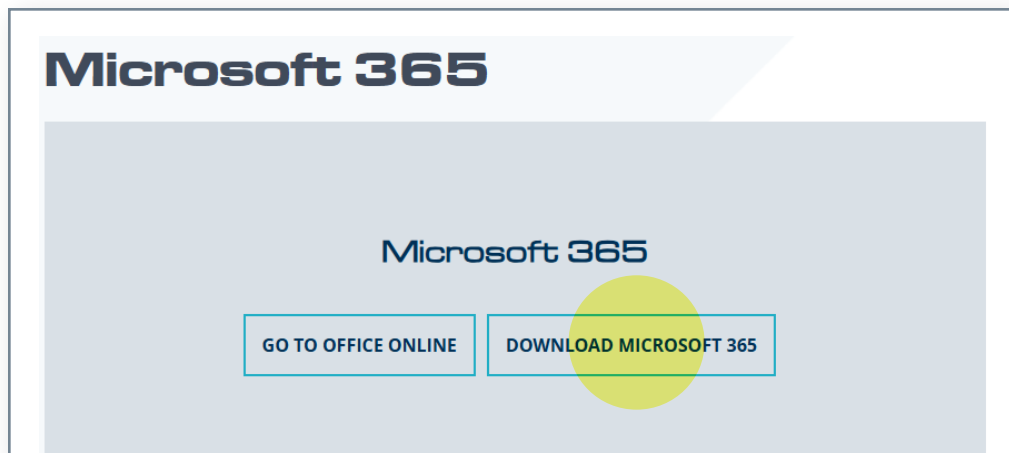
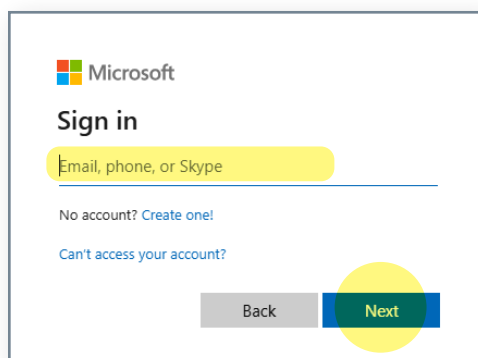


Installing Microsoft 365 (Mac OS)

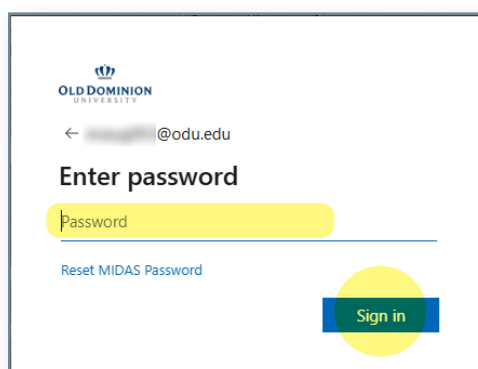
1. To download and install Microsoft 365, go to **odu.edu/microsoft365** and select **Download Microsoft 365**.



