



# Office & Outlook Install

Mac

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These instructions are for Macintosh computers only.

**Note:** When installing Office, you will need Administrator rights to the computer.

# Installing Office

## Method 1: Installing via Self Service (For University Owned/Issued Computers/Laptops)

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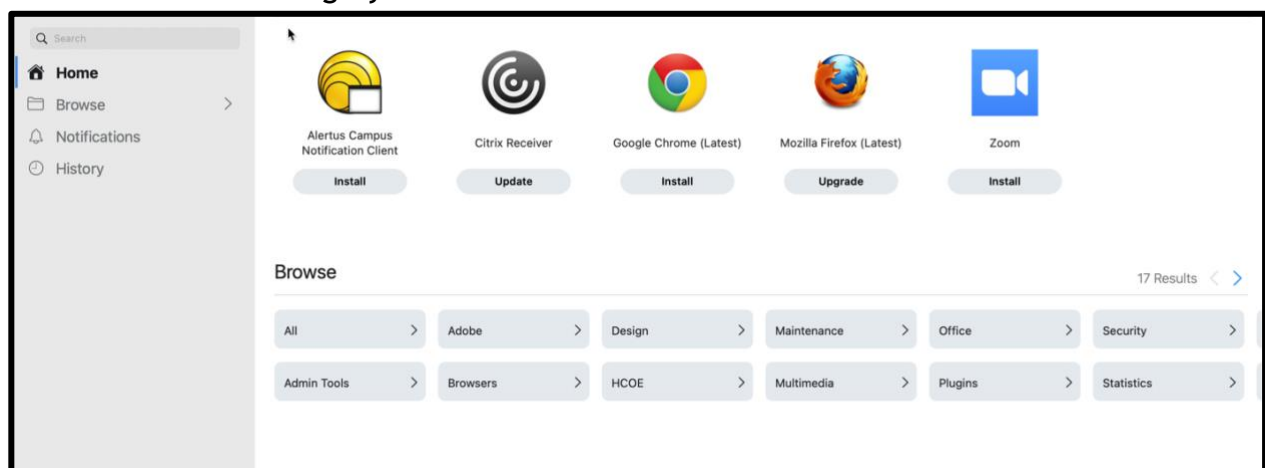
1. Locate the Self-Service application in your Applications folder. Double click on the **Self-Service** icon to start installation process.



Self Service

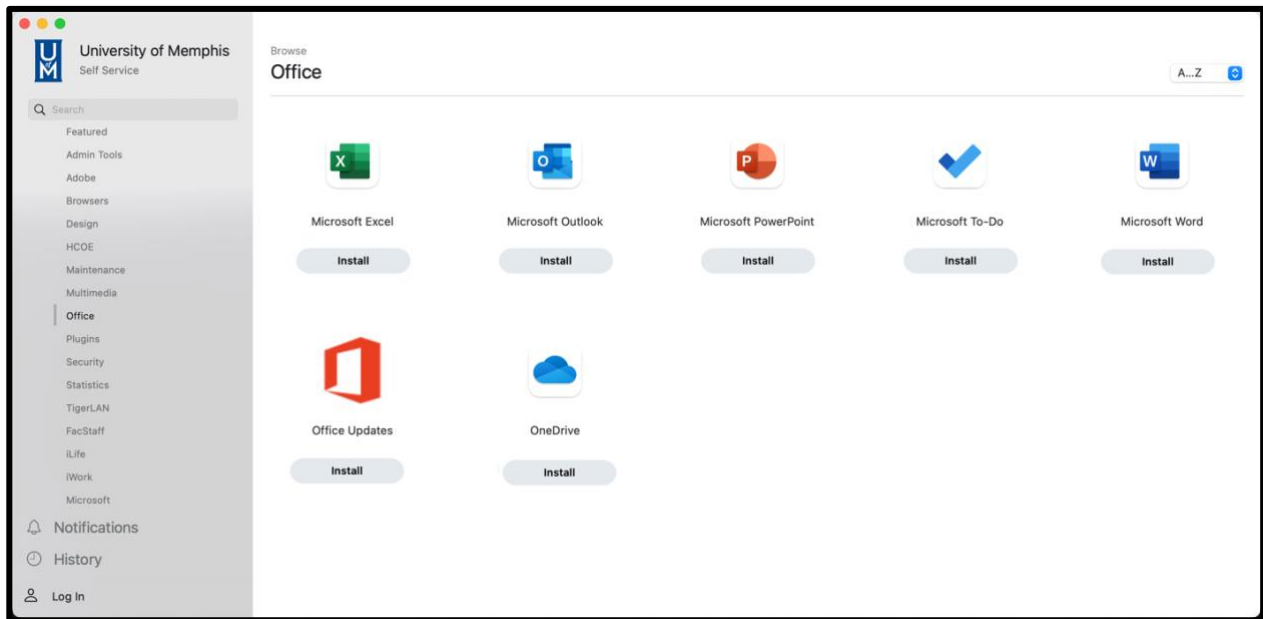
**Note:** if Self-Service is not installed on your system you will need to place a service request to have your LSP install it for you.

