

## Installation Manual /Microsoft 365 Apps for Mac

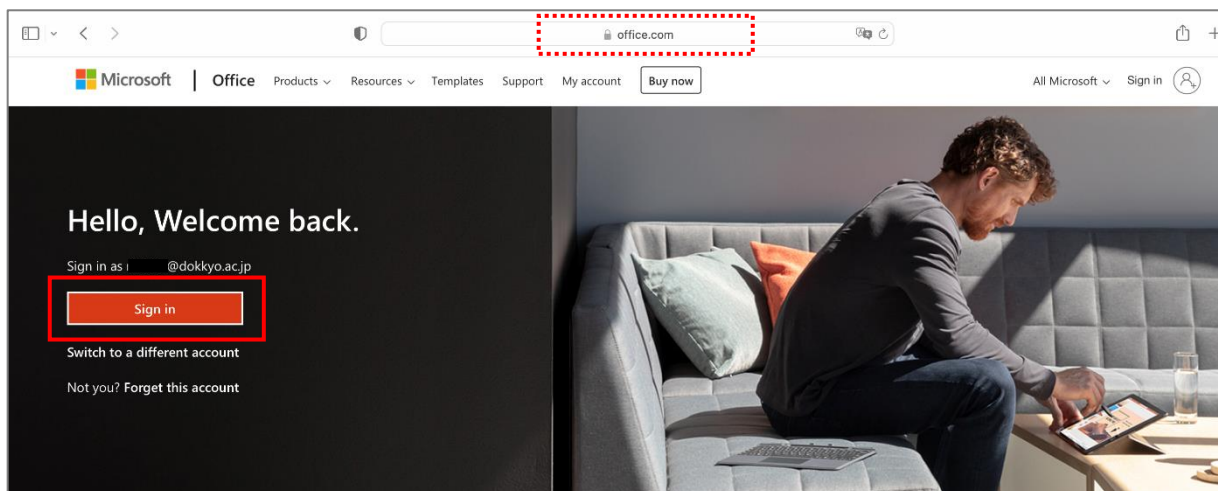
**If you are signing in to Microsoft 365 website from off-campus internet network for the first time, you will need to set up an MFA. Check the MFA Setup manual for Microsoft 365 beforehand and complete the setup.**

### What you need in order to install it.

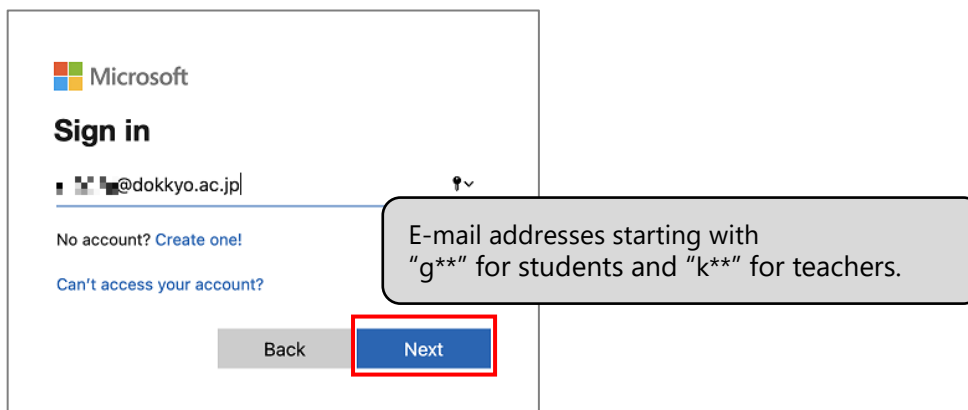
- Mac PC
- Smartphone or Tablet with completed multi-factor authentication settings.
- Dokkyo e-mail address and password

### Access the download site and sign in.

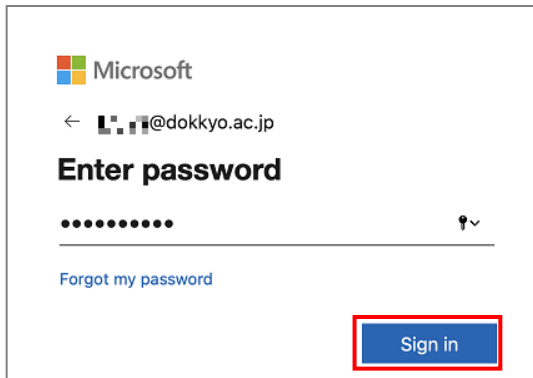
1. Go to <https://www.office.com/> and click 'Sign in'.




