cbe.ab.ca



OSX | How to download Office (student)

- 1. From your personal Mac, go to: <u>http://portal.office.com</u>. Enter your login information in the format:
 - studentIDnumber@edu.cbe.ab.ca (eg. 001122334455@edu.cbe.ab.ca)

0 0 0 Filign in to Office 365 ×	2
← → C Alicrosoft Corporation [US] https://login.microsoft	online.com/login.srl?wa=wsignin1.0&rpsnv=3&ct=1408 ☆
	Conffice 365 Sign in with your organizational account someone@example.com Password Resp me signed in Sign in Can't access your account? Can't access your account? Can't access your account?

- 2. You will be asked to provide a CBE username and password. Enter in the format:
 - studentIDnumber@edu.cbe.ab.ca (eg. 001122334455@edu.cbe.ab.ca)



learning as unique as every student

3. A software download page will appear. Choose 'Install'



4. An installer file will download. Mount this image file.

MicrosoftOffice2011.dmg	•	Show All	×

5. The installer will mount on the desktop. Run the 'Office Installer'.





6. The Office Setup Process will begin.



7. Continue through the setup process.





8. Continue through the setup process.



9. Setup will complete.





10. Once setup is complete, select 'Sign in to an existing Office 365 subscription'.



- 11. Sign in using your CBE Student ID Number in the following format:
 - studentIDnumber@edu.cbe.ab.ca (eg. 001122334455@edu.cbe.ab.ca)





12. Use your CBE password.

	Sign in to activate Office for Mac on your comput	ter.
	User ID:	
	001122334455@edu.cbe.ab.ca	
	Password:	
	•••	
View Privacy State	ement o	
Back	100	Sign In

13. Office 2013 is now ready to use.