2. The install panel will appear. Locate the Microsoft Office 2016 installer This should appear on the home page of Self Service. The installer is also located under the category of Office. Click **Install** to continue.



The installer is also located under the category of Office if it is not found on the home page of UofM Self Service installer.

3. Click **Install** on the Microsoft applications you wish to install. Continue through the installation wizard, clicking **Continue** when asked.

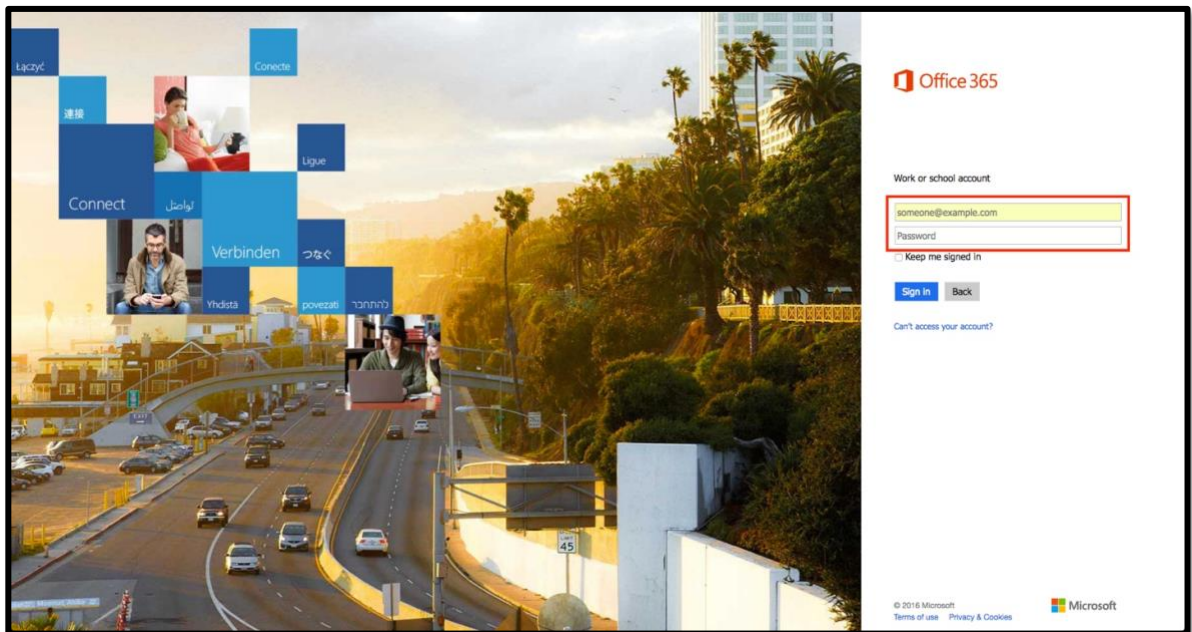


4. To continue the installation, you will need to enter your name and password (remember only individuals with Admin rights will be able to install the software). Enter information, as required. The installation will now begin.
5. You have now successfully installed Office, click **Done**.