2. Enter your Dokkyo e-mail address and click 'Next'.




3. Enter password you use to log in to webmail and manaba and click 'Sign in'.



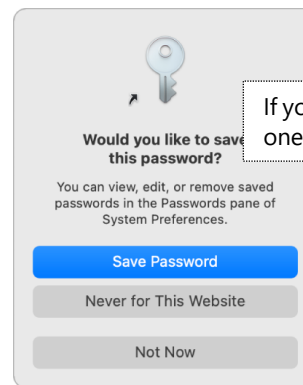
Microsoft  
← @dokkyo.ac.jp


**Enter password**

..... 

[Forgot my password](#)

**Sign in**



**Would you like to save this password?**

You can view, edit, or remove saved passwords in the Passwords pane of System Preferences.

**Save Password**

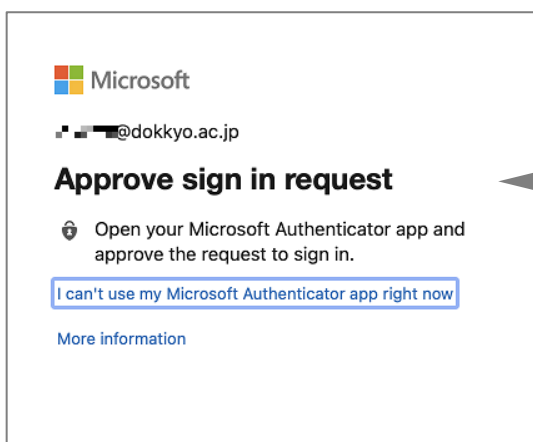
Never for This Website


Not Now

If you see this display, select the one you prefer.


The same password as Dokkyo webmail and manaba.

4. When you receive a notification on your smartphone acknowledging the sign-in request, tap 'Approve'.



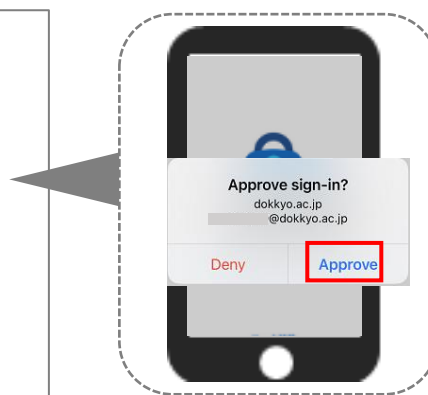
Microsoft  
← @dokkyo.ac.jp

**Approve sign in request**

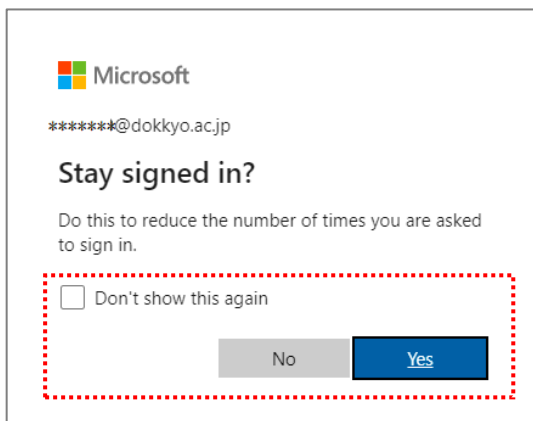
 Open your Microsoft Authenticator app and approve the request to sign in.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)



