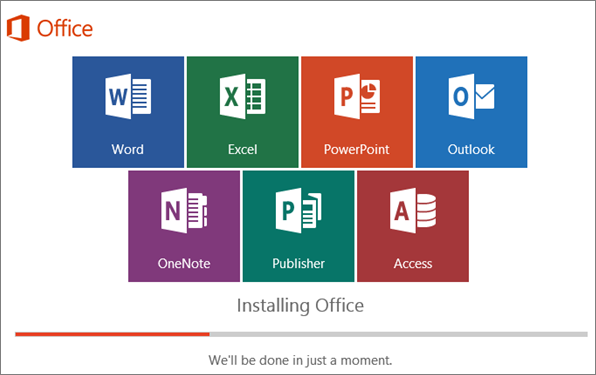
**Microsoft Office 2016 Installation Instructions**

**For Windows PCs:**  
Depending on your browser, click **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).

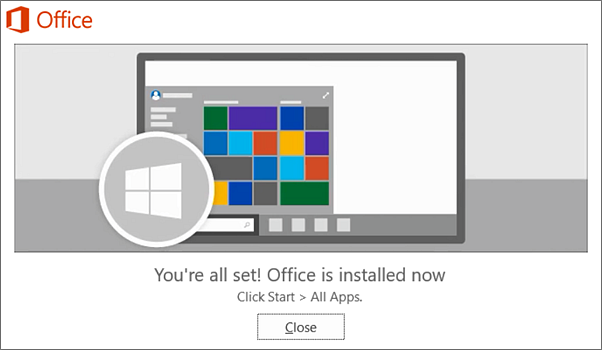
If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?**, click **Yes**.

The installation will begin.



When you see **You're all set! Office is installed now** an animation plays to show you where to find Office applications on your computer. The time taken will depend on the speed of your home internet.

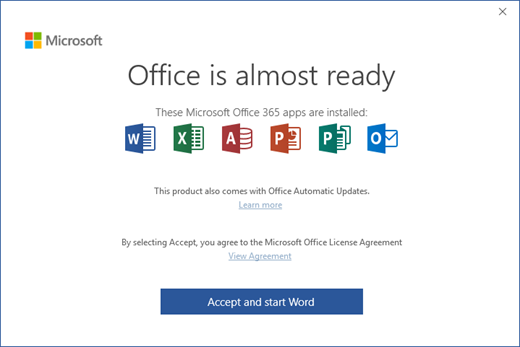
Follow the instructions in the window, for example **Click Start > All Apps** to see where your apps are, and select **Close**.



**Activating Microsoft Office**

Start using an Office application right away by opening any app such as Word or Excel. [Can't find Office after installing?](https://support.office.com/en-gb/article/cant-find-office-after-installing-907ce545-6ae8-459b-8d9d-de6764a635d6?wt.mc_id=scl_installoffice_home)

In most cases, Office is activated once you start an application and after you click **Accept** to agree to the License terms. **Please note, the license will show this linked to your work email address.**



Microsoft Office may activate automatically but you may see the Microsoft Office Activation Wizard. If so, follow the prompts.



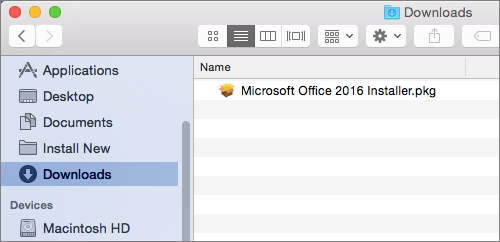
If you need activation help, see [Activate Office 365, Office 2016](https://support.office.com/en-gb/article/activate-office-365-office-2016-or-office-2013-5bd38f38-db92-448b-a982-ad170b1e187e?wt.mc_id=scl_installoffice_home)

*Installation or sign in issues?*

If you're having installation issue such as Office taking too long to install, try [Need help?](https://support.office.com/en-gb/article/Download-and-install-or-reinstall-Office-365-or-Office-2016-on-a-PC-or-Mac-4414EAAF-0478-48BE-9C42-23ADC4716658#installsteps=need_help?) for a list of common issues.

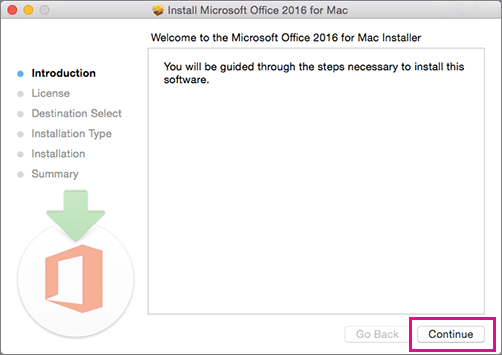
**For Apple Mac users:**

Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft\_Office\_2016\_Installer.pkg** (the name might vary slightly).