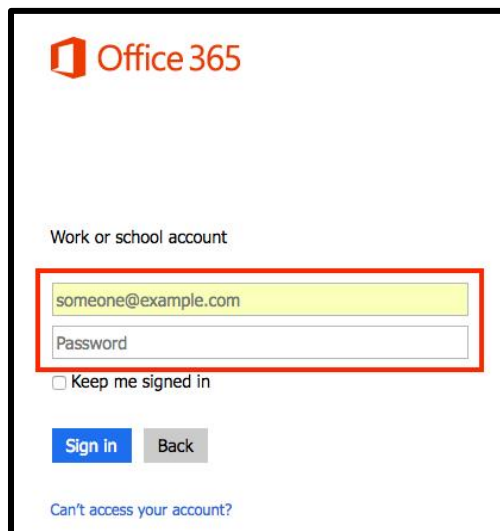
## Method 2: Installing via Office 365 Website (For Personally Owned or University Owned/Issued Computers or Laptops)

You may also use this method to install Office 365 onto your personal devices.

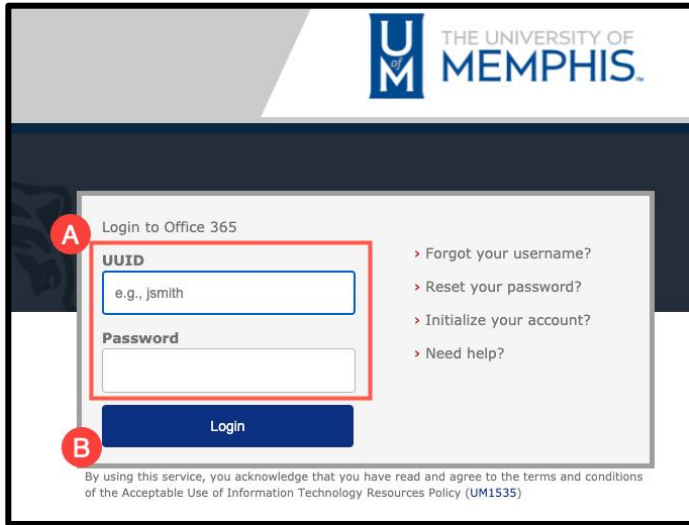
### 1. [Navigate to Office365 website](#)



### 2. Log in with UofM email and password. Click **Sign In**.



3. **A)** Enter your uuid, and password,  
then **B)** Click **Login**.



U THE UNIVERSITY OF  
M MEMPHIS.

Login to Office 365

**A**

**UUID**  
e.g., jsmith

**Password**

**B** Login

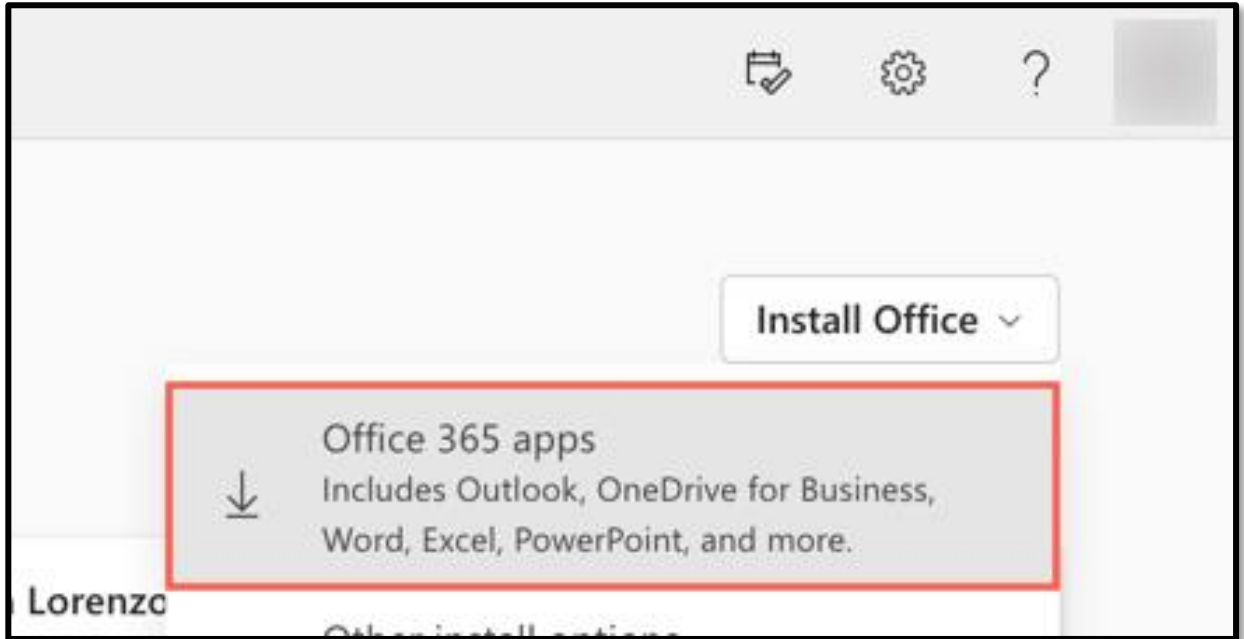
- > Forgot your username?
- > Reset your password?
- > Initialize your account?
- > Need help?