2. Enter your Old Dominion University email address and click **Next**.



3. Microsoft will redirect you to the ODU login page. Enter your MIDAS password and click **Sign in**.



IT Help Desk

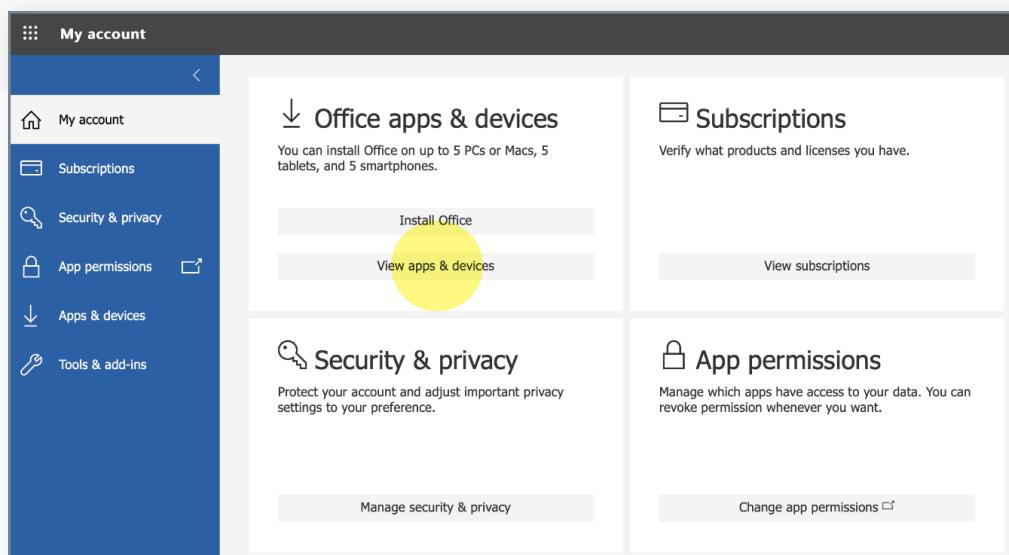
odu.edu/helpdesk

(757) 683-3192

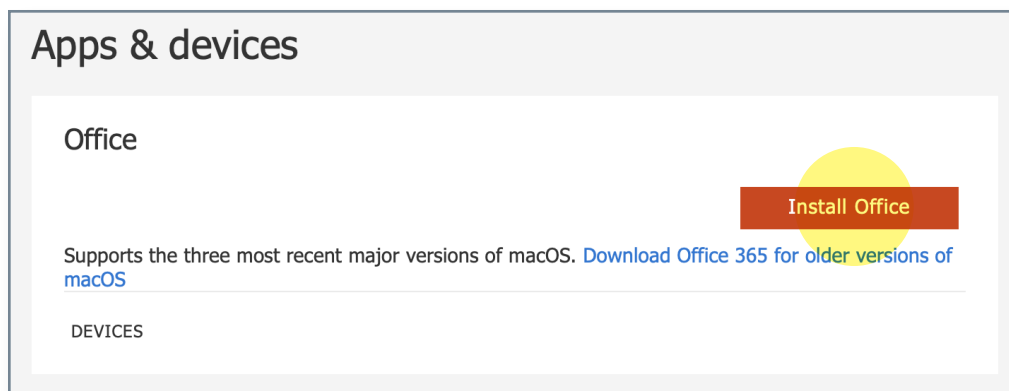
ithelpdesk@odu.edu

1100 Monarch Hall

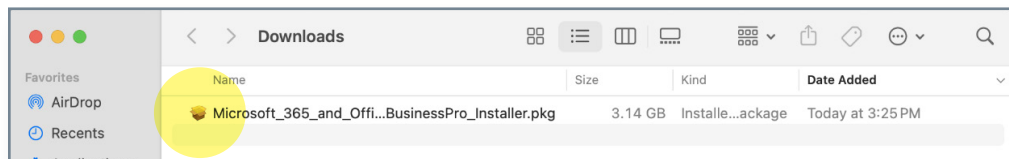
4. Click **View apps & devices**.