5. Select 'Yes' or 'No'



Microsoft  
\*\*\*\*\*@dokkyo.ac.jp

**Stay signed in?**

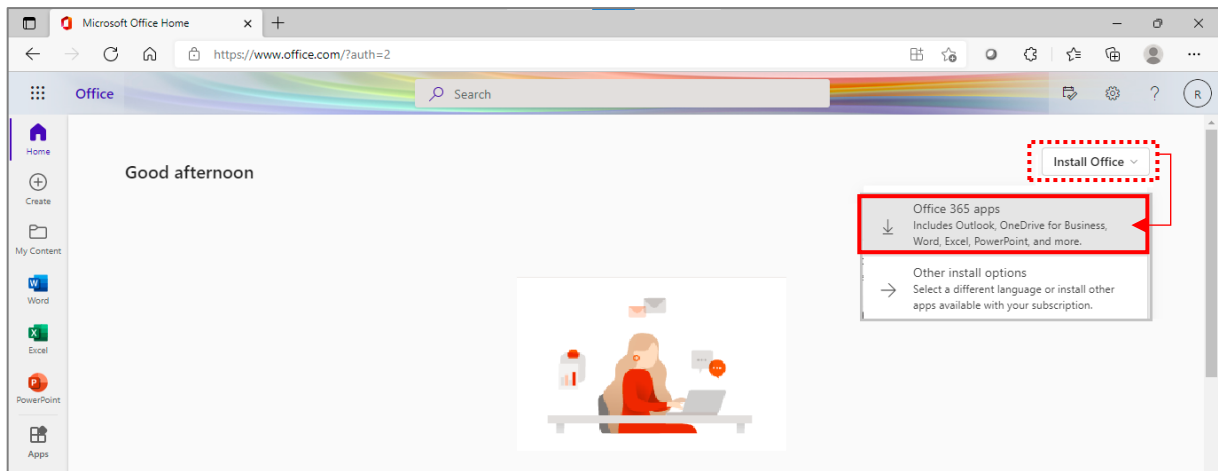
Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No Yes

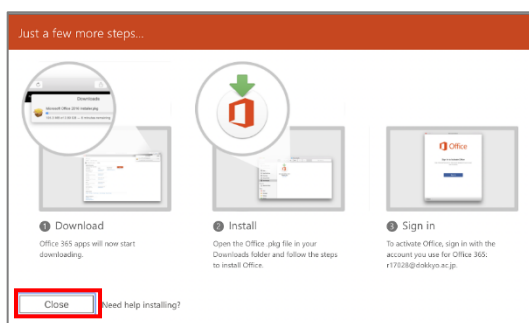
## Install Office365 application from the site you have signed in to.

1. Click 'Install Office' on Microsoft 365 Home screen and select 'Office 365 apps'.



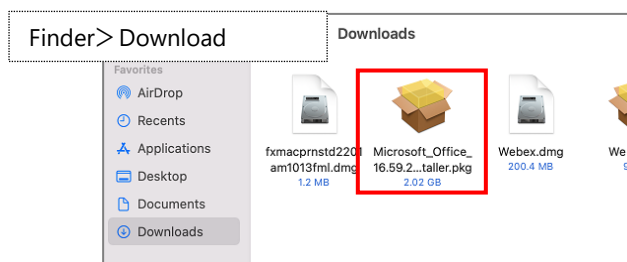
\* If a screen asking whether you want to allow the download appears, tap 'allow'.