By using this service, you acknowledge that you have read and agree to the terms and conditions of the Acceptable Use of Information Technology Resources Policy (UM1535)

4. Authenticate Using Duo.



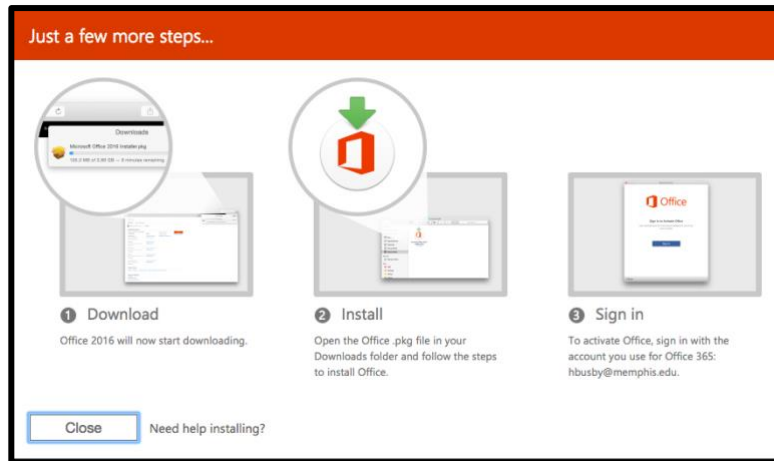
5. Click Install Office 2016. Once this is done a DMG of the Office 365 install will download.



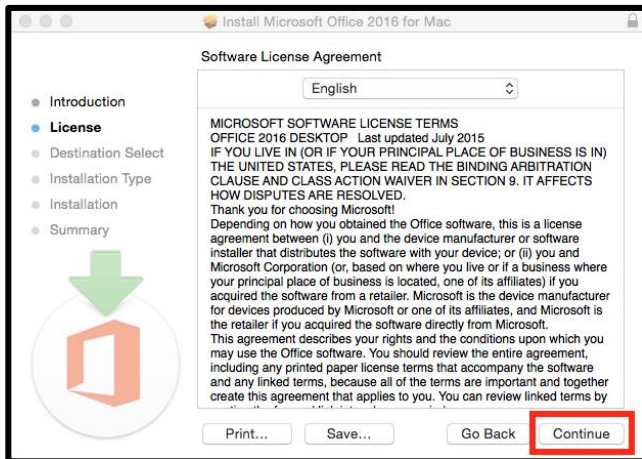
6. Find the downloaded DMG and double click DMG to install.



