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 <u>https://login.herzing.edu</u> and click on e-mail.

Vas	Canvas Student Learning Management System		Email Access your Herzing University email account	\$ Financial Aid Log in to view and complete financial aid forms, upload documents, and more.
	Bookstore	service <mark>now</mark>	Technology Support	
	books and other course materials		Department	

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

	CALL Outlook
Search Mail and Peop	e 🔎 🕀 New 🗸 🏠 Mark all as read
🕞 Folders	Inbox
	Office 365 \rightarrow
Apps	
Outlook	CneDrive
Word	X Excel
P PowerPoint	N OneNote

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

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Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Other install options Install a different language, the 64-bit version, or other apps available with your subscription.
Admin								

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



5. Click on Continue.

Downloads



Herzing University Microsoft Office Install Instructions

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

	Software License Agreement			
Introduction	English			
License	<u>Consumer Customers</u> : To determine which one of the two separate sets of license terms below apply to you, check the product title. This is printed either on product packaging if you purchased the product			
Destination Select				
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 Continue			

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

lick Agree to continue or click Di le Installer.	sagree to cancel the installation and qu	it
Read License	Disagree	e

8. Click on Install.



9. 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.



Herzing University Microsoft Office Install Instructions

12. Click on Get Started.

• • •	Word
	What's New in Word
<u> </u>	Unmistakably Office, Designed for Mac Modern Office design that's fully optimized for the Mac, including Retina display and full screen view.
	Customizable Ribbon All the power of Office now organized just the way you want it.
F	Focus Mode Concentrate on the content in your document without having any other screen clutter.
(Improved Accessibility Features like Reading Mode and autogenerated Alt-Text for images make documents more inclusive.
B	Expressive Inking Features like ink effects, roaming pencil case, and tilt effects make it easy to create more impactful content.
	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.

Microsoft
Sign in
Email, phone, or Skype
No account? Create one!
Next
Next

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

	×
Microsoft	
We need a little more help	
It looks like this email is used with more than one account from Microsoft. Which one do you want to use?	
Work or school account Created by your IT department	
R Personal account Created by you	
Tired of seeing this? Rename your personal Microsoft account.	
©2019 Microsoft Privacy statement	_

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

HERZING* UNIVERSITY- HULogin Username email@herzing.edu Password Login Forgot Password?	00	Word	
HULogin EUCOCCIO Username email@herzing.edu Password Login Forgot Password? < Back		HERZING [®] —university—	U 866-508-0/48
Username email@herzing.edu Password Login Korgot Password?	HULogin		
Password Login Forgot Password? < Back	Username email@herzin	HUlogin	
Login Forgot Password?	Password		
Login Forgot Password?			
Forgot Password?		Login	
< Back		Forgot Password?	
< Back			
	< Back		

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

Word
Use Intelligent Services?
Turn on intelligent services to let Office help you be more productive, powered by Microsoft services.
Intelligent services work across all Office apps to help you be more productive.
These features also help you improve your writing in Word, deliver dynamic presentations in PowerPoint and prioritize the emails that matter most to you in Outlook. Office will use your searches and document content to support and improve the Intelligent Services for you.
About intelligent services
Privacy statement
Not Now Turn on

18. Office is now activated and ready for use.