2. When Office 365 apps has been downloaded, click 'Close'.

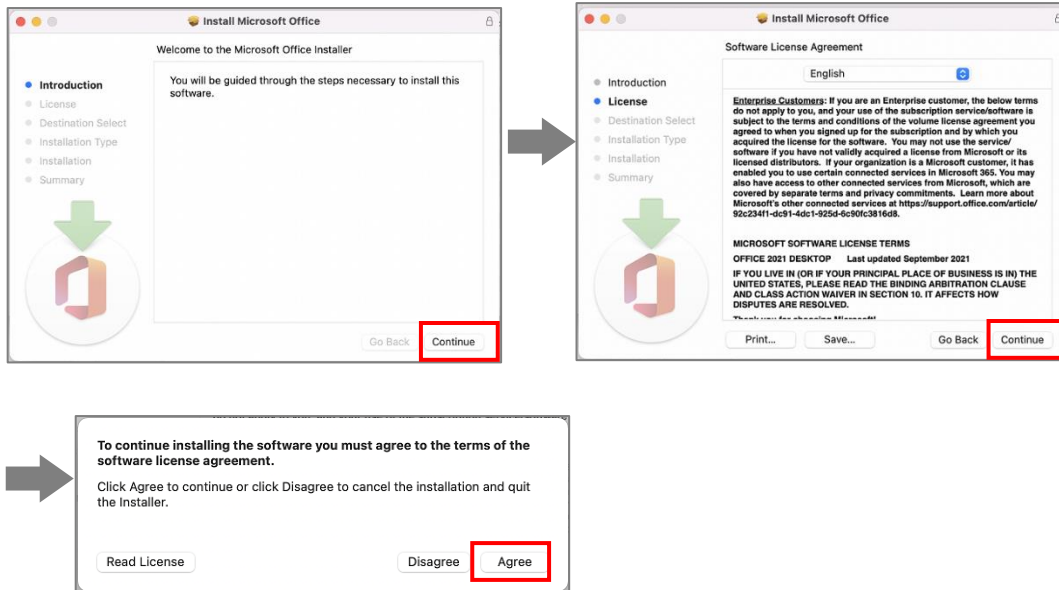


3. Launch the file named "Microsoft\_Office\_xx.xx.xx... BusinessPro\_Installer.pkg" .

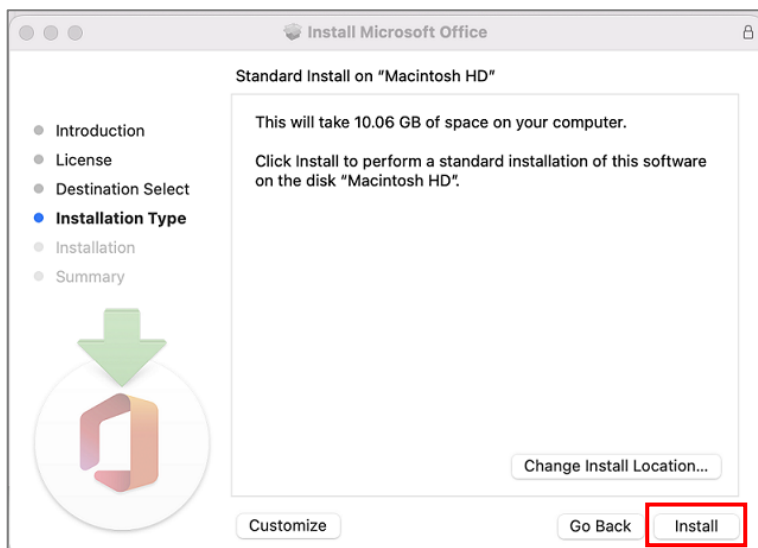
NOTE: The xx part of the file name may differ from the image depending on the version, etc.



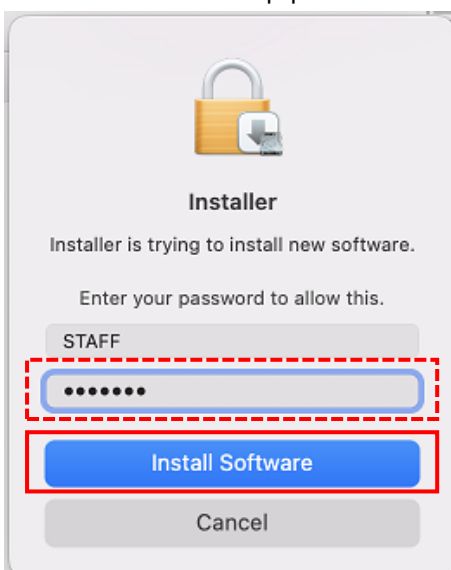
4. Proceed as indicated on the screen.



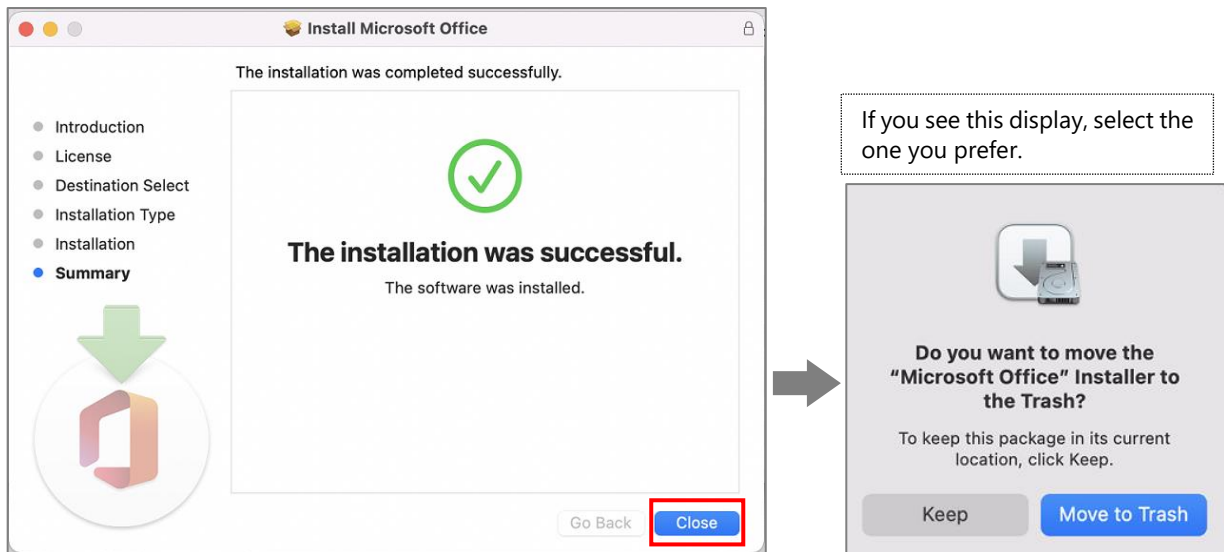
5. Click 'Install'.



