




Office 365 suite – Installation

SVSU faculty, staff and students can download and install the Office 365 suite on their home Win, Mac computers, or smart devices.

The **Office 365 suite** (i.e. Excel, Word, PowerPoint, Outlook, OneNote, Access, Publisher, Skype for Business, and OneDrive) and is installed by default on most University’s office computers.

Follow the instructions below to install on your Win or Mac computer.

 If you have questions about Office 365, please contact the Support Center by email at support@svsu.edu, by phone at 989-964-4225 or x4225, or stop by Zahnow Library, first floor.


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Download for Windows


The instructions below explain how to download and install Office 365 suite for Windows users.

 You need to know your operating system type when downloading drivers or software for your computer because 64-bit drivers will not work on a 32-bit operating system.

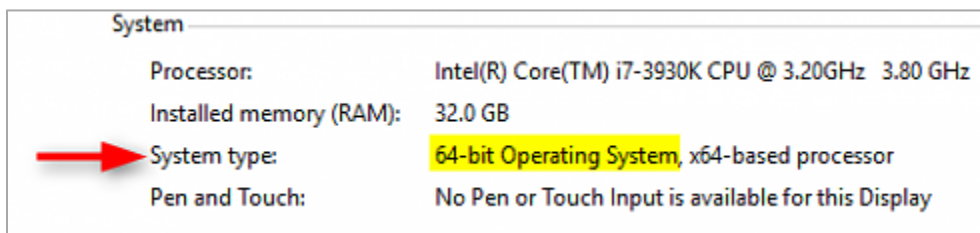
Windows 8 and 10: On your keyboard press the Windows key + X this opens the Power User menu, then click **System**.

Windows 7: Open the Start menu. Right-click on **Computer**, then select **Properties**.

Look for the **System** heading, then *System type*. It will say either **64-bit Operating System** or **32-bit Operating System**.

 To check if your operating system is 32-bit or 64-bit, you'll need to view your system properties, the process varies slightly depending your Windows version (e.g. 7, 8, and 10).

The example below shows you a machine with a 64-bit operating system.

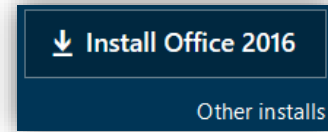


Now that you’ve determined your System type. You can proceed with installing **Office 2016**.

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1. Sign in to Office 365 at <https://portal.office.com>
2. If your System type is 64-bit, click **Other installs** (top right of screen) from the Office 365 dashboard.
3. If your System type is 32-bit, click **Install Office 2016**