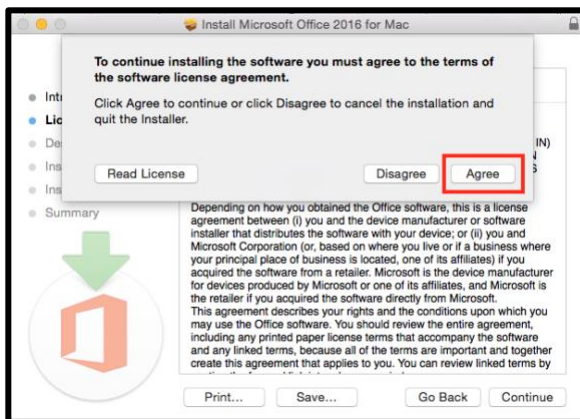
*Note: Do not pause or stop the process during install.*



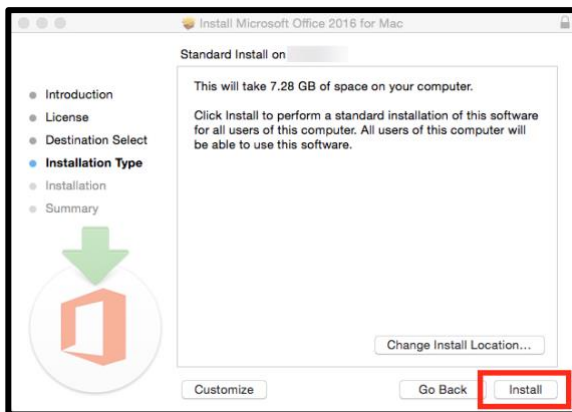
7. The following steps will appear on your screen during the install process.  
**Click Continue.**



8. **Click Agree.**

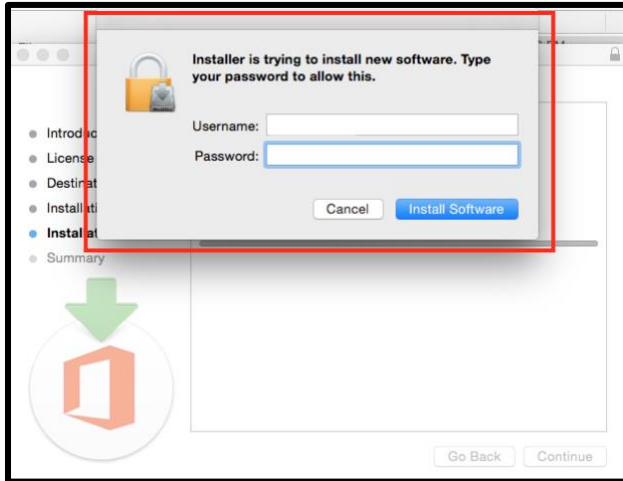


9. **Click Install.**

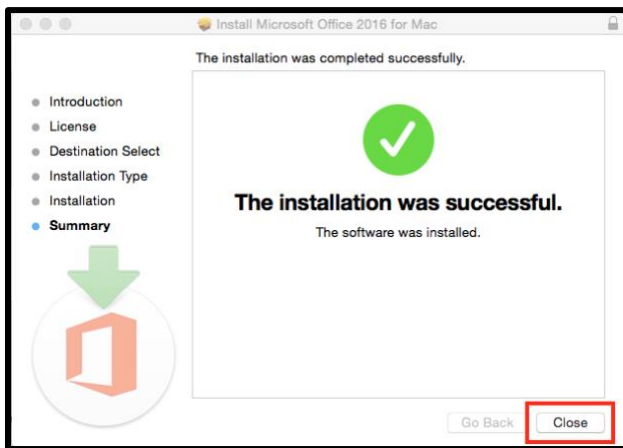
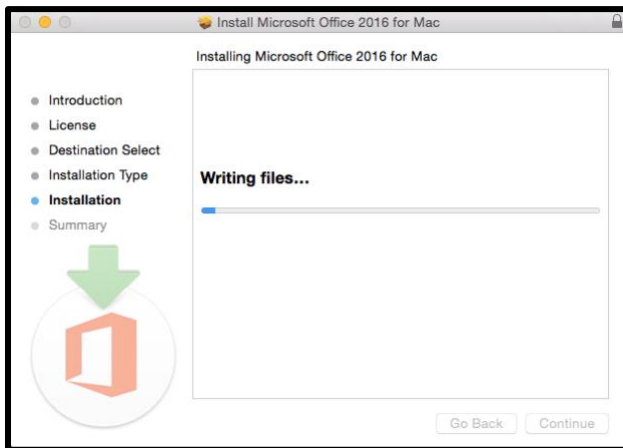




