



Install Office 365 ProPlus on Macs

(applicable to Mac OSX 10.10 or later)

The installation consists of 2 parts:

- A. [Installation Guide](#)
- B. [Product Activation](#) *(Sometimes you might find the product is automatically activated right after the installation, esp. for re-installation cases.)*

Alerts before Your Installation

- If you have installed Office on your Mac OS already, it is recommended to remove it **COMPLETELY**, including license files to install Office 365 ProPlus from www.cuhk.edu.hk/o365. (How to [remove Office 2011 for Mac completely?](#))
- You should NOT install Office 365 ProPlus (click-to-run) on your office PCs / Macs if they are installed with Office 2010 / 2013 / 2016 already. Otherwise, you will find compatibility issues and will not be able to use the applications you installed using Window installer method(MSI) such as Project or Visio.

Go to the next page to see the installation steps.



A. Installation Guide

1. Log in CUHK Office 365 Portal www.cuhk.edu.hk/o365.

Staff

Login ID: *alias@cuhk.edu.hk*

Password: *OnePass (CWEM) Password***

Students

Login ID: *Student-ID@link.cuhk.edu.hk*

Password: *OnePass (CWEM) Password*

** For staff having departmental MS Exchange (Outlook) accounts, you should use MS Exchange (Outlook) password to log in here. By [changing OnePass \(CWEM\) Password](#) after 12 May, 2016, you can then use OnePass Password to log in here and also departmental MS Exchange (Outlook) email.

2. Once login, Microsoft can tell what your device is. Please click **Install Now**.

Office

Install Office 2016 for Mac

This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook and OneNote.



Word



Excel



PowerPoint



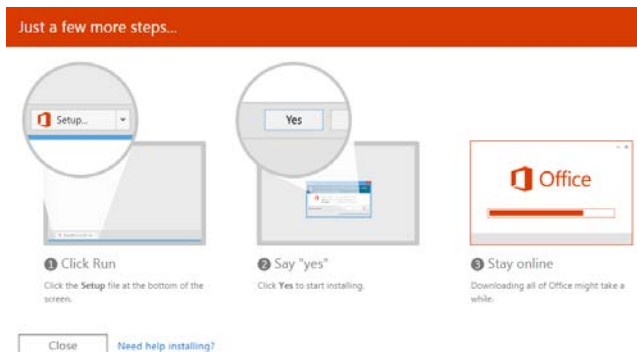
Outlook



OneNote



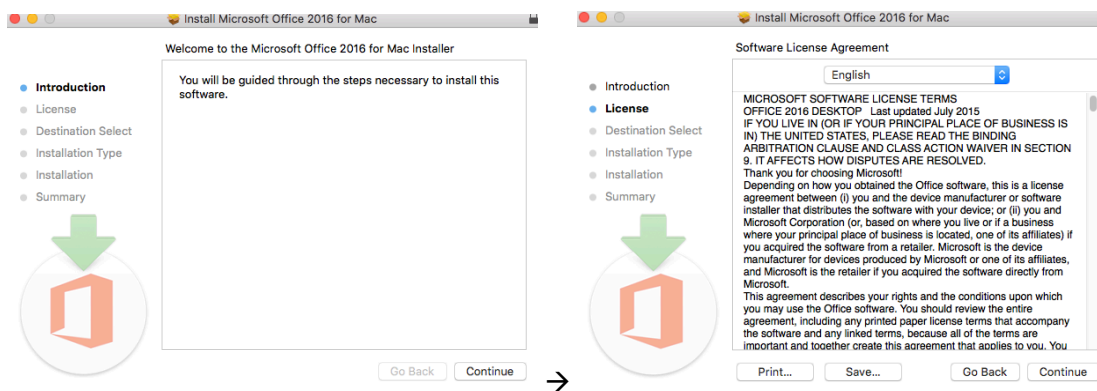
3. The download of the binary file starts and Microsoft's instruction pops out as below.



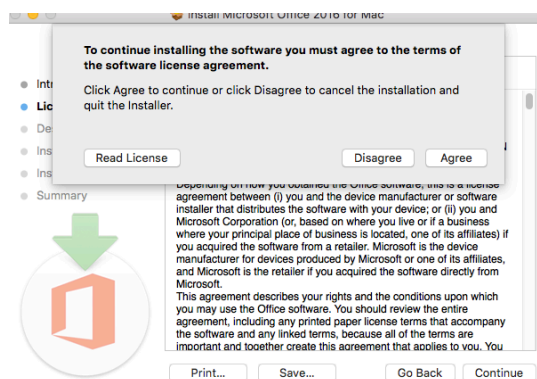
4. Double click the downloaded files.



