

# Download and install or reinstall Office 2016 for Mac

APPLIES TO: Excel 2016 for Mac, Outlook 2016 for Mac, PowerPoint 2016 for Mac, [More...](#)



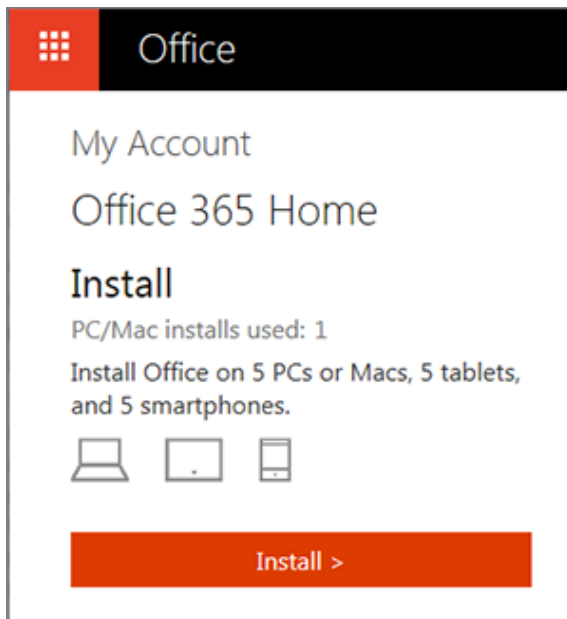
You can download and install Office 2016 for Mac as a one-time purchase, or if you have an [Office 365 Home](#), [Office 365 Personal](#) or [Office 365 University](#) subscription.

Check out the [Installation notes](#) at the end of this article for answers to common questions, and then [sign in to your account](#) to get started. If you've already tried to install or activate Office 2016 for Mac, but weren't successful, check that your Mac meets or exceeds the minimum system requirements at [System requirements for Office](#), or see [What to try if you can't install or activate Office 2016 for Mac](#).

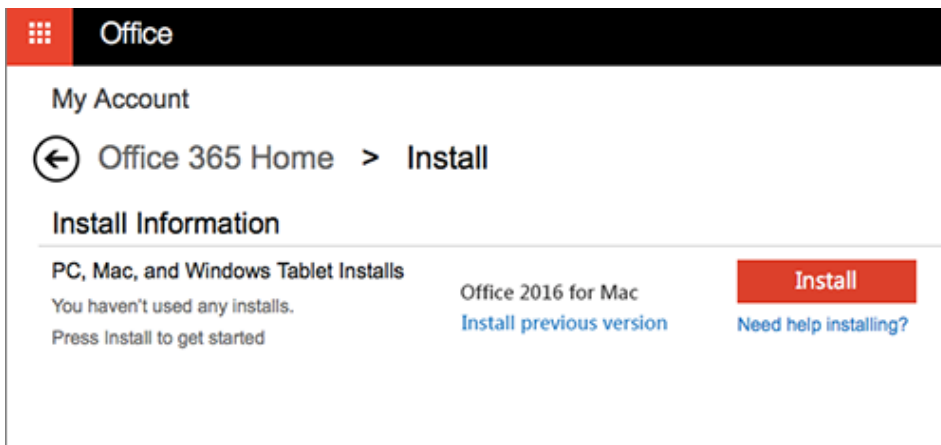
**NOTE:** If you have a work or school account with an Office 365 for business subscription, see [Download and install Office 2016 for Mac using Office 365 for business](#). If you're not sure which account to use, see [Where to sign in to Office 365](#).

## Download and install Office 2016 for Mac

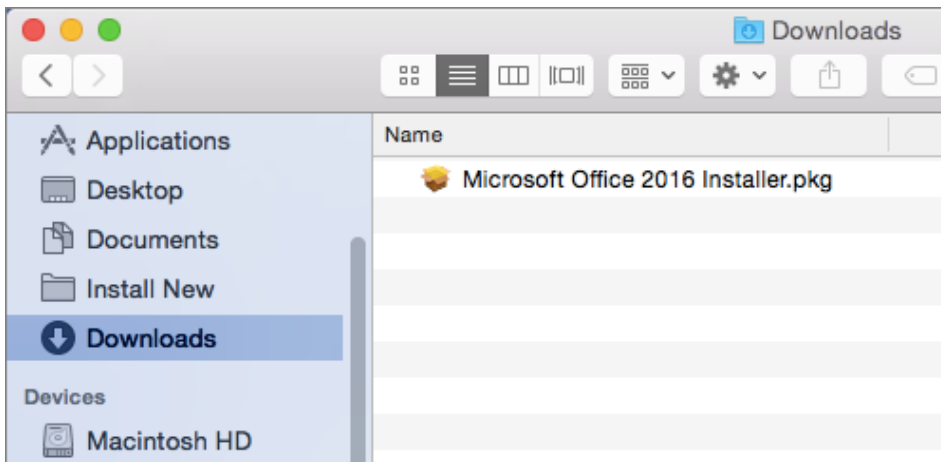
1. Go to your **My Account** page at [Office.com](#) and sign in with your [Microsoft account](#).
2. On the **My Account** page, under the name of your subscription, select **Install**.