**Tip:** If you see an error that says the **Microsoft\_Office\_2016\_Installer.pkg** can't be opened because it is from an unidentified developer, wait 10 seconds and then try double-clicking the installer package again. If you're stuck at the **Verifying….** progress bar, close or cancel the progress bar and try again.

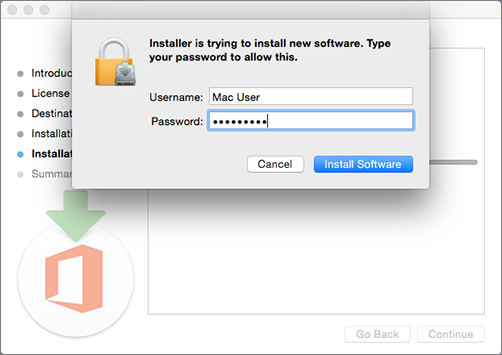
On the first installation screen, select **Continue** to begin the installation process.



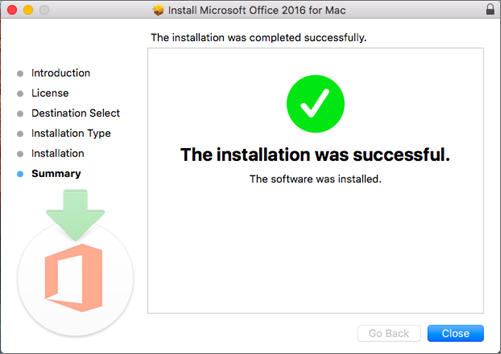
1. Review the software license agreement, and then click **Continue**
2. Select **Agree** to agree to the terms of the software license agreement
3. Choose how you want to install Office and click **Continue**
4. Review the disk space requirements or change your install location, and then click **Install**

**Note:** If you want to only install specific Office apps and not the entire suite, click the **Customize** button and uncheck the programs you don't want.

1. Enter your Mac login password, if prompted, and then click **Install Software** (This is the password that you use to log in to your Mac)



1. Click **Close** when the installation is finished. If Office installation fails, see [What to try if you can't install or activate Office 2016 for Mac](https://support.office.com/en-gb/article/what-to-try-if-you-cant-install-or-activate-office-2016-for-mac-5efba2b4-b1e6-4e5f-bf3c-6ab945d03dea?wt.mc_id=scl_installoffice_mac).



**Step 3: Launch an Office for Mac app and start the activation process**

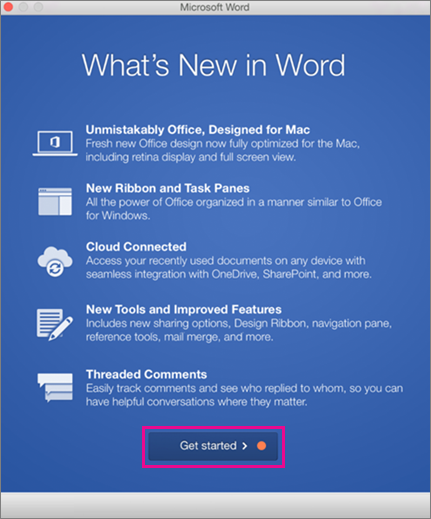
Click the **Launchpad** icon in the Dock to display all of your apps

Shows the Launchpad button in the Dock

Click the **Microsoft Word** icon in the Launchpad



The **What's New** window opens automatically when you launch Word. To activate, click **Get Started**. If you need help activating Office, see [Activate Office 2016 for Mac](https://support.office.com/en-gb/article/activate-office-2016-for-mac-7f6646b1-bb14-422a-9ad4-a53410fcefb2?wt.mc_id=scl_installoffice_mac). If Office activation fails, see [What to try if you can't install or activate Office 2016 for Mac using Office 365 for business](https://support.office.com/en-gb/article/what-to-try-if-you-cant-install-or-activate-office-2016-for-mac-using-office-365-for-business-a9f9a742-d1b3-4a92-95ab-e63caaa8705c?wt.mc_id=scl_installoffice_mac).



**Installation notes**

**Can I install Office 2016 for Mac and Office for Mac 2011 on the same computer?**

Yes, you can install and use Office 2016 for Mac and Office for Mac 2011 at the same time but we recommend you uninstall Office for Mac 2011 before you install the new version just to prevent any confusion.

To uninstall Office for Mac 2011, follow the steps in [Uninstall Office 2011 for Mac](https://support.office.com/en-gb/article/uninstall-office-2011-for-mac-4bfcd230-0ea1-4656-bf30-dbfa44d358fa).

**How do I pin the Office app icons to the dock?**

1. Go to **Finder** > **Applications** and open the Office app you want
2. In the Dock, Control+click or right-click the app icon and choose **Options** > **Keep in Dock**