10. Enter the admin name and password for your computer system, then Click **Install Software**.

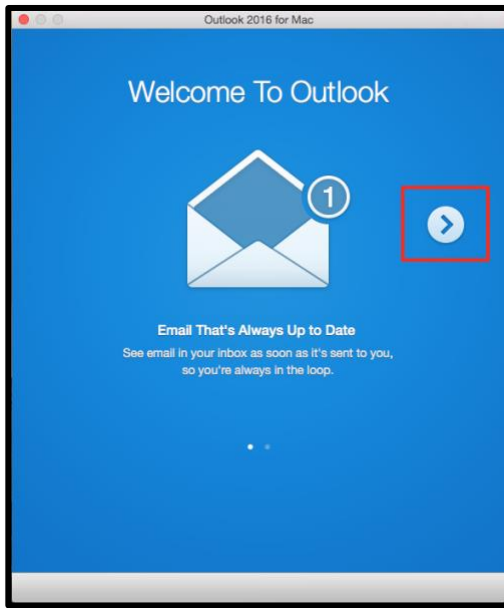


11. Once installation is complete, sign in with UofM email & password. Click **Close**.

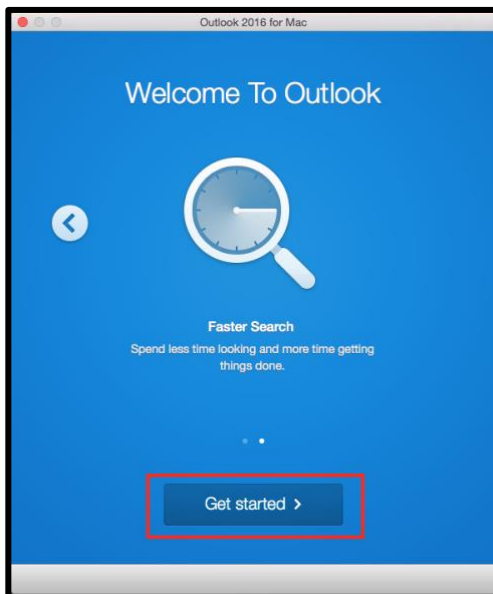


## Setting up Outlook on your Mac

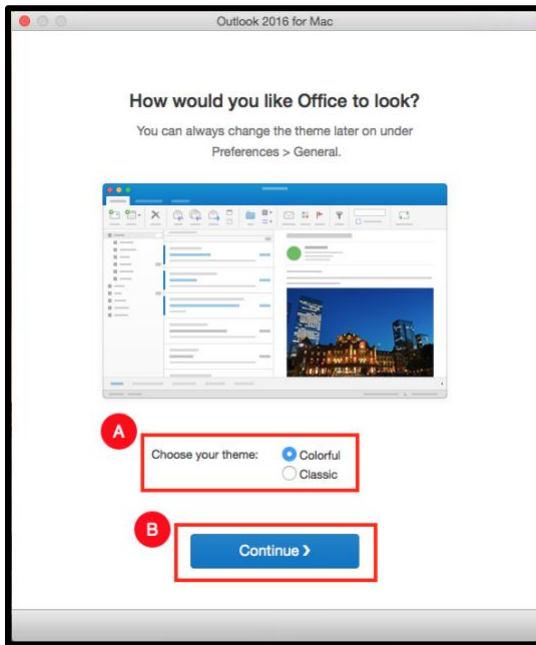
1. Open Outlook on the computer. Click the arrow to go to the next screen.



