# How to install Microsoft 365 Apps (Office Pro Plus) on MacOS

**1.** Open the Microsoft365 site.
The URL is **https://www.office.com/** .



**2.** Sign in to Microsoft365.
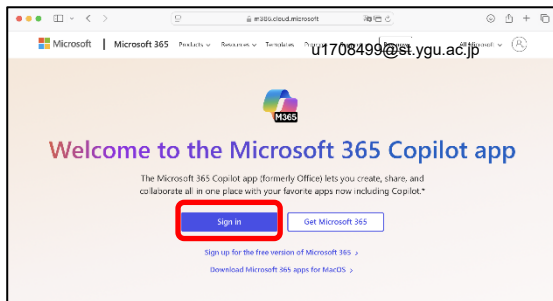


**Students**
Username : **Mail Address**
Graduate Students : g[student ID]@st.ygu.ac.jp
University Students : u[student ID]@st.ygu.ac.jp
Junior College Students : j[student ID]@st.ygu.ac.jp

Password(Default) : **NTPW+BD(mmdd)**
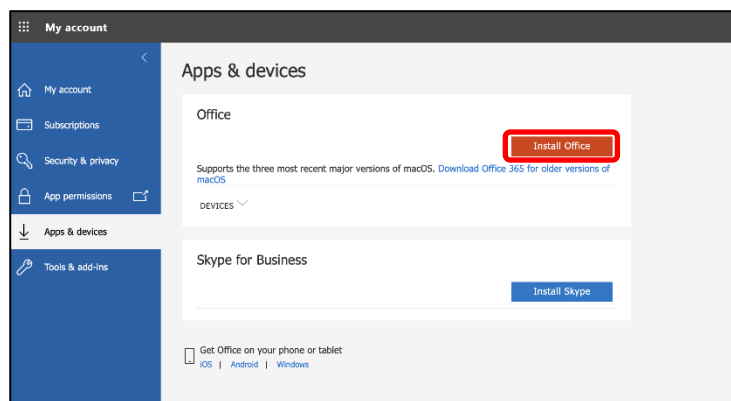 * ex Birthday is April 1st: NTPW0401

**Faculties**
The username and password assigned by
Information Technology Center

**3.** Click **"Apps"** on the left side of the screen and select **"Install Apps"** in the upper right corner.
When you click **"Install app,"** the screen below will appear. Select **"Microsoft 365 apps"**.
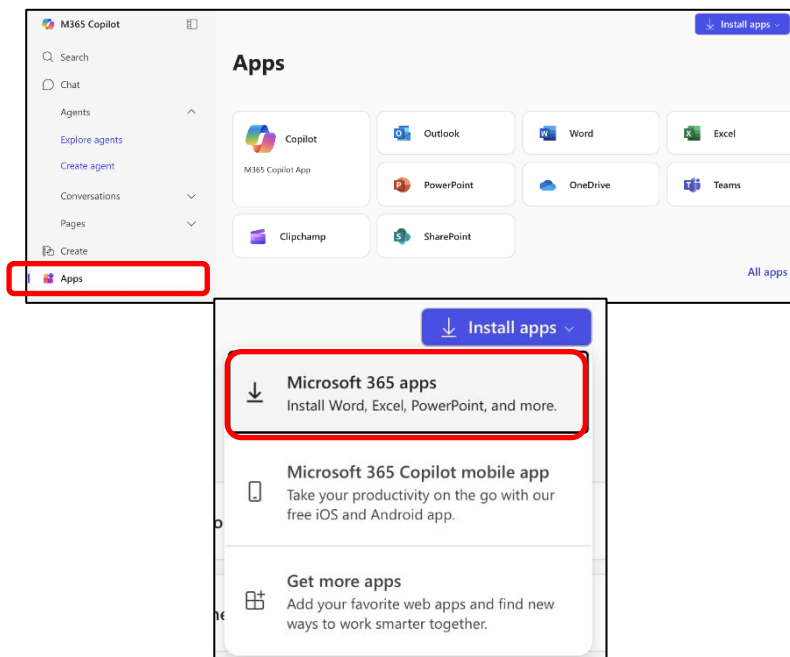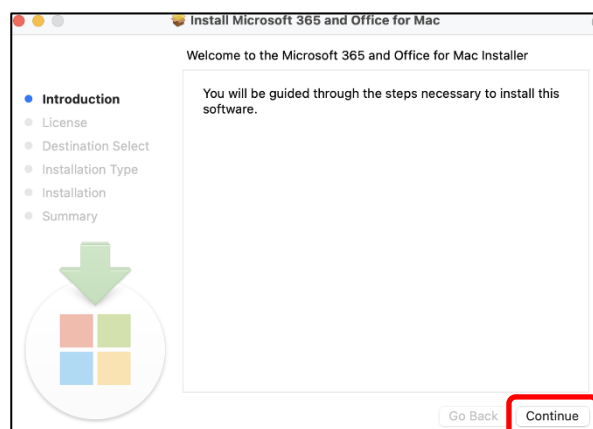
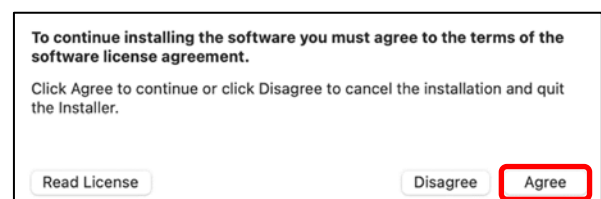**4.** Click **Install Office** to download the installation program.
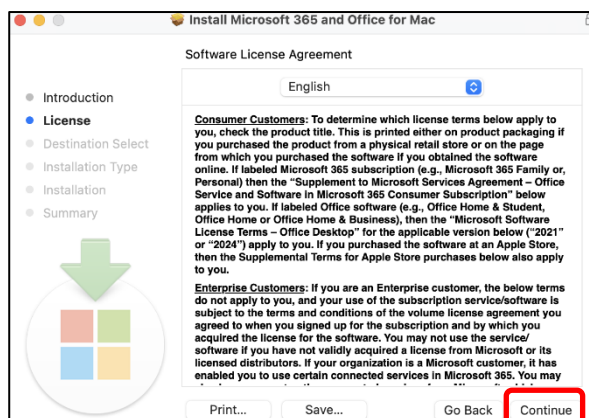


