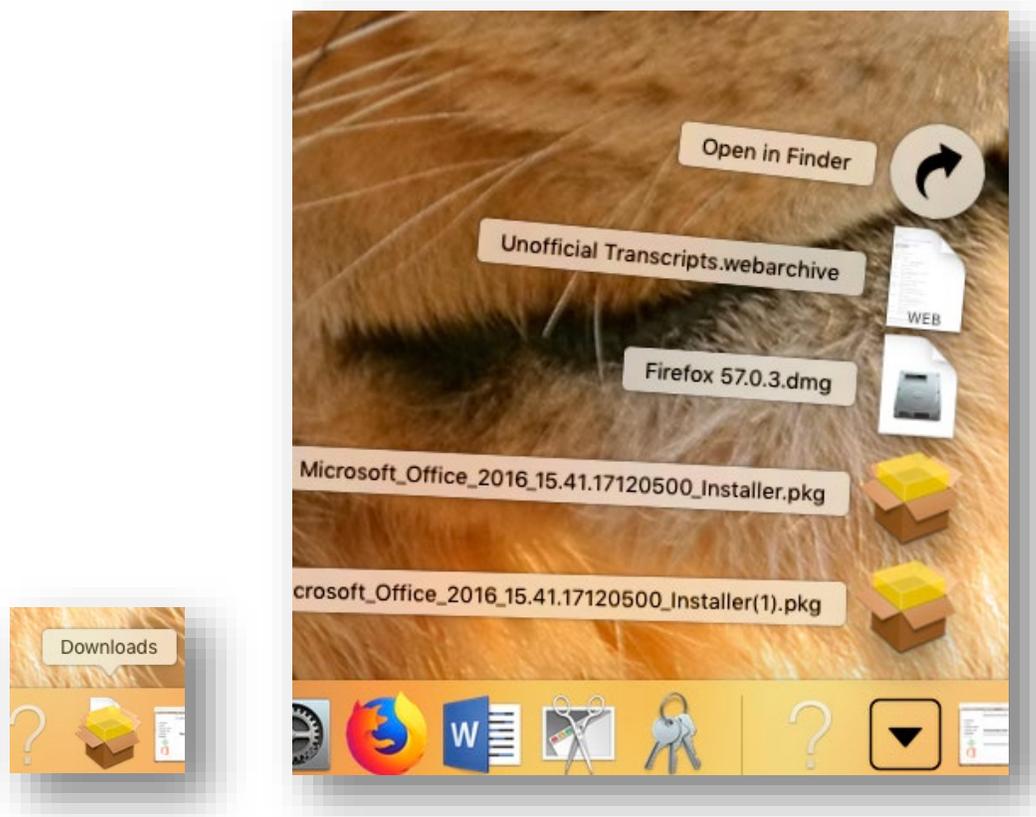
2. Click the Apps button in the upper left then the Office 365 link.