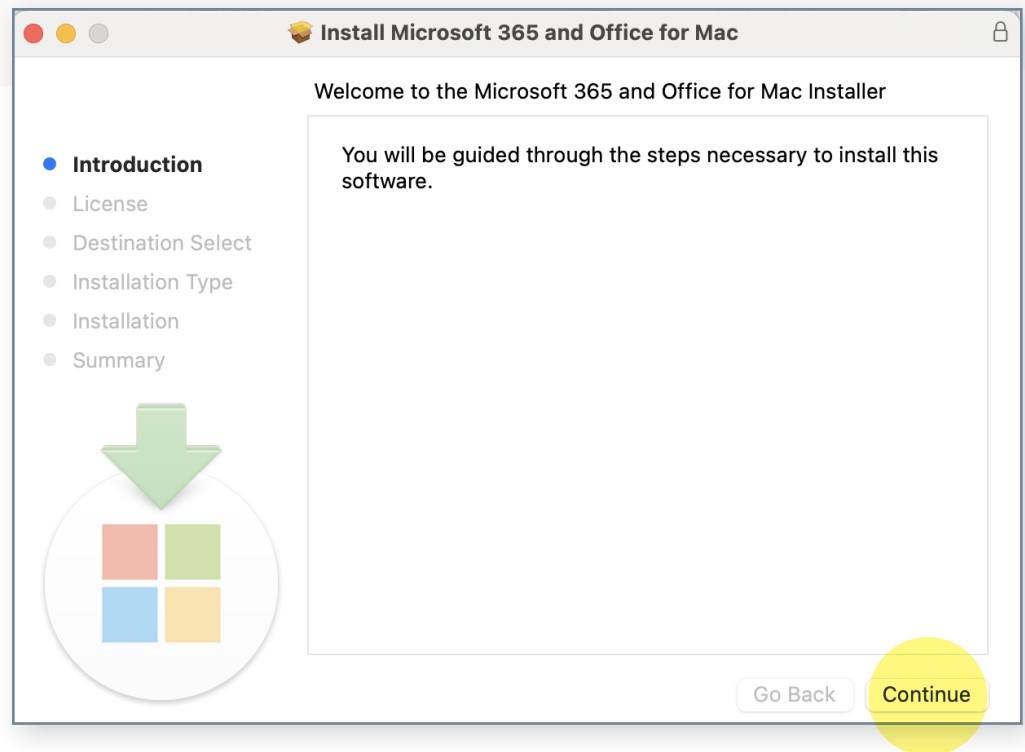
5. Click **Install Office**.



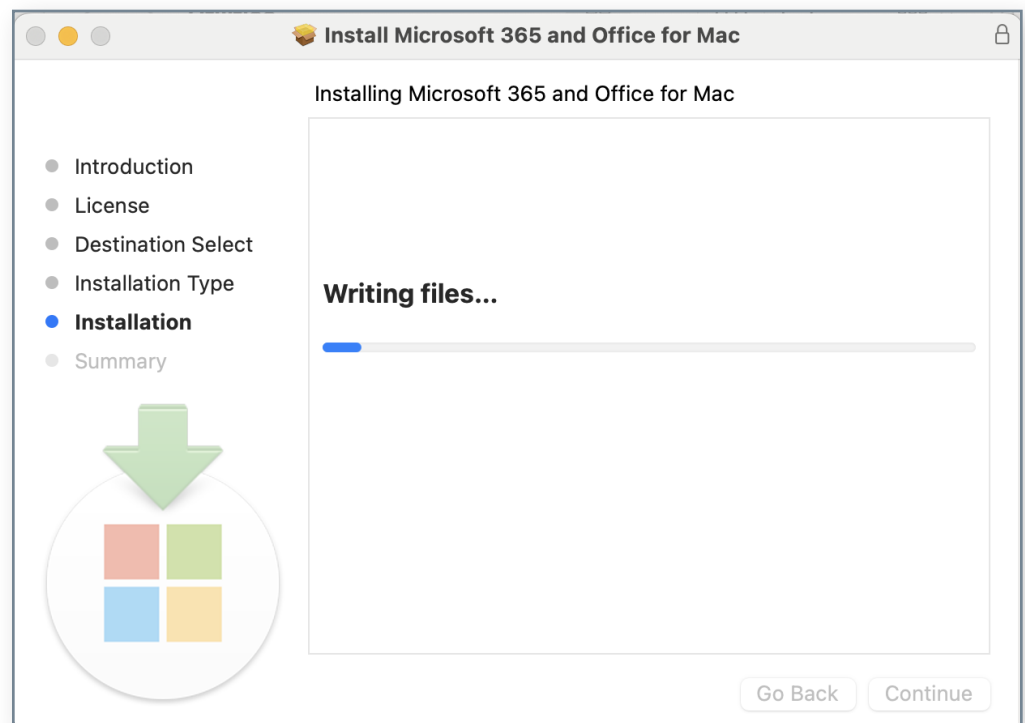
6. The installation file will now be downloaded to your machine. Once downloaded, locate the file under **Downloads** in the Finder. Double click to begin.