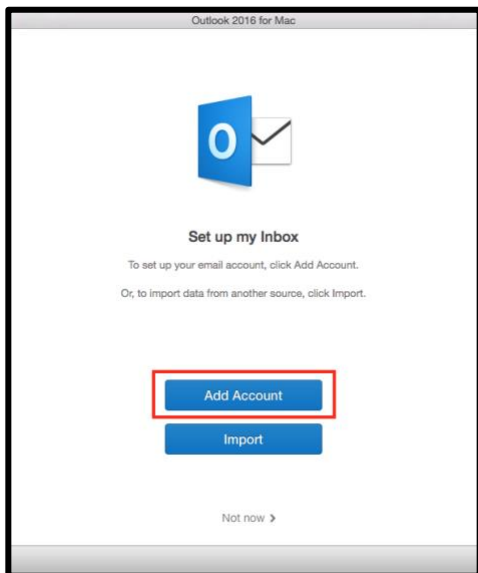
2. Click **Get Started**.



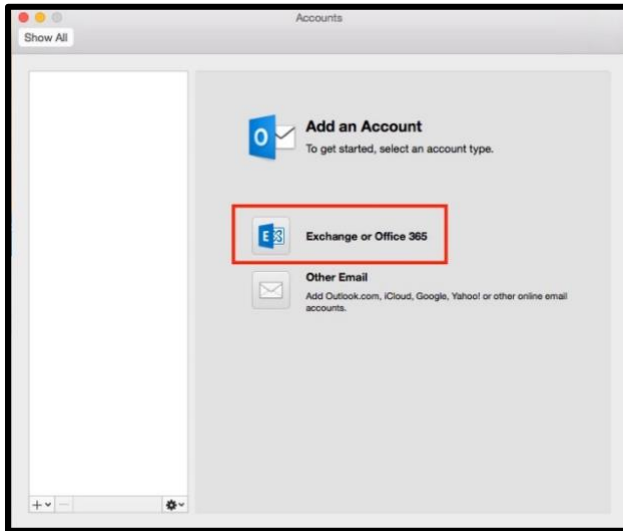
3. (A) Choose your theme (Colorful or Classic) by selecting the radial button, located beside the words Colorful or Classic. You can change the theme now or later under Preferences >General. (B) Click **Continue**.



4. Click **Add Account**.



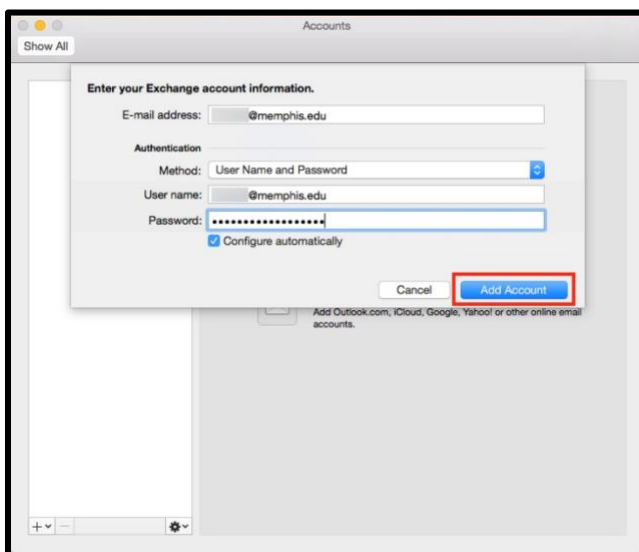
5. Click Exchange or Office 365.



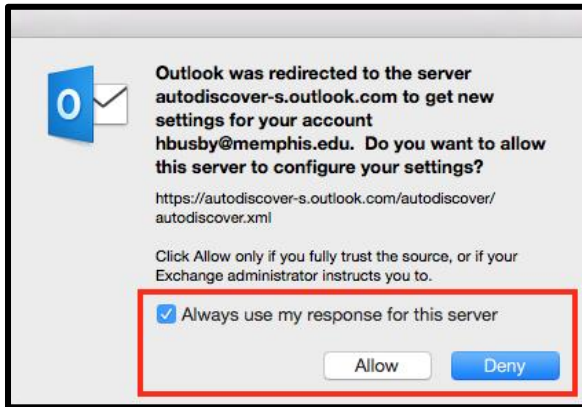
6. Enter your full email address, username, and your password.  
In the Enter your Exchange account information box:

- Email address: enter your University of Memphis email address.
- Method: keep at the default setting
- Username: enter your University of Memphis email address
- Password: your password for your email account
- Leave a checkmark next to “Configure automatically”

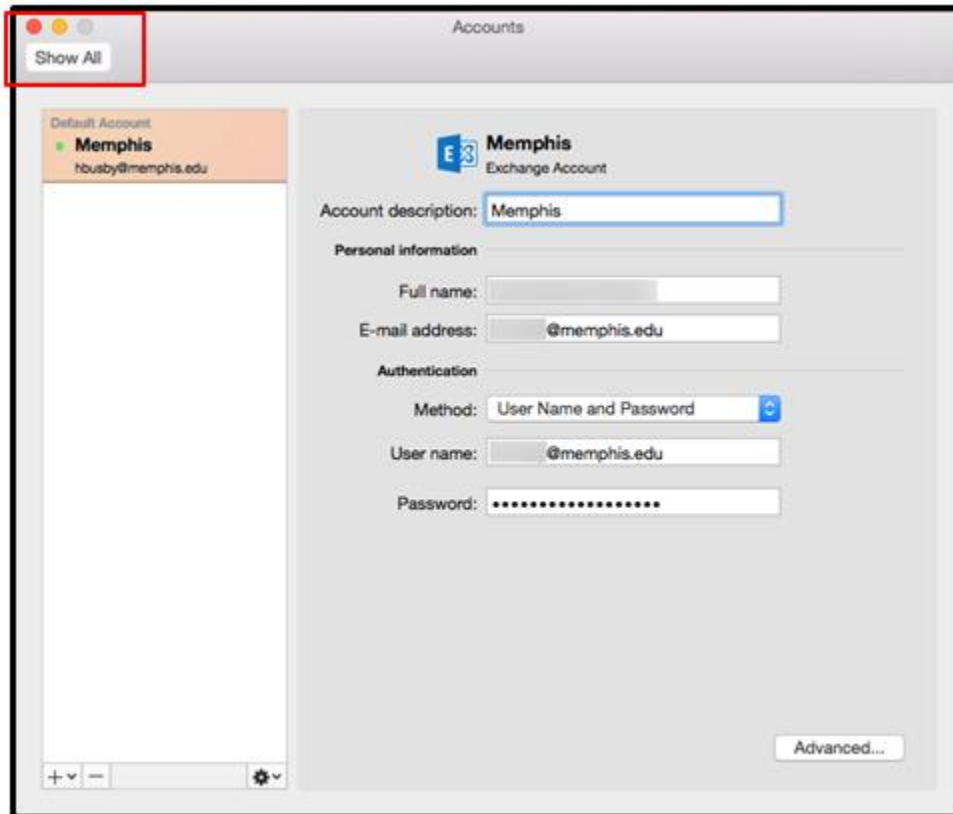
7. Click Add Account. Sign in with Single Sign On and Authenticate with DUO.



8. Check the box beside (Always use my response for this server). Click **Allow**.



9. Click the red circle at the top left hand side to close the window once the account has been set up.



# Locating Help Resources

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umTech offers support to faculty, staff, and students, provides additional assistance, and resources. Such help can be located as follows:

## Submitting a Service Request

Login URL: [Click here for our service desk ticketing system.](#) After logging in, choose the appropriate form request for services.

Contact the ITS Service Desk – 901.678.8888 any day of the week!  
*(Excluding Some Holidays)*

### [ITS Service Desk Hours](#)

Contact the Service Desk for assistance with technical login problems or issues. ALL incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or [submit a service request](#).

Voice messages will be checked regularly and receive priority response the following business day. You may also email umTech at [umtech@memphis.edu](mailto:umtech@memphis.edu).  
*(Using this email will automatically generate a service request).*

## Important Links

[Explore the umTech Website](#)

[Search the Solutions Page](#)