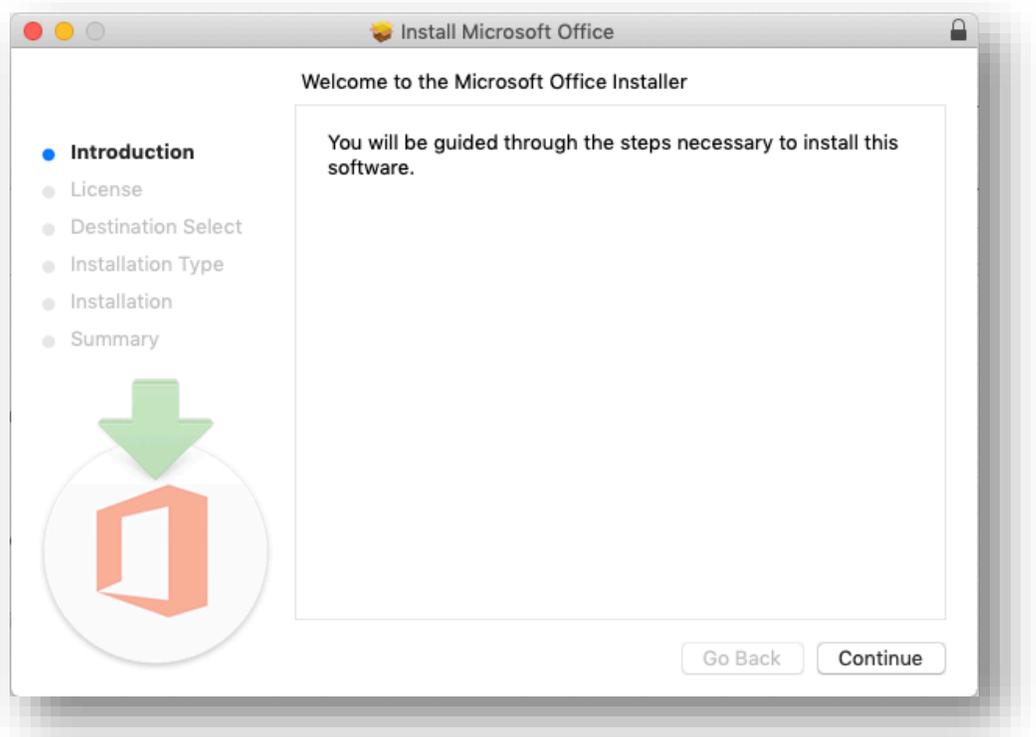
3. On the apps page, click the Install Office button, then Office 365 apps.



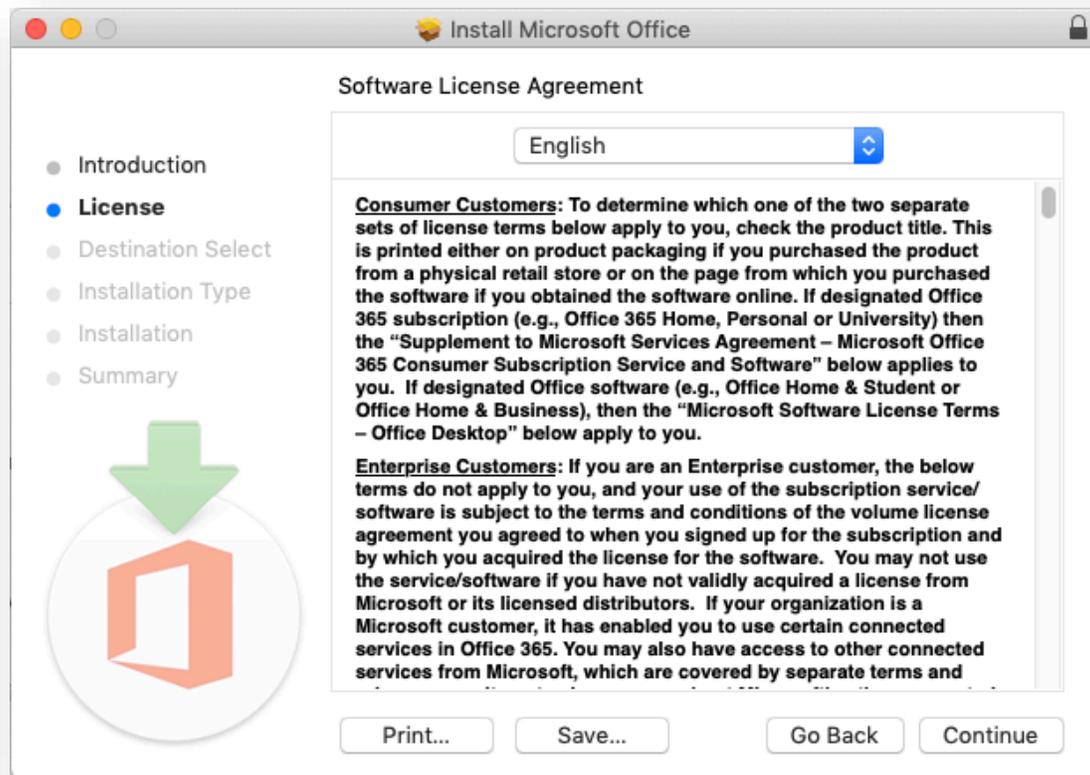
- Click on the Downloads Folder on the Dock. Click on the Microsoft_Office_Installer.pkg to start installing Office for Mac.