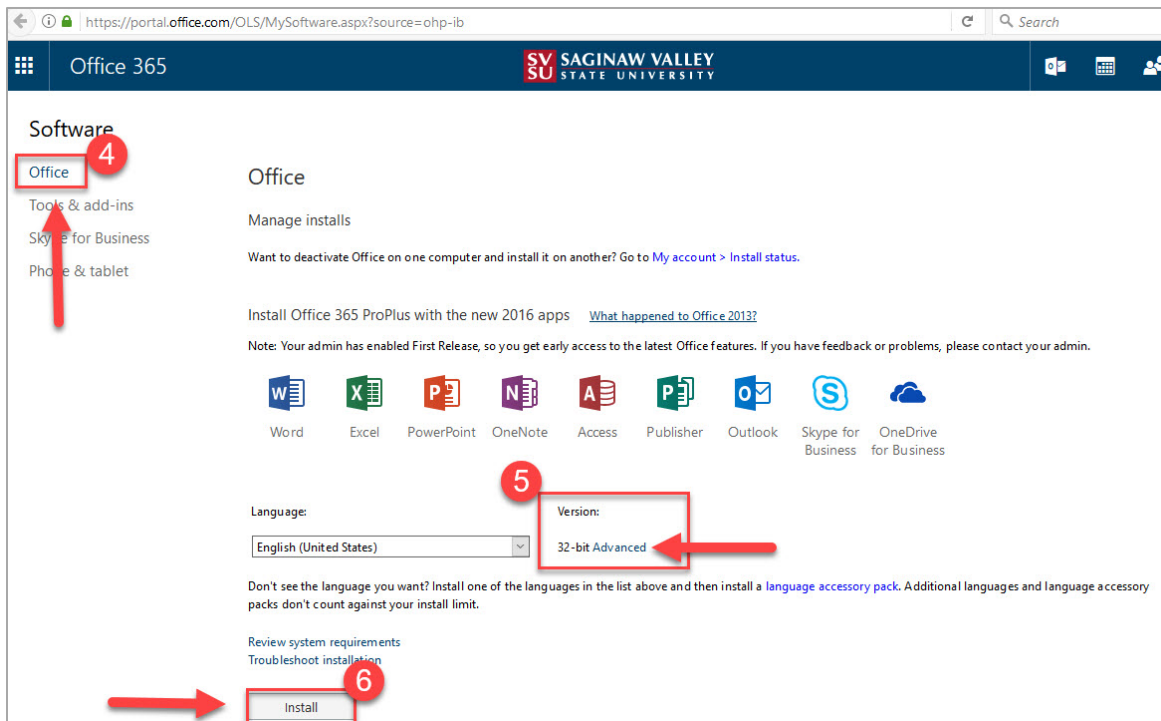


If you click **Install Office 2016** you will be installing the 32-bit version of Office 2016. If you have a 64-bit machine Office 2016 suite will not install.

4. Click **Office** from the left navigation bar.
5. The Office installation screen opens, click the drop-down menu and select either **32-bit** or **64-bit** under the **Version** heading.
6. Click **Install**.



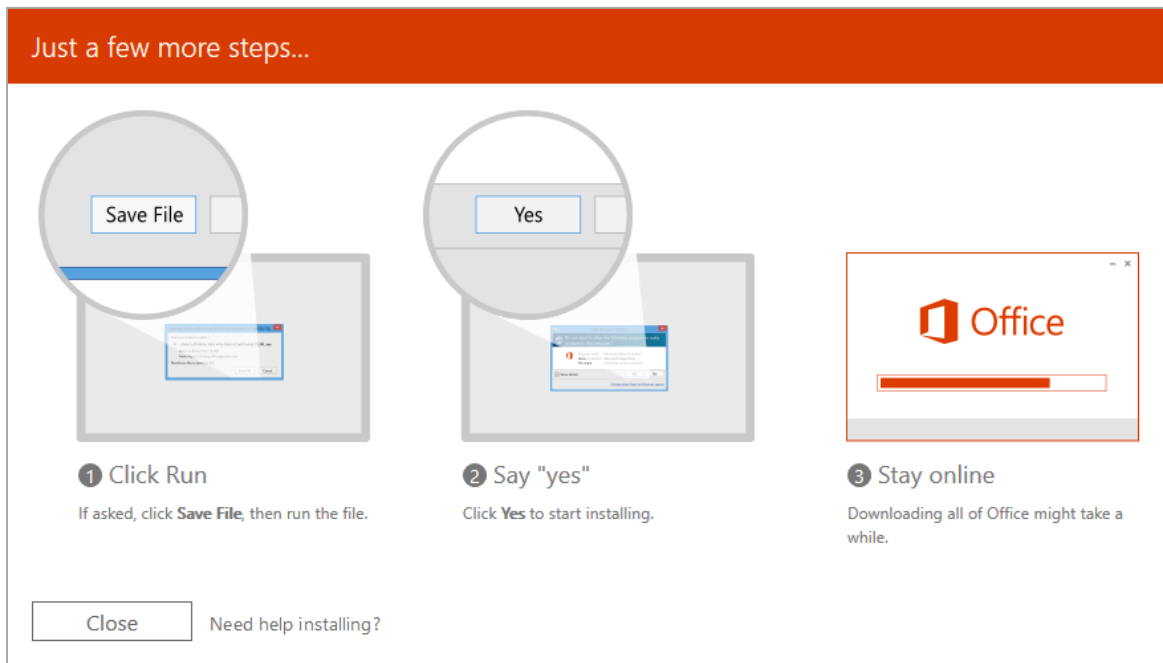
To install the 64-bit version, click Advanced **32-bit Advanced** then select 64-bit from the drop-down menu.



