

# Office 365 for Mac OSX

## Table of Contents

|  |   |
|--|---|
| Download and install Office 2011 for Mac ..... | 1 |
| Set up Outlook 2011 .....                      | 4 |

## Download and install Office 2011 for Mac

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

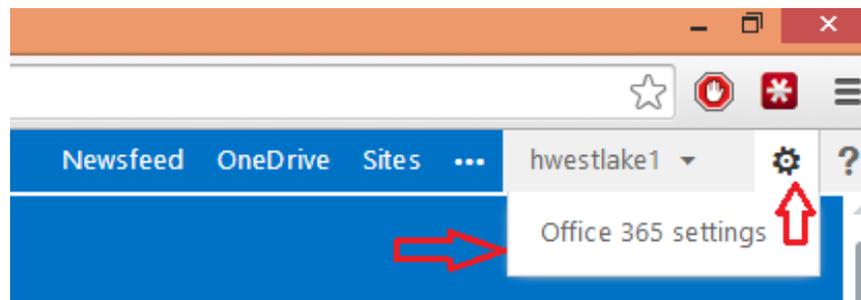


Sign in with your organizational account

Sign in

- 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*.

 Office 365

## Office 365 settings

Me

druben@hw.com

Software

Install and manage software.

Start page

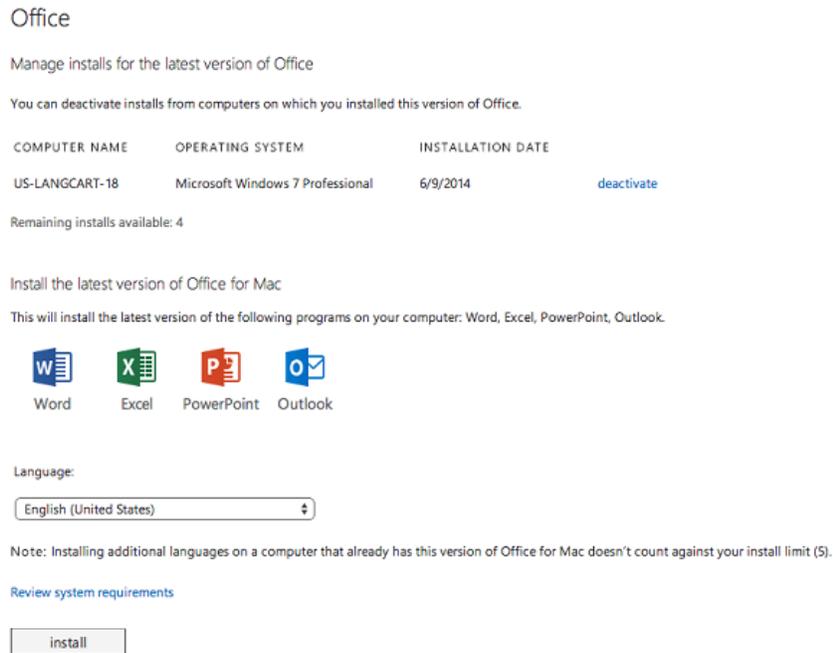
Change where you land when you sign in to Office 365.

Password

Change your password.

(continue on next page)

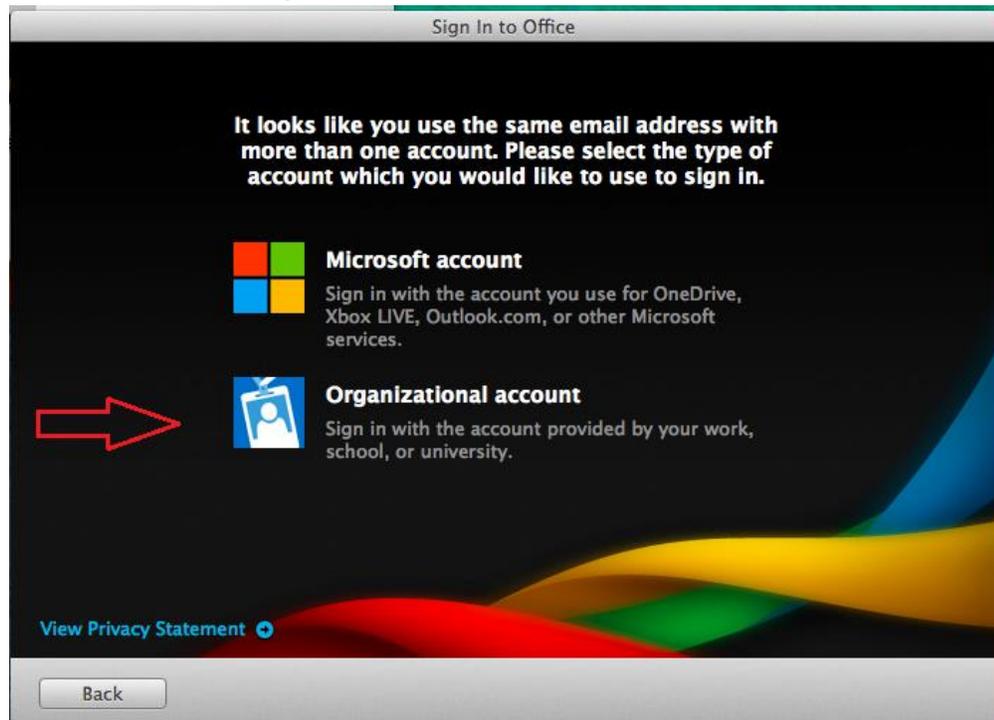
- You should see the below window. Click *Install* to start downloading Office 2011 for Mac.



- 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.



- 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*.
- Microsoft Office 2011 is now installed.

## Set up Outlook 2011

- Launch Outlook 2011.
- You may be prompted to run Microsoft Office Updates, 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*.
- 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 Exchange account information.**

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically

- 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.