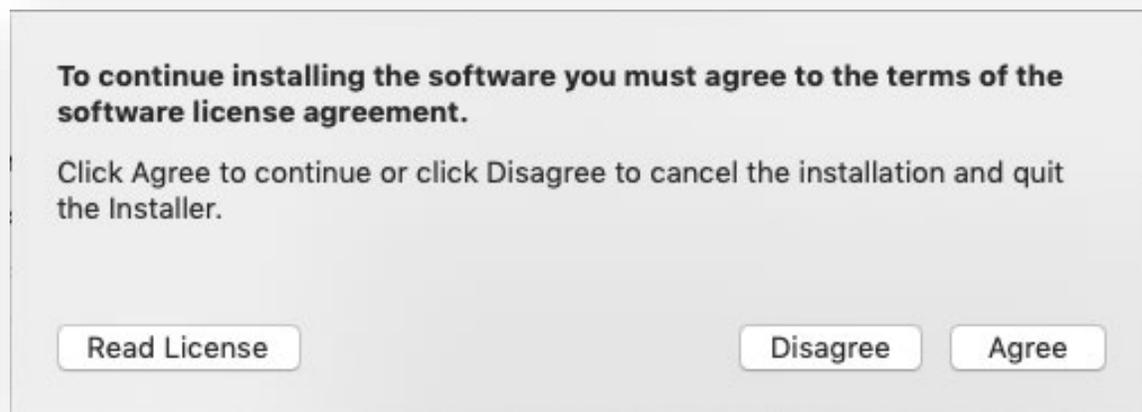
- Click on Continue.



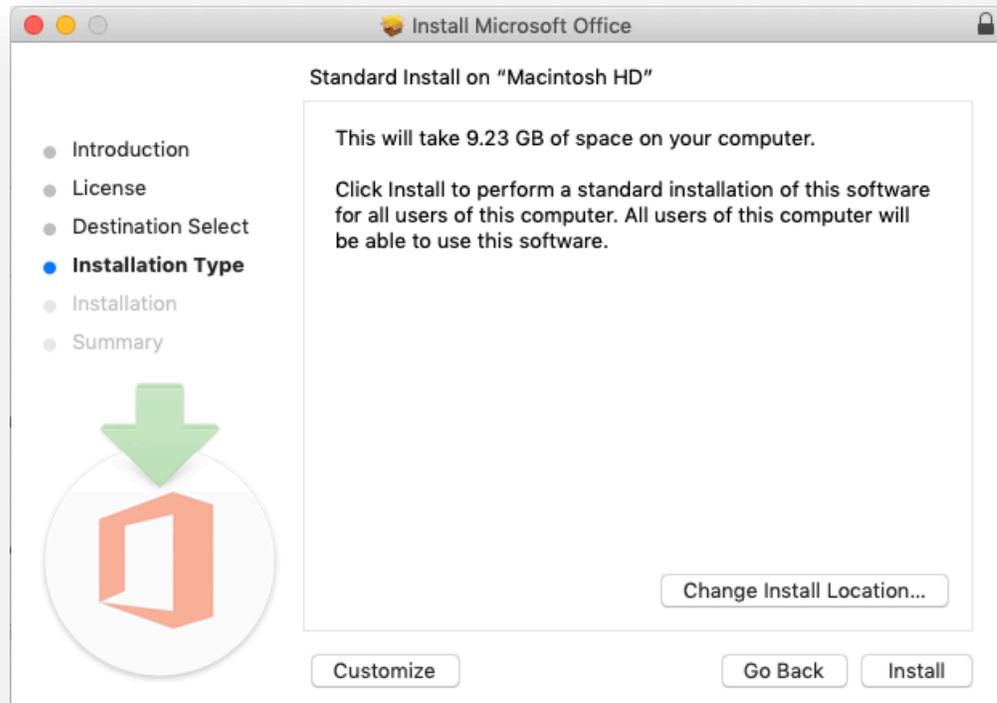
6. Read the terms and conditions, then click Continue again.