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7. You will be prompted to click **Run** or **Save File** depending on your browser. Proceed with the on-screen instructions to install **Office 2016**, be patient the installation time depends on your Internet connection.



8. Click the **Windows start** button (bottom-left of your screen) to see your newly installed Office apps. Then, you can pin them to your **Start menu** or **Task bar**.

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Download for Mac

Any Mac released after late 2006 is 64-bit. However, if you're unsure whether your Mac has a 32-bit or 64-bit processor, follow these steps.



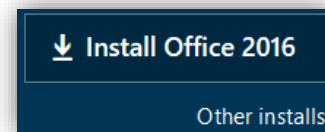
You need to know your operating system type when downloading drivers or software for your computer because 64-bit drivers will not work on a 32-bit operating system.

1. Click the Apple menu and click “**About this Mac**” and then look at the heading “**Processor**”.
2. The table below will show you the types of processors found on a Mac.

Processor	
Intel Core Solo	32-bit
Intel Core Duo	32-bit
Intel Core 2 Duo	64-bit
Intel Quad-Core Xeon	64-bit
Intel Core i5	64-bit
Intel Core i7	64-bit

The instructions below explain how to download and install Office 2016 for Mac users.

3. Sign in to Office 365 at <https://portal.office.com>
4. If your System type is 64-bit, click **Other installs** (top right of screen) from the Office 365 dashboard.
5. If your System type is 32-bit, click **Install Office 2016**.