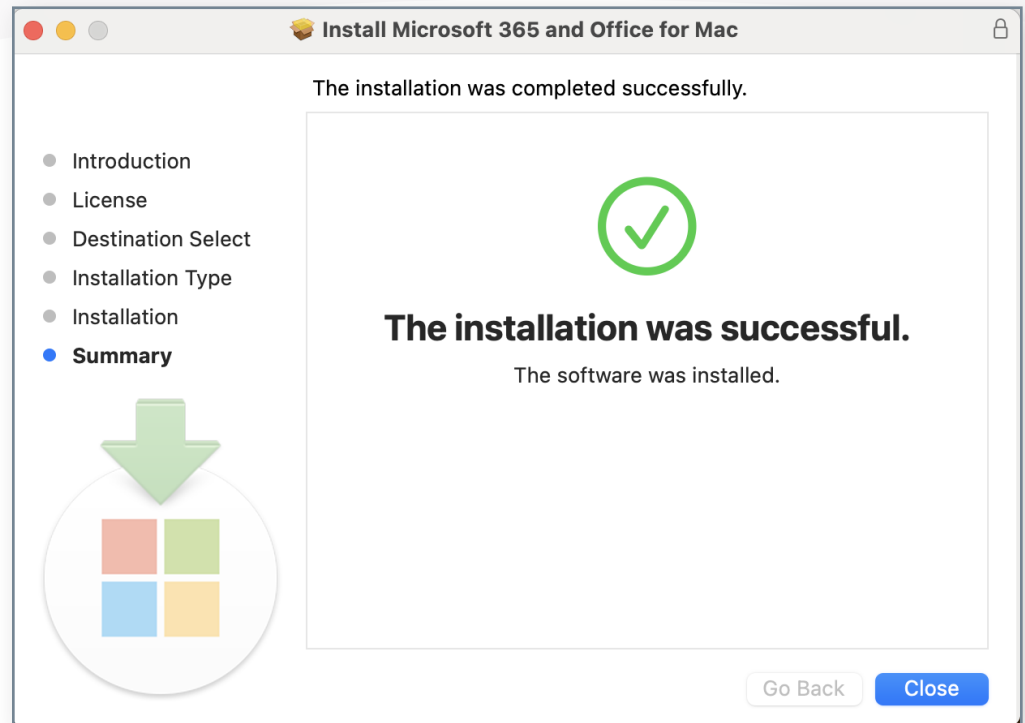
7. Click **Continue** for each step, respectively.



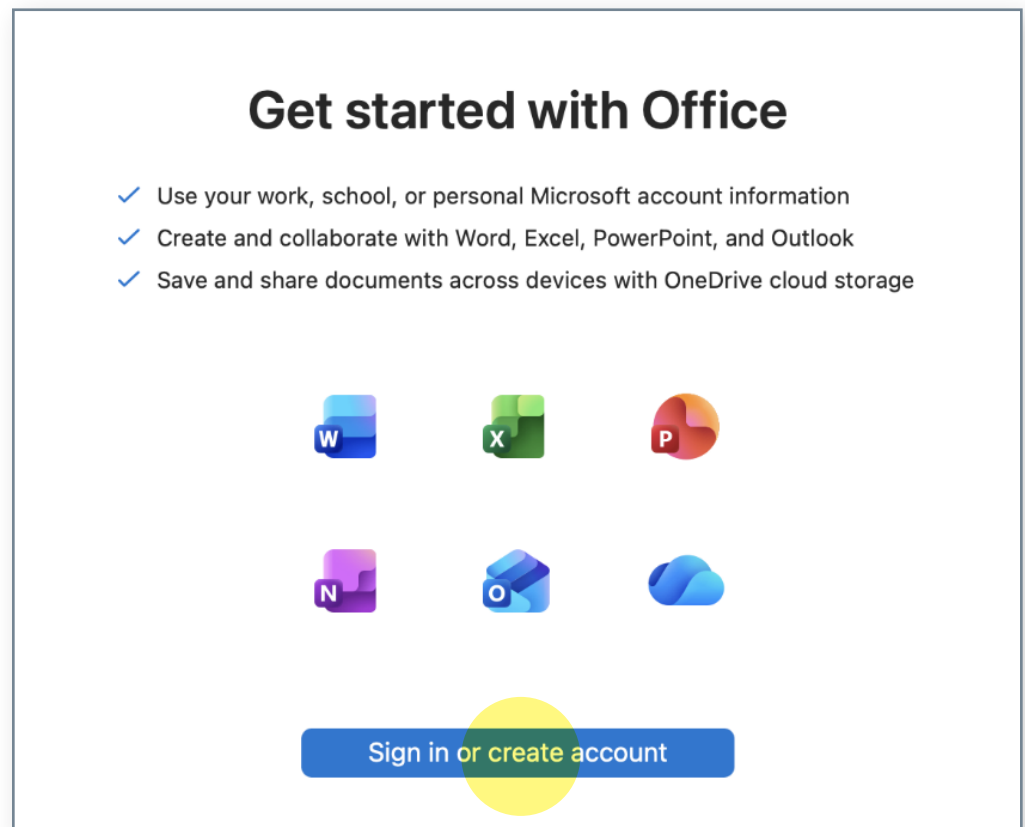
8. Microsoft Office will complete the installation.