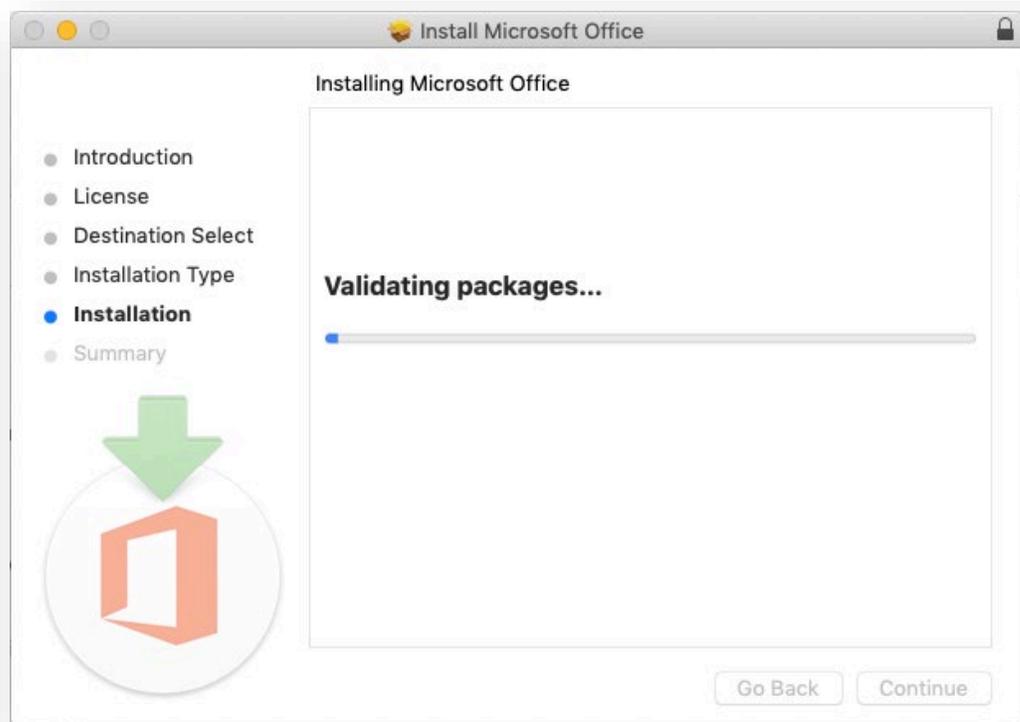
7. Confirm that you Agree to the terms of the license agreement.