6. Enter the Mac start-up password and click 'Install Software'.



7. When 'The installation was completed successfully' is displayed, click 'Close'.

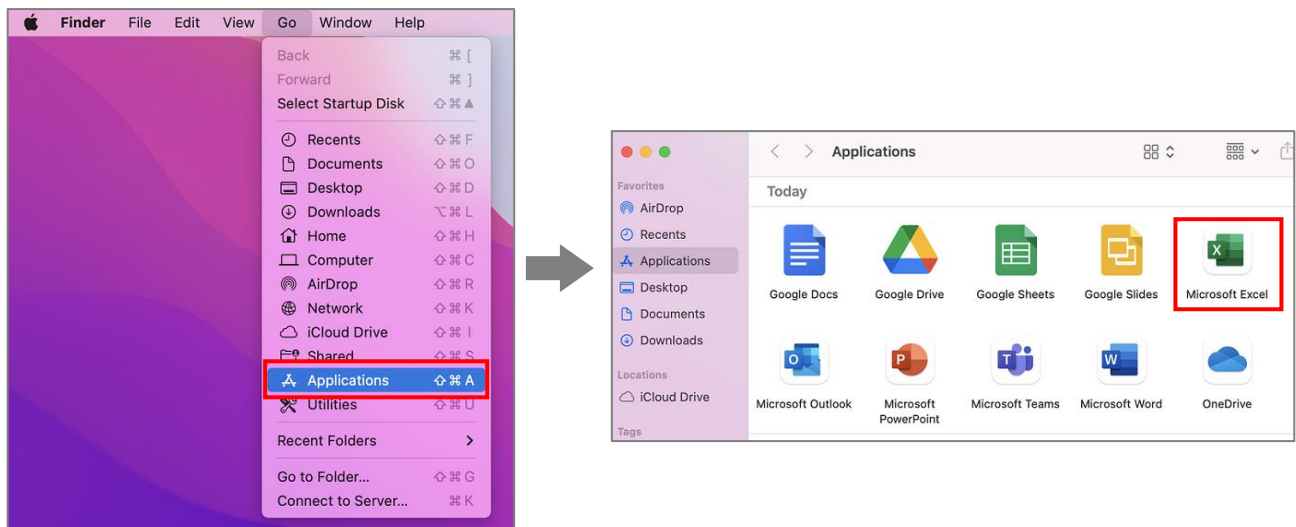


If an update is running, close it with the X in the upper left corner after the automatic update has completed.

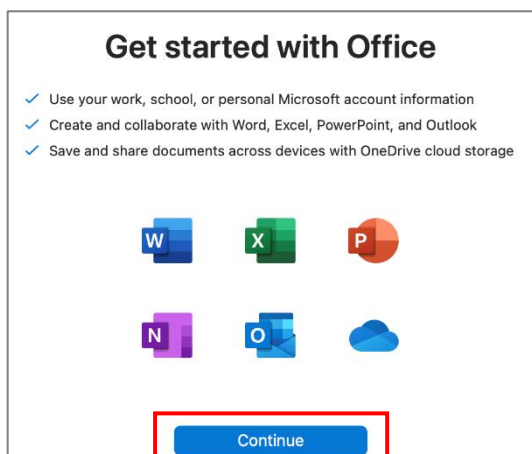
## Open the installed Microsoft 365 Apps and activate it.