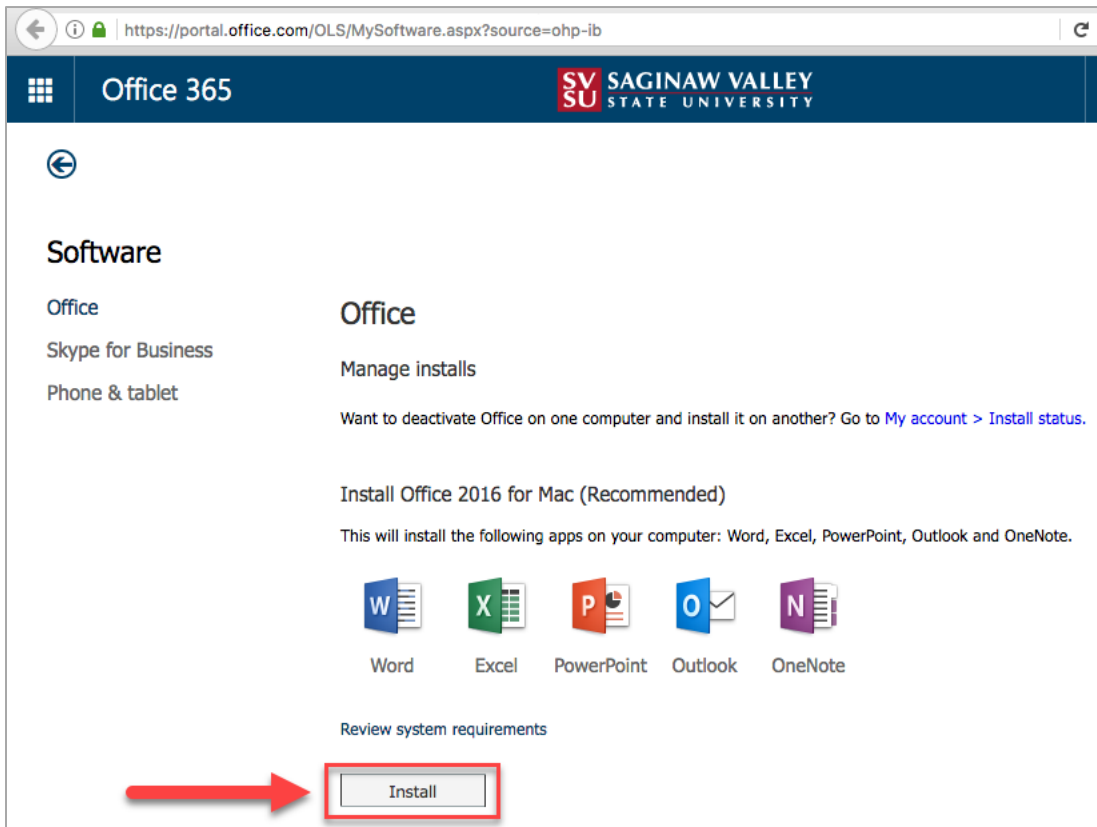


If you click **Install Office 2016** you will be installing the 32-bit version of Office 2016. If you have a 64-bit machine Office 2016 suite will not install.

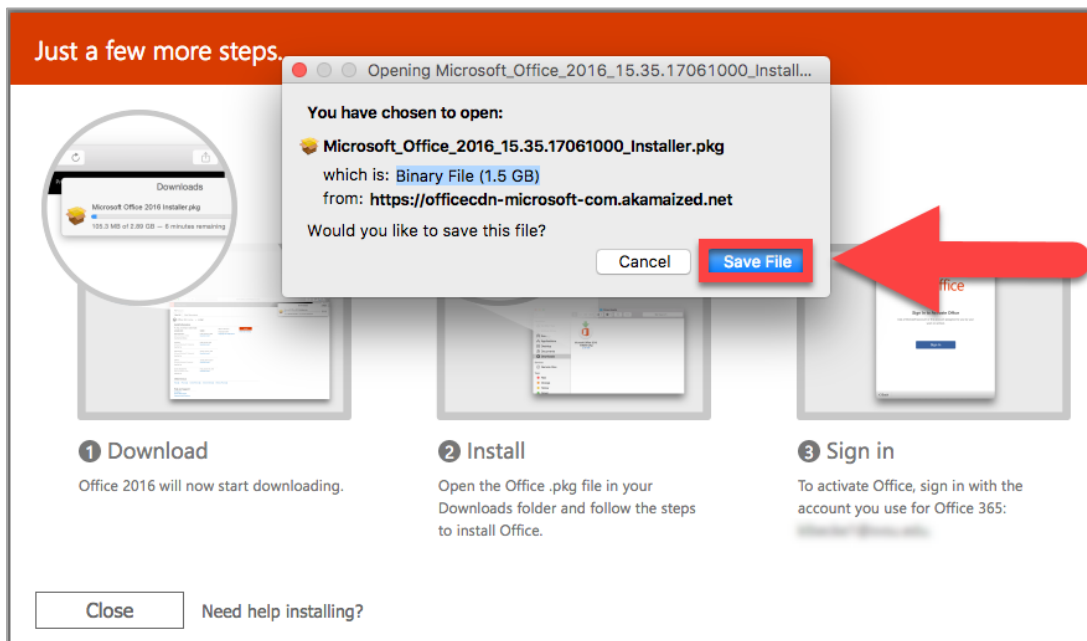
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6. The Software installation screen opens, click **Install**.