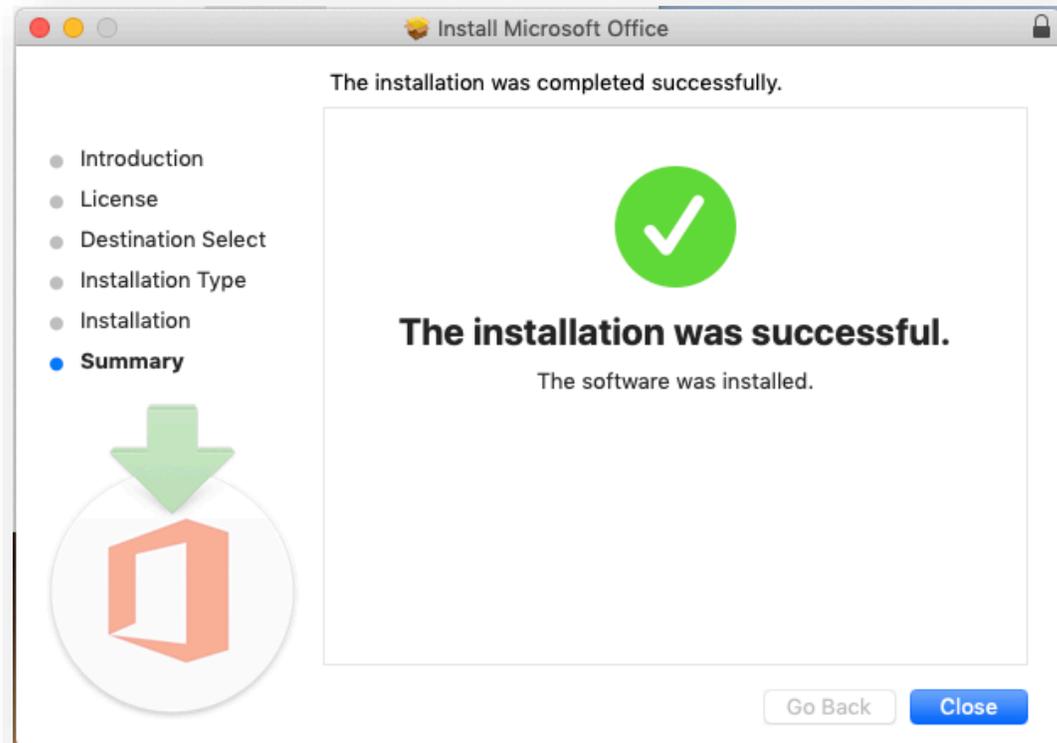
- Click on Install.



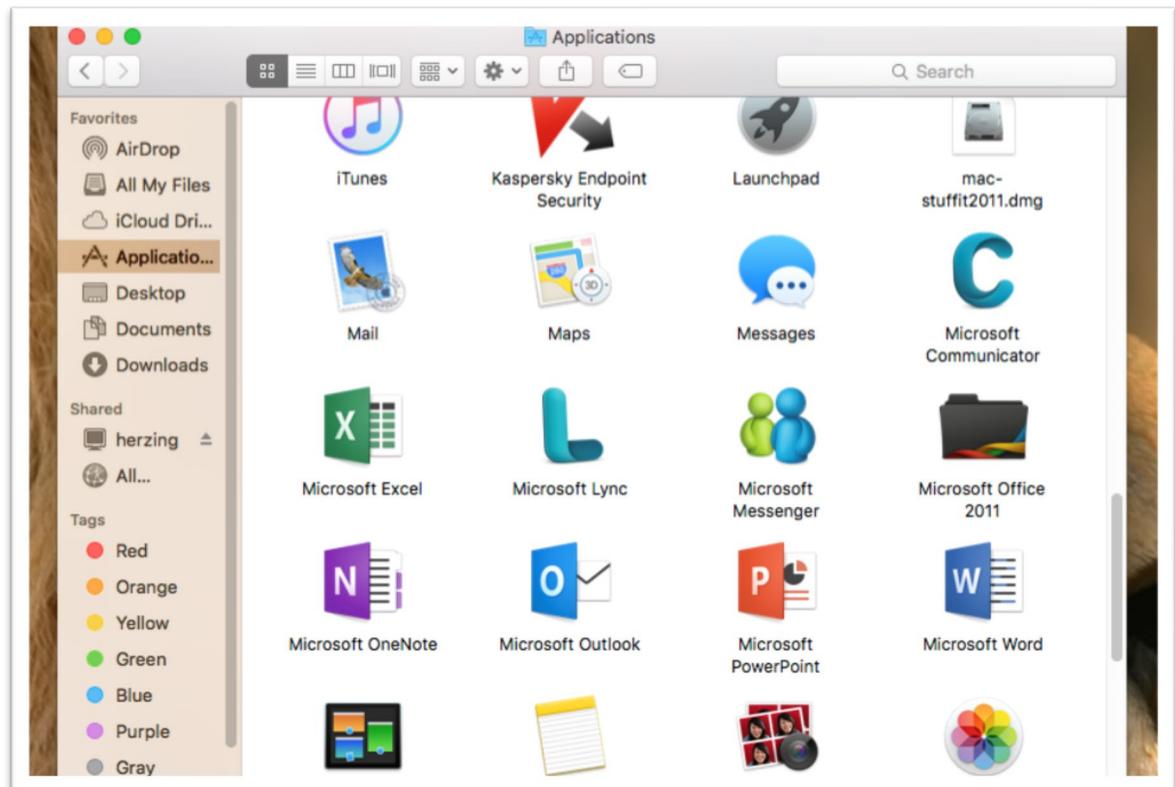
- It can take up to an hour to install depending on the speed of your internet connection. **You will need to have an active internet connection the entire time that you are installing Office.**



