Installing Office Suite on a MAC

1. Open browser. Sign into MyFurman, and click EMAIL (go to Email/Office 365).
2. At the top of the screen (in the purple bar), click “Office 365”
3. Click the button at the top right that says “Install Office 2016”
4. Once downloaded, run the installer.
5. When you launch an Office program for the first time, you will be asked to activate. You will want to do this using an existing Office365 subscription. Enter your email address, and you should be prompted to use a Furman sign-in page. If that does not work, try your email address in this format: NetID@furman.edu where Net ID is your Furman network ID (normally first initial, last name).