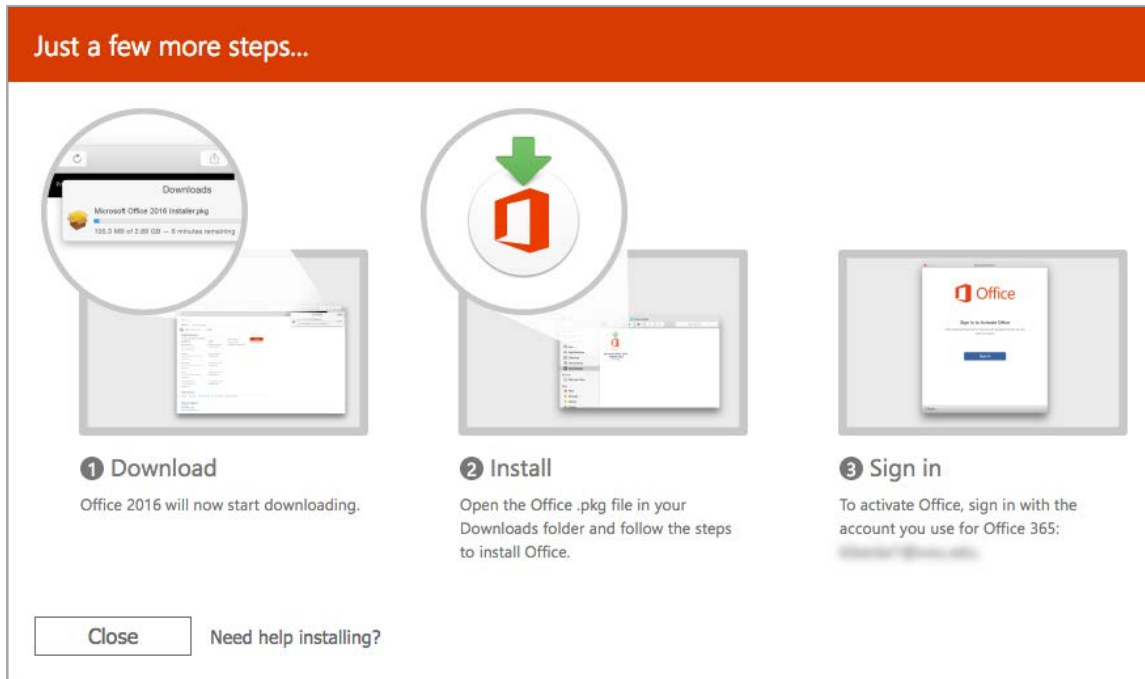
7. Next the Office installation screen opens, click **Save File**.



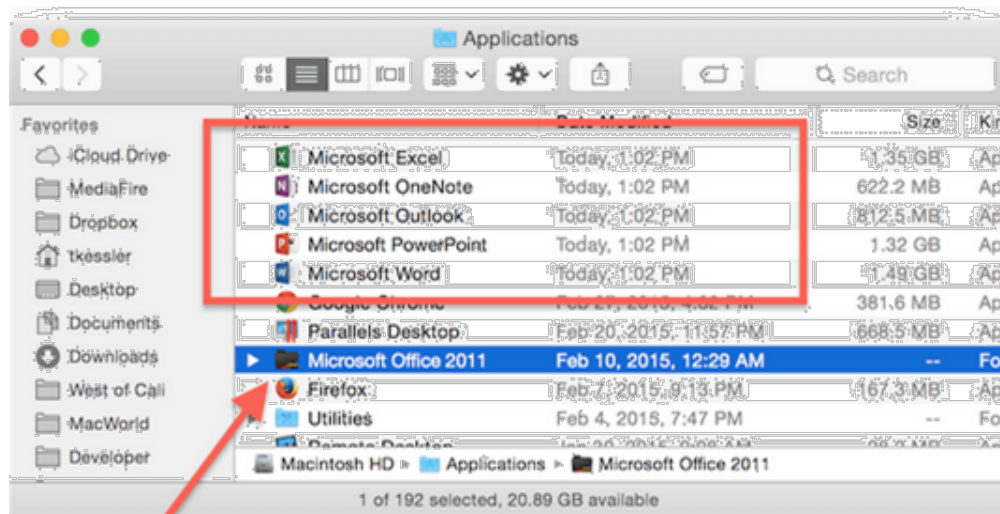
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- Office will download to your **Downloads** folder, open the Office.pkg then follow the steps to install **Office 2016**.



- The **Office 2016 apps** will be accessible in your **Applications** folder, as opposed to a separate Office folder as with prior versions. Office 2016 will not touch prior Office installations.



- Now you can drag your newly installed **Office apps** to your Dock.