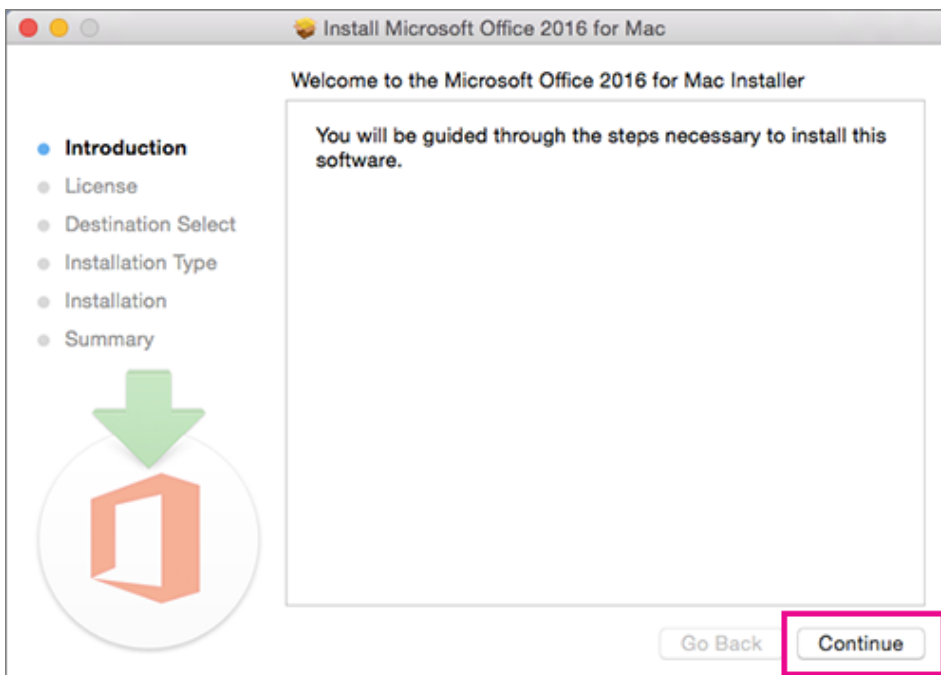
3. On the next page, under **Install information**, select **Install** to begin downloading the installation package.



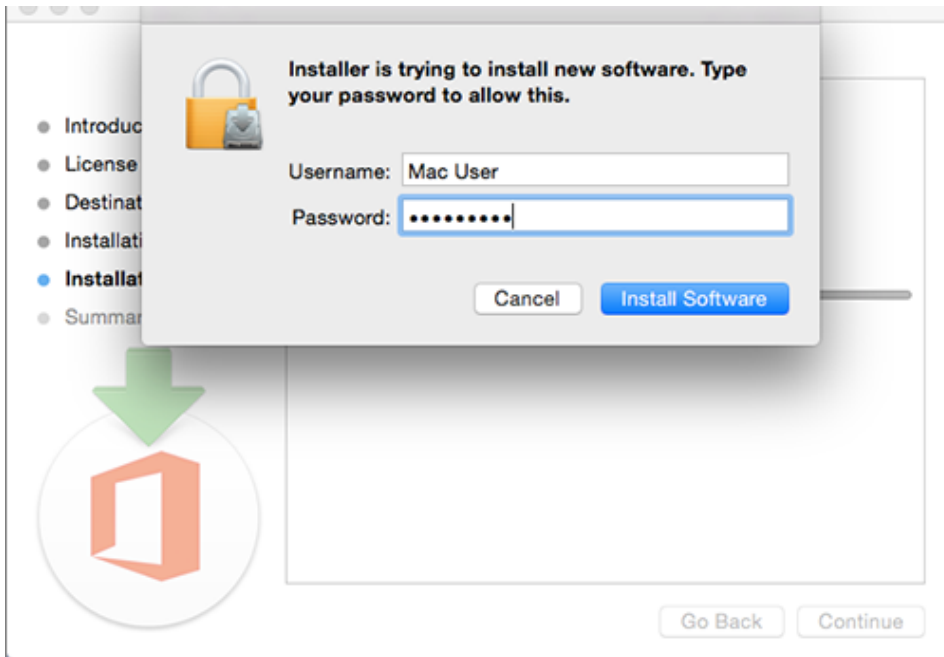
4. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft\_Office\_2016\_Installer.pkg**.