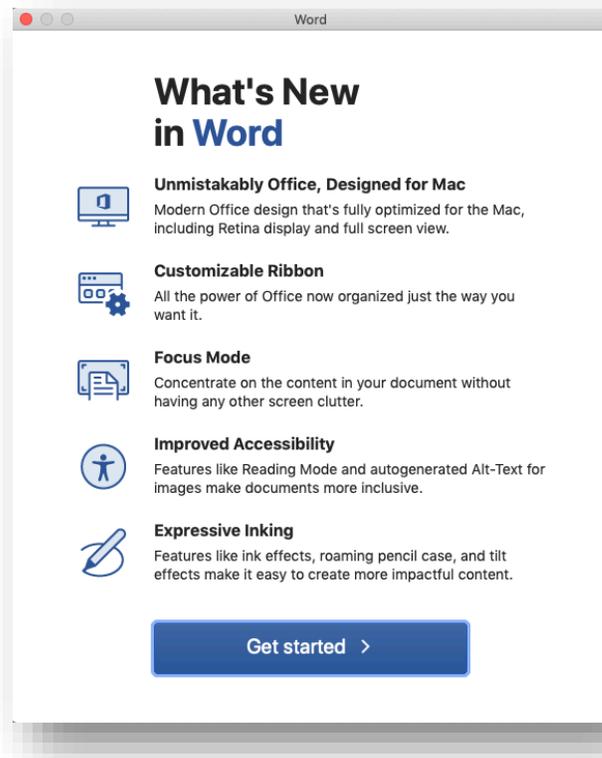
10. When the installation is successfully completed click on Close.



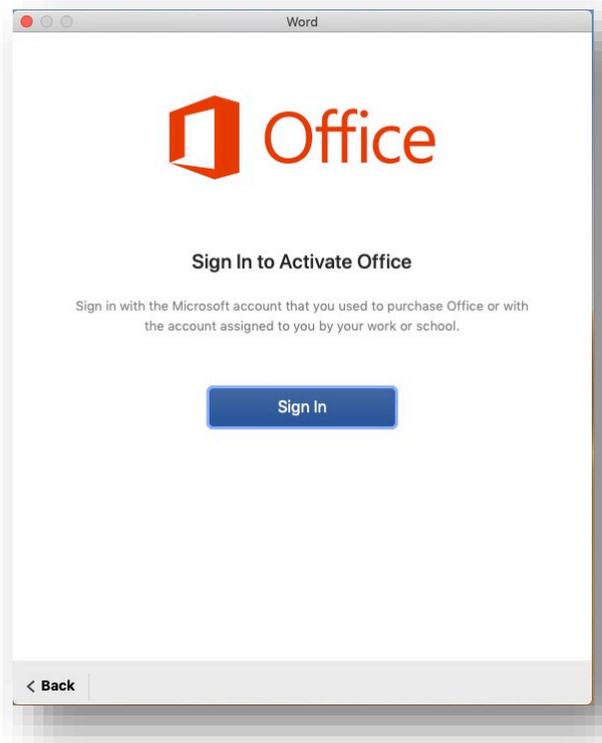
11. After you successfully complete Installing Office for Mac you need to go to the Finder and select Applications. In the Applications folder click on Microsoft Word.



