# Office 365 for Mac OSX

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### Download and install Office 2011 for Mac

- Open a web browser (Safari, Chrome) and navigate to office.hw.com.
- Login by typing internal\username and then your password



• After logging in, at the top right of your internet browser, click the gear icon, and then select *Office 365 settings*.



• On the left side of the next page, click where it says *Software*.

## Confice 365

# Office 365 settings

#### Me

druben@hw.com

# Software

Install and manage software.

## Start page

Change where you land when you sign in to Office 365.

## Password

Change your password.

(continue on next page)

• You should see the below window. Click *Install* to start downloading Office 2011 for Mac.

Office				
Manage installs for the latest version of Office				
You can deactivate installs	from computers on which you installed	this version of Office.		
COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE		
US-LANGCART-18	Microsoft Windows 7 Professional	6/9/2014	deactivate	
Remaining installs availabl	e: 4			
Install the latest version This will install the latest version Word Excel	of Office for Mac ersion of the following programs on your PowerPoint Outlook	computer: Word, Excel, Por	werPoint, Outlook.	
Language:				
English (United States)	\$			
Note: Installing additional languages on a computer that already has this version of Office for Mac doesn't count against your install limit (5).				
Review system requirements				
install				

- Start the install after the MicrosoftOffice2011.dmg has downloaded.
- After Office has installed, a window titled Get Started with Office 2011 will pop up. Click the *Sign in to an existing Office 365 Subscription* button.

Welcome to Office: Mac <sup>2011</sup> How would you like to get started?
Enter your purchased product key
Sign in to an existing Office 365 subscription
Try Office 365, including Office for Mac
Use Office to view your files for free +

 NOTE: If you have previously created a Skydrive or Onedrive account using your Harvard-Westlake email you will be asked to choose between a Microsoft Account and an Organizational Account. Please choose the Organizational Account.



- Enter your Harvard-Westlake email address and click Next.
- Enter your Harvard-Westlake password and click Sign In.
- Fill out your name on the next window and click *Continue*.
- On the next window under *keep Office for Mac up to date?* Click the bullet next to Yes.
- Choose whether you would like to Join the Customer Experience Improvement Program?
- Click Done.

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• Microsoft Office 2011 is now installed.

#### Set up Outlook 2011

- Launch Outlook 2011.
- You may be prompted to run Microsoft Office Updates, is so you can choose to run them or cancel them until after you are finished setting up your Outlook profile.
- Choose if you would like to *make Outlook the default application for e-mail, calendar and contacts.*
- Click the *Add Account* button.
- Click Exchange Account.
- On the window that slides down, enter the following information:
  - Your Harvard-Westlake email address.
  - Confirm the Method drop down menu is on User Name and Password.

- On the User Name line enter *internal*\your Harvard-Westlake user name.
- $\circ$   $\;$  Enter in your Harvard-Westlake password on the password line.
- Uncheck the box next to *Configure Automatically*.
- On the Server line enter in *mail.hw.com*

Enter your Exch	ange account information.
E-mail address:	hwestlake1@hwemail.com
Authentication	Add an Account
Method:	User Name and Password 🗘
User name:	internal\hwestlake1
Password:	••••••
	Configure automatically
	Cancel Add Account

- Click Add Account.
- On the next window confirm that all the information is correct. If so, close the window.
- Your Outlook 2011 is now set with your Harvard-Westlake email.