5. Click **Continue** on the Introduction page and License page after reading the details.

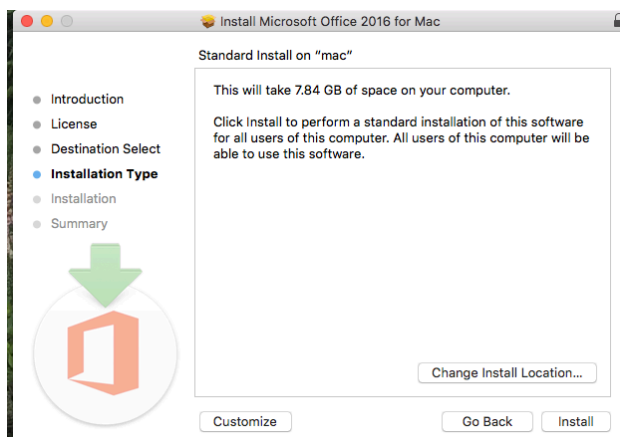


6. Click **Agree** after reading the license and click **Continue** on the Destination Select tag page

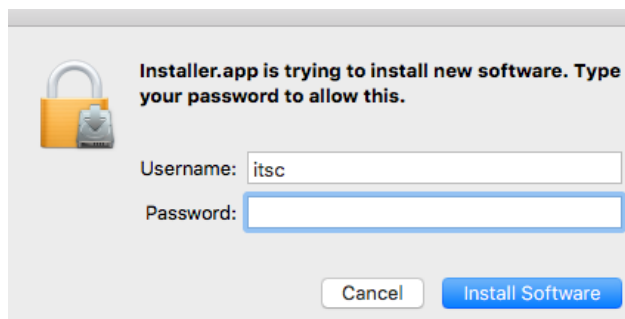




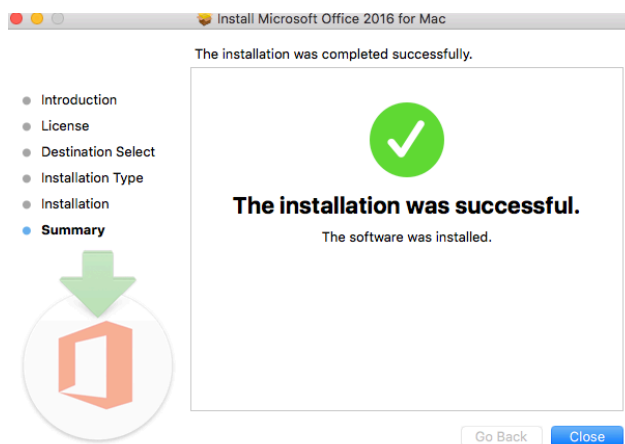
7. Click **Install** or you may click **Change Install Location...** if you would like to choose the location where the download should go to.



8. Enter the **Name** and **Password** of the administration of your Mac machine. Then, click **Install Software**.



9. Click **Close** after installation is completed.

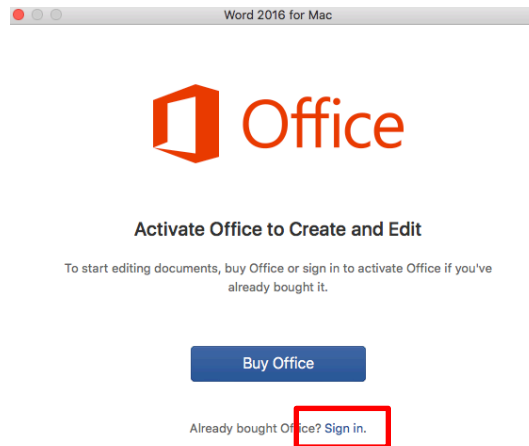




B. Product Activation

This part might not be necessary as sometimes, you might find the Office downloaded is activated automatically right after the installation. Otherwise, the following product activation window will pop out.

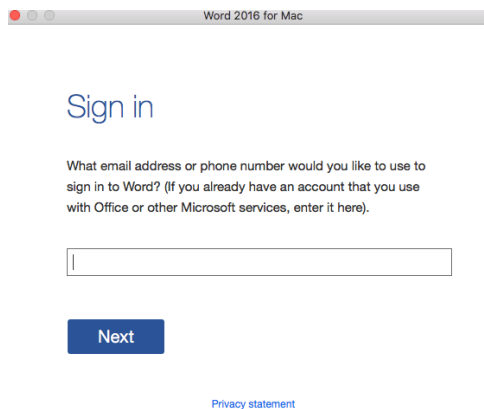
1. Click **Sign In** if the following window pops out.



2. Enter your login ID and click **Next**

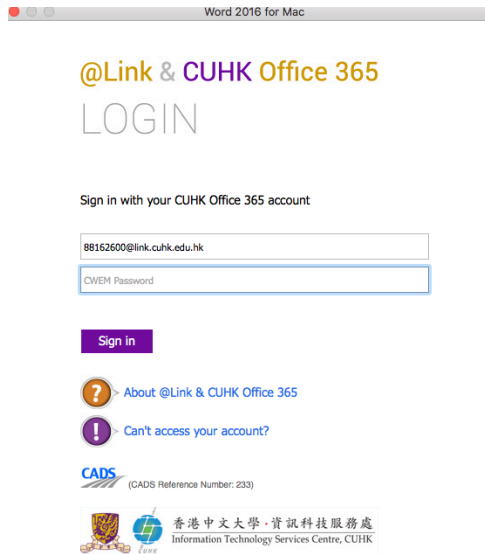
Login ID of Staff: alias@cuhk.edu.hk

Login ID of Students: Student-ID@link.cuhk.edu.hk





3. You will be re-directed to CUHK Office 365 Portal. Enter your password.



4. Upon successful login, your product is activated.