**5.** When the download is completed, double-click to run the Microsoft365 apps program.
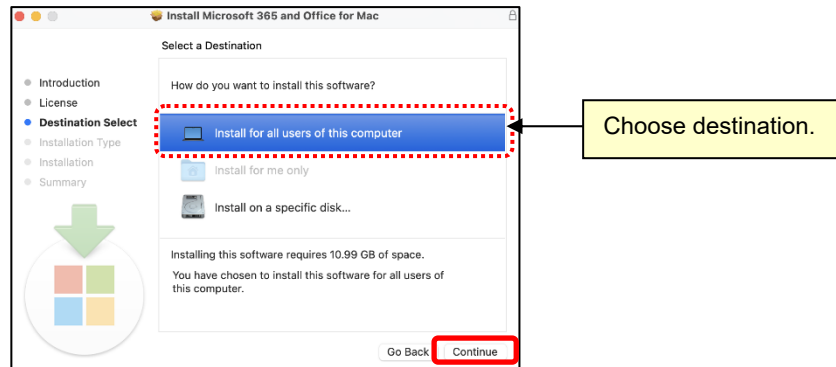(Usually found in the Dock Downloads)
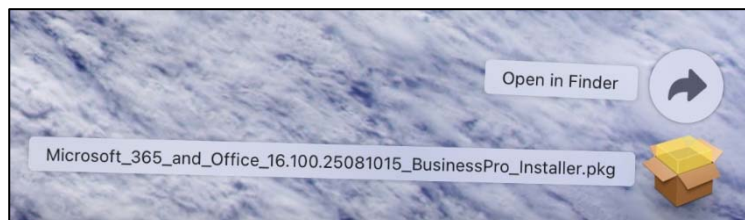


**6.** Click **[Continue]**.



**7.** Read the Software License agreement, click **[Continue]**. Next, click **[Agree]**.

**8.** When "Select a Distination" is displayed, choose **destination** and click **[Continue]**.
(In most cases you will want to select "Install for all users of this computer".)

Choose destination.

