

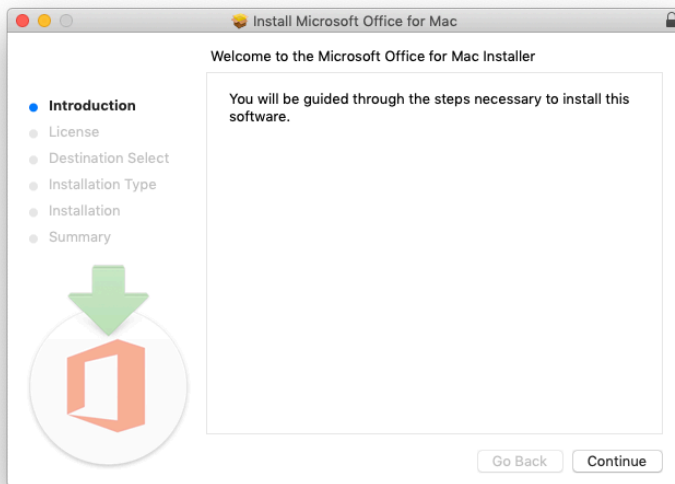
# Install or Upgrade to Microsoft Office for Mac 2021

## Install or Upgrade to Microsoft Office for Mac 2021

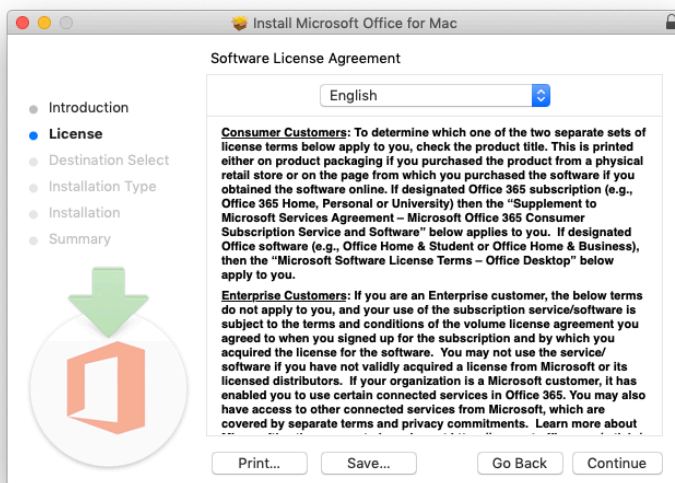
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### Installing office

1. Download the installer [from IS&T](#).
2. Double-click the downloaded zip file to decompress it. You'll have a folder with Installer pkg and a Serializer pkg.
1. Double-click the **Microsoft\_Office\_16.54.21101001\_Installer.pkg** icon.  
*Result:* The installer launches:

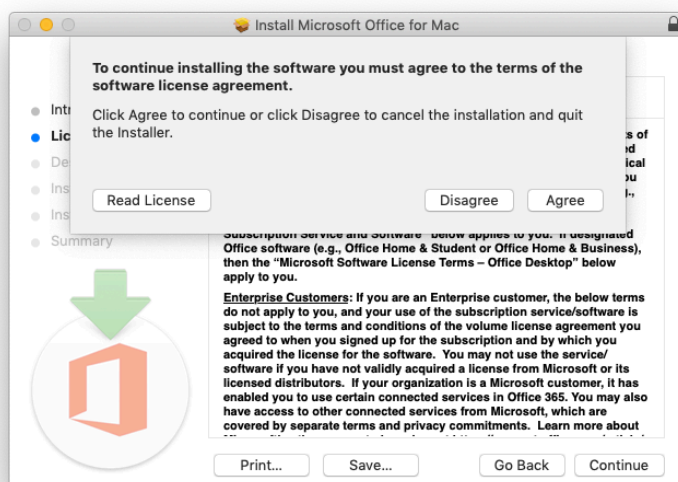


2. Click **Continue**.  
*Result:* The Software License Agreement is displayed:



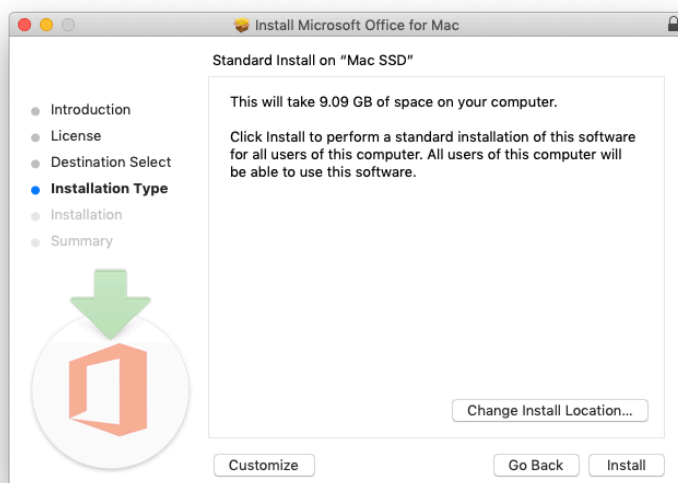
3. Click **Continue**.

*Result:* You are asked to agree to the Software License:



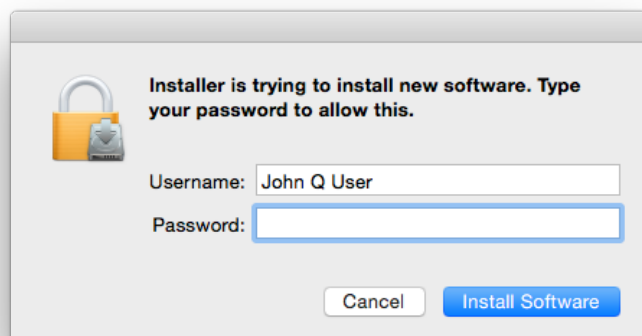
4. Click **Agree**

*Result:* The Installation Type is displayed:

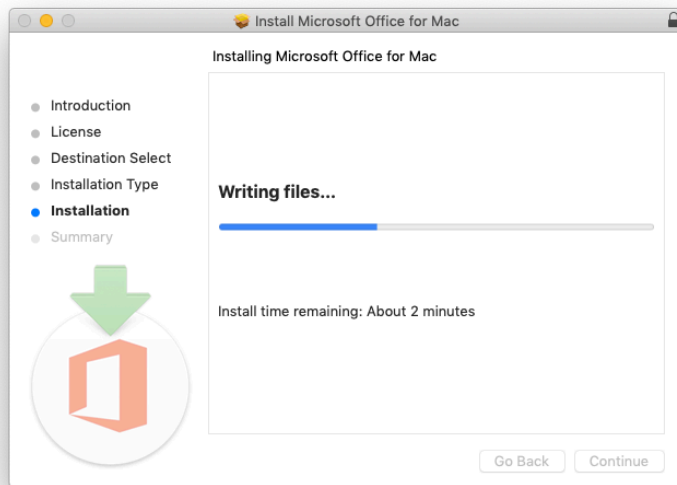


5. Click **Install**.

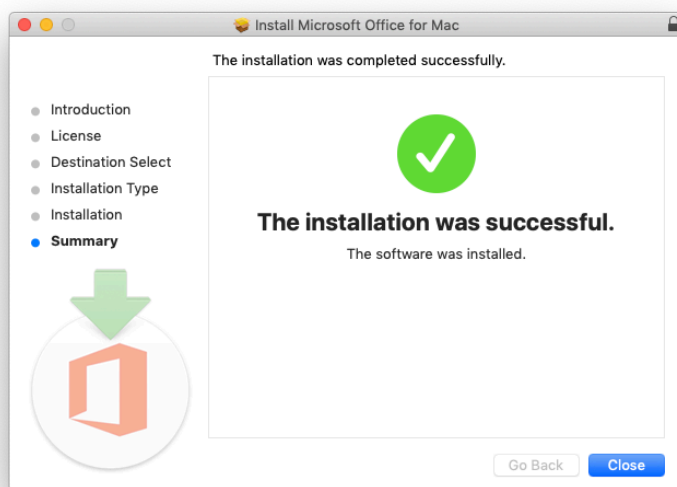
*Result:* You are prompted for your name and password:



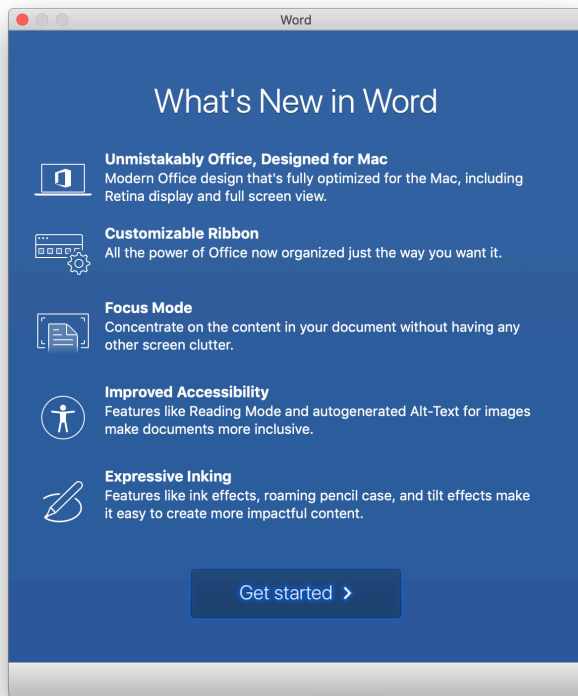
6. Enter the **username** and **password** for your local computer account and click **OK**.  
**Note:** You may have to close certain applications for installation to complete.  
**Result:** Installation will take some time.



7. When it completes, the summary screen is displayed:



8. Click **Close**.  
**Result:** Microsoft Word automatically starts and presents you with a Get Started window:



## First time running office

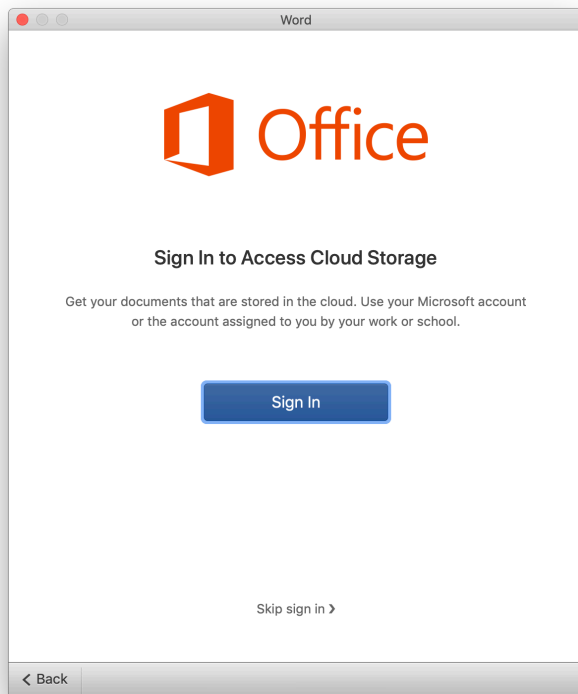


### Office 2021 Activation

Please run the Microsoft\_Office\_LTSC\_2021\_VL\_Serializer.pkg to properly activate Microsoft Office 2021 for Mac

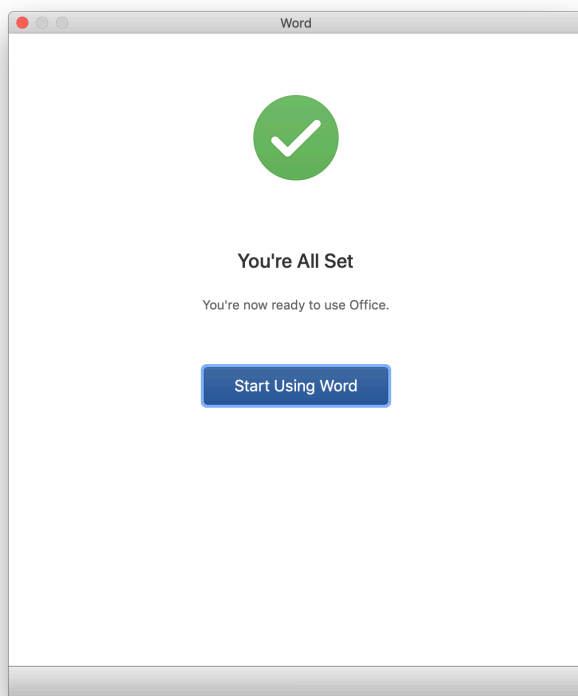
#### 1. Click **Get Started**

*Result:* You are asked to optionally sign in to your Microsoft account:



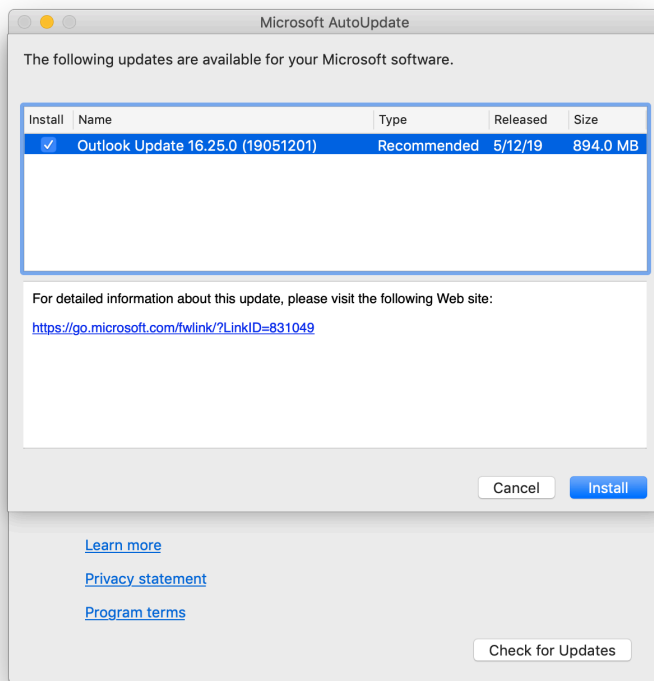
2. Click **Skip sign-in**.

*Result:* Configuration is complete:

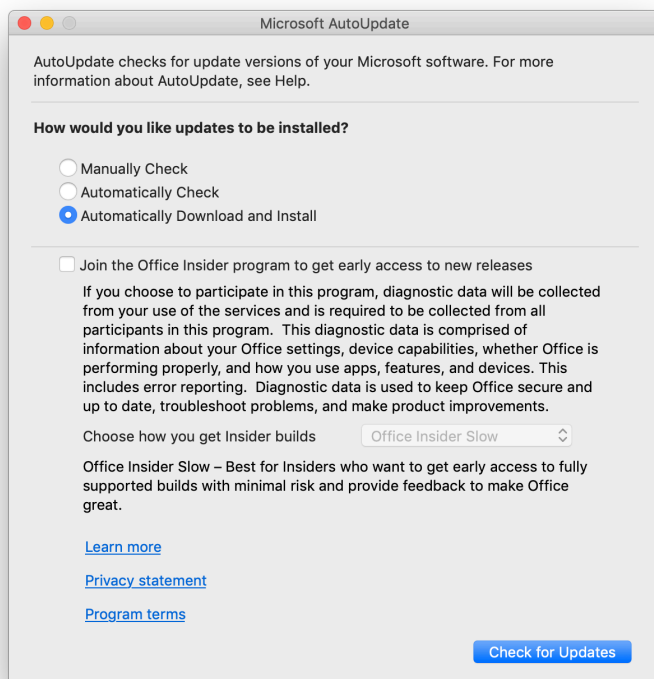


3. Click **Start Using Word**.

*Result:* You might be prompted to install updates, if any are available. If so, follow the prompts:



- Click **Install**. If you're prompted for authentication, enter your user name and password again.  
*Result: Microsoft AutoUpdate prompts you for configuration:*



- Accept the defaults and click **Check for Updates**. You might be prompted to install one or more updates in succession. Follow the prompts until no more updates are available.
- Microsoft Office for Mac 2021** is now ready for use.