1. Desktop > Menu bar > Go > Applications to launch Microsoft 365 Apps.

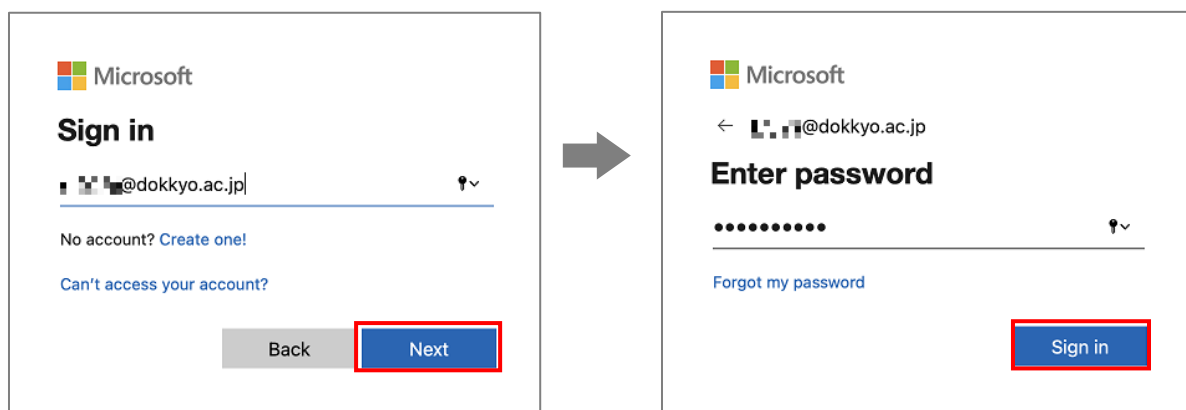
\*Excel is used as an example here.



2. Click 'Continue'.



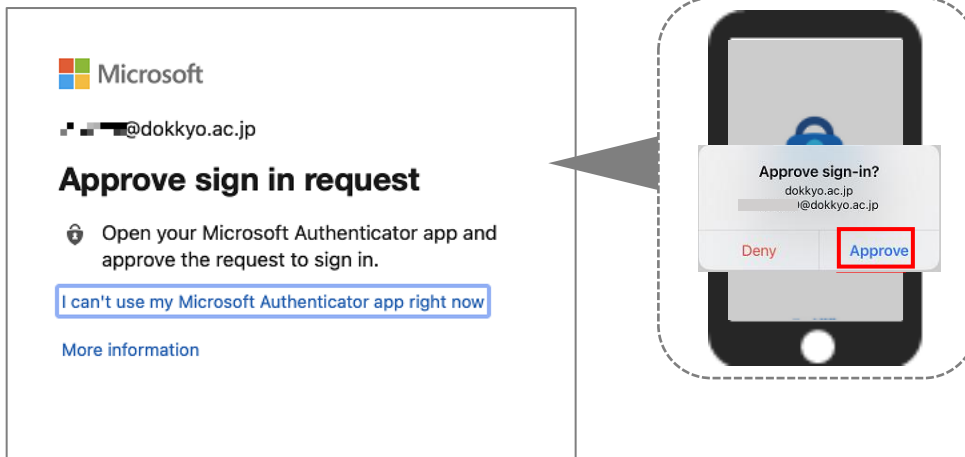
3. Enter your Dokkyo e-mail address and click 'Next'. Then enter password and click 'Sign in'.



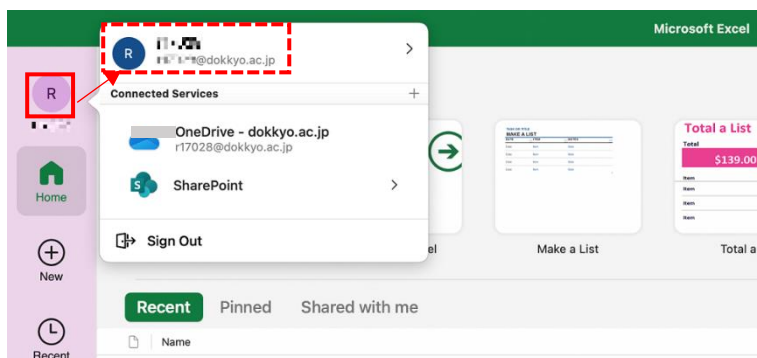
E-mail addresses starting with  
"g\*\*" for students and "k\*\*" for teachers

The same password as webmail and manaba.

4. Tap 'Approve' on the sign-in request received on your smartphone.



5. Click on the account icon on the upper left-hand corner and ensure that the correct account is registered. The account is your Dokkyo e-mail address



\* If the application is not available, a key symbol will appear in the bottom left-hand corner of the screen and you will have to activate the license again.



Note:

If you activate the license for one of the apps, you do not need to do the same for the others.