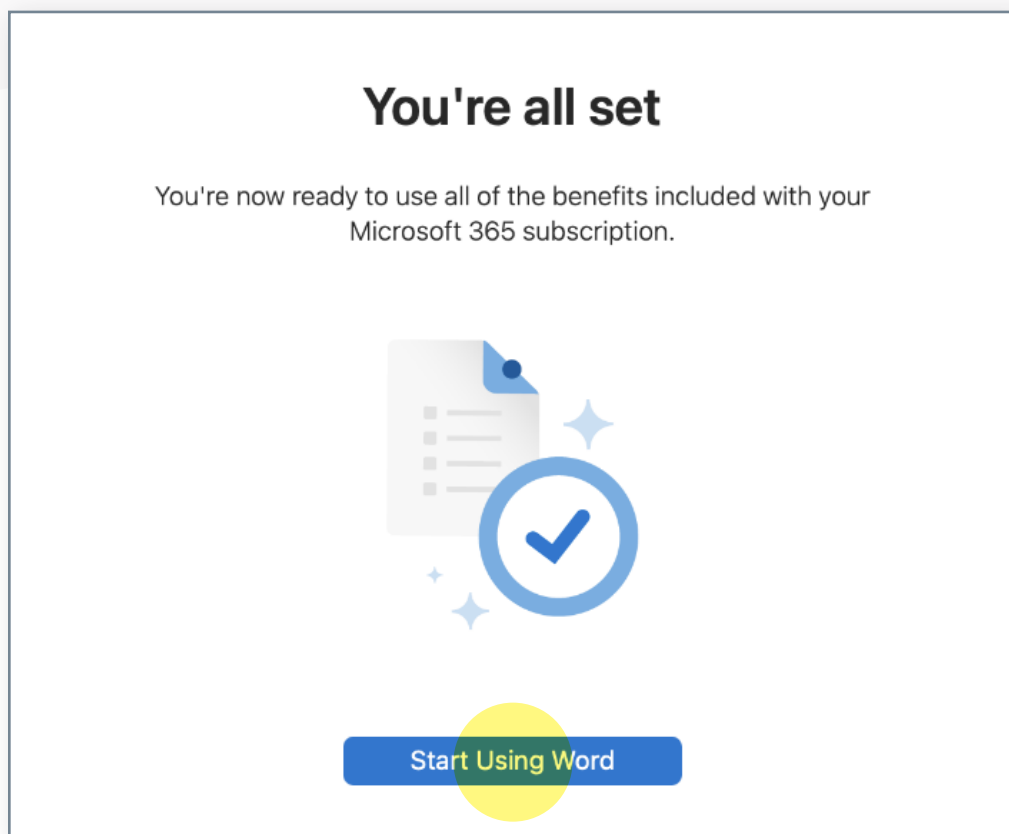
9. Once Microsoft 365 completes the installation, you will be able to locate your applications within the Applications folder.



10. To activate Microsoft 365, open one of the applications and click **Sign in or create account**. Log in with your ODU email address and password.



11. After the activation is complete, click **Start Using**.



12. Click **Done** to start using Microsoft 365.