**9.** When "Standard Install on "Machintosh HD"" is displayed, click **[Install]**.
When "Type your password to allow this" is displayed, enter the Admin **Username and Password of your Mac** and click **[Install Software]**. Installation will begin.
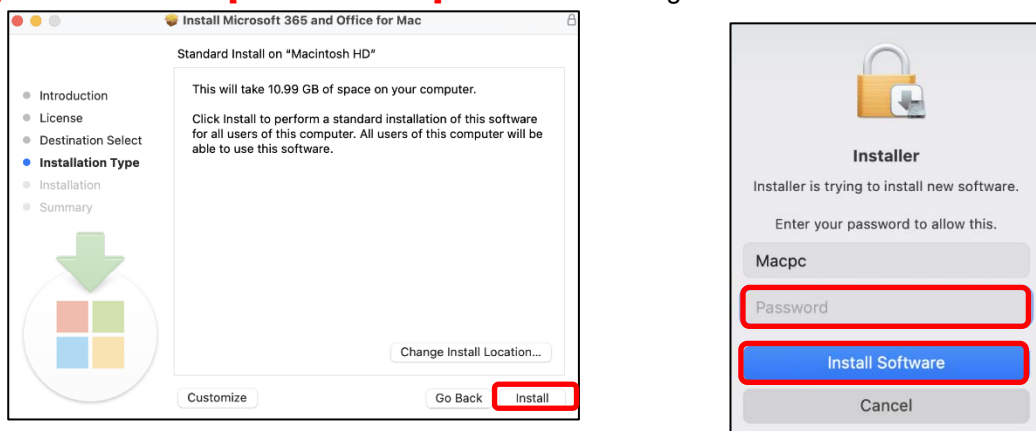
**10.** When the installation is complete, click **[Close]**.
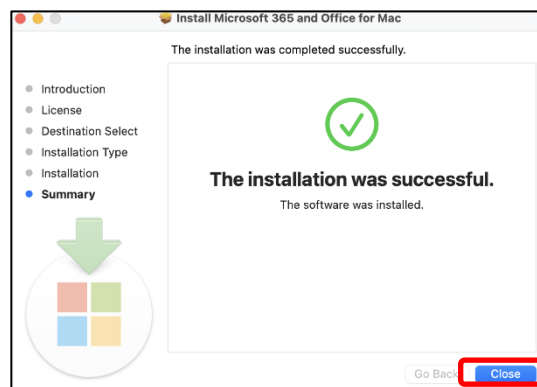
**11.** When Office icons (Excel, Word, PowerPoint⋯) are added in "Applications", the installation of Office is completed.
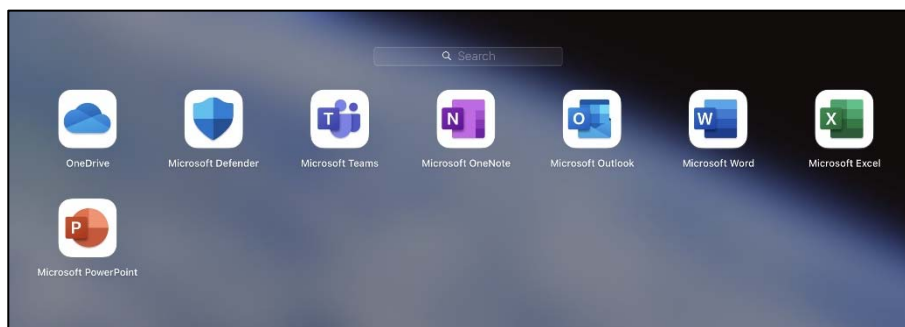
**12.** Sign-in work is required only on initial start-up. (Explained in the procedure in Excel)
When you launch Excel, the sign-in screen will appear. Enter the email address you used to sign in to Microsoft365 and click Next. When the password entry screen appears, enter the password you used to sign in to Microsoft365 and click Sign In.
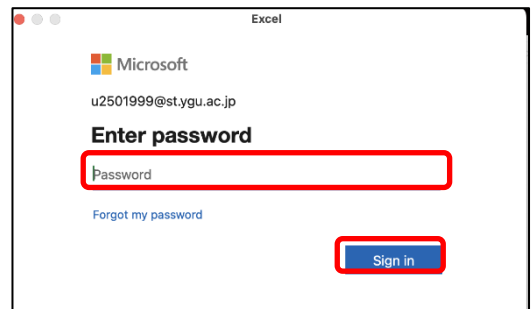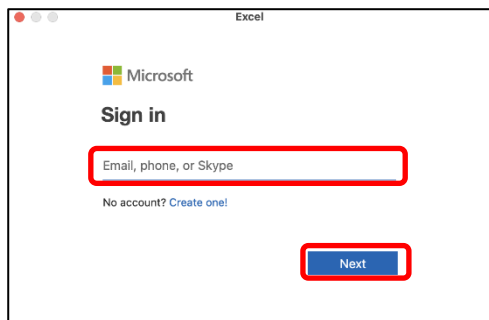




**13.** The completion screen will be displayed, so click "Start Using Excel."
The Excel screen will be displayed.
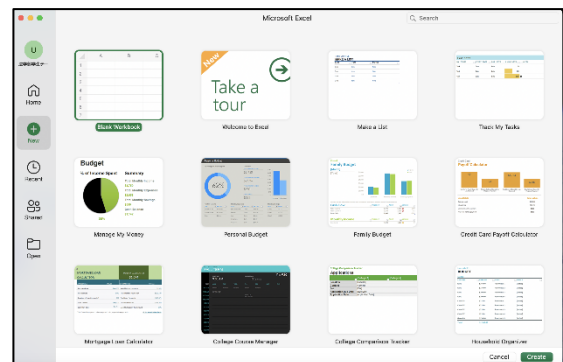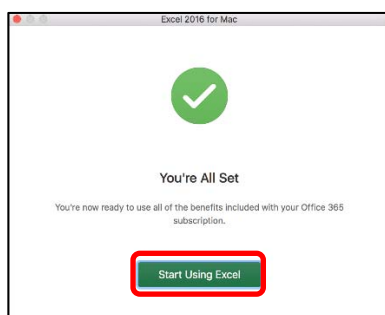




About the installation method of Windows, Tablet and Smartphone (iOS, Android), check at following "How to use Microsoft 365 Apps".

How to use Microsoft 365 Apps
**http://www.ygu.ac.jp/computer/office365/en/**