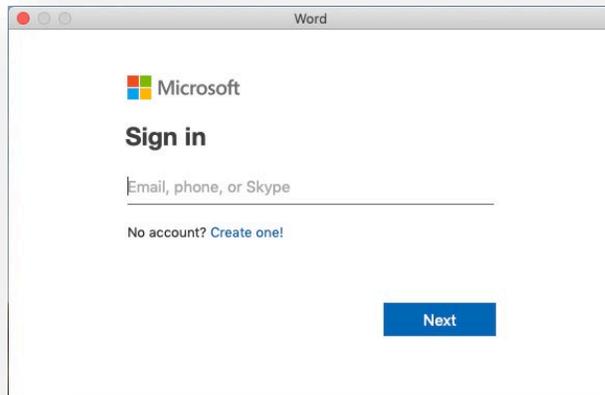
12. Click on Get Started.



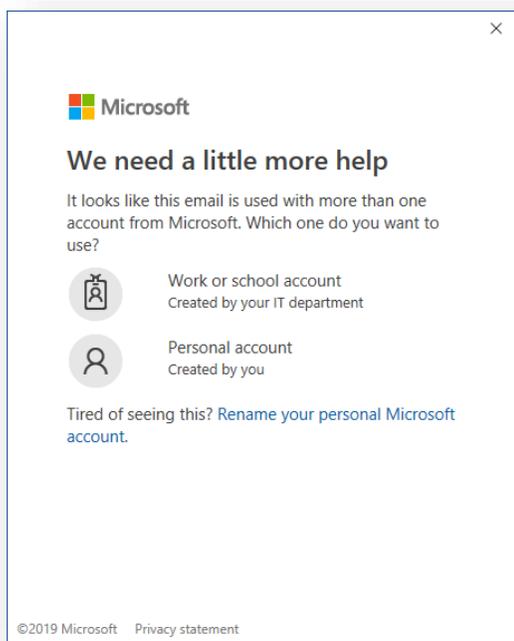
13. When you first run Microsoft Office, you will need to activate it. Sign in with the Microsoft account you used earlier to download Office. Activation is required, or the copy of Office will stop working after 30 days.



14. First, enter your Herzing e-mail address and click next.



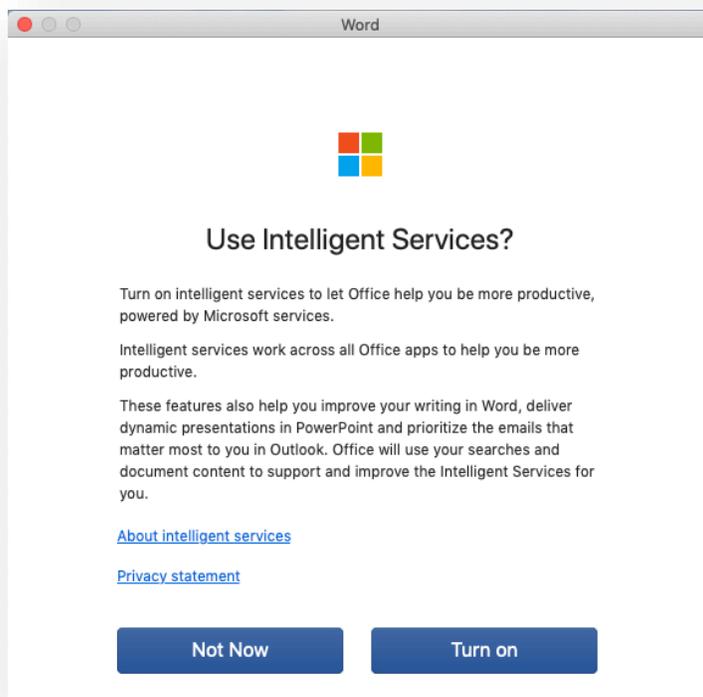
15. If you see the screen below, Select the "Work or School Account" otherwise go to step 16.



16. You will be taken to HULogin to access your account where your username is already filled in, enter your password and click Login.



17. After logging in, you will be asked if you want to use additional features. You can select either option.



18. Office is now activated and ready for use.