5. On the first installation screen, select **Continue** to begin the installation process.



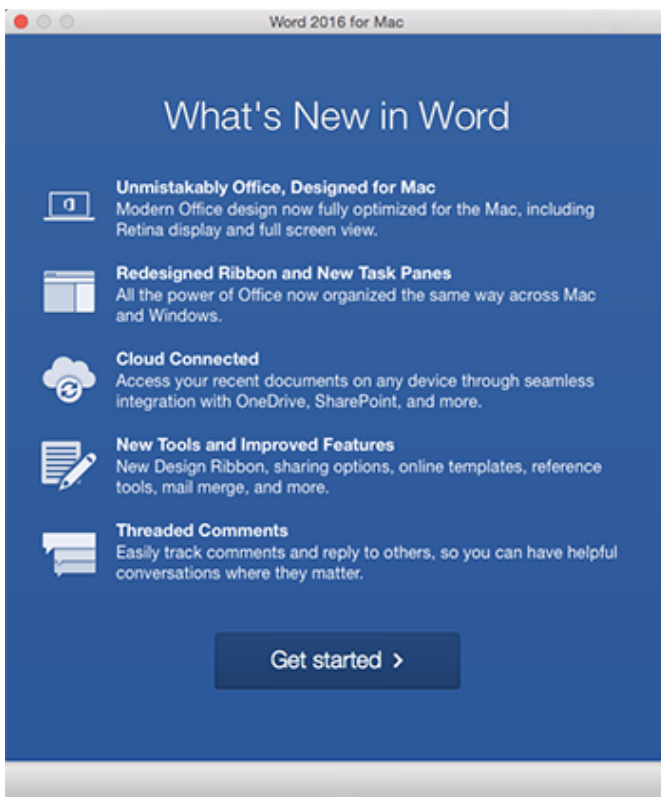
6. Enter your Mac login password to complete the installation.



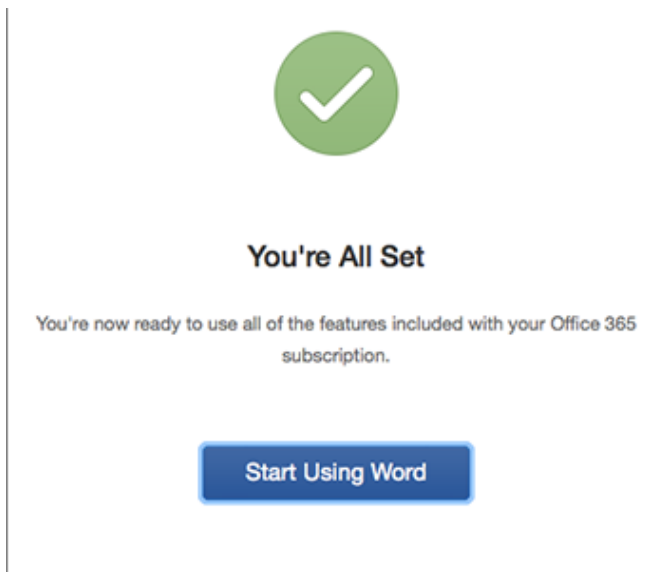
## Activate Office 2016 for Mac

After Office 2016 for Mac is installed, Word 2016 for Mac opens so you can activate Office and confirm your subscription. You should only have to do this once.

1. Review the Word 2016 for Mac **What's New** screen, and then select **Get started**.



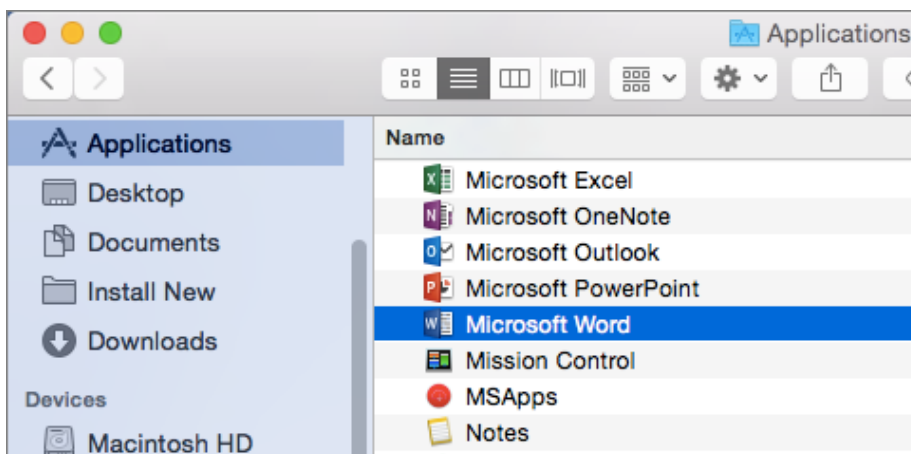
2. On the **Sign in to Activate Office** screen, select **Sign In**, and then enter the same Microsoft account credentials you used to purchase and download Office 2016 for Mac.
3. After you sign in, you may see an alert asking for permission to access the Microsoft identity stored in your keychain. Select **Allow** or **Always Allow** to continue.
4. On the next screen, choose an appearance for your Office installation, select **Continue**, and then select the **Start Using Word** button to open the app and complete the Office 2016 for Mac activation.



[What to try if you can't install or activate Office 2016 for Mac](#)

## Launch an Office for Mac app

1. Open Finder and select **Applications** in the sidebar.



2. Find the Office app you want and double-click to open it.

## Installation notes

Keep in mind:

- Other buying options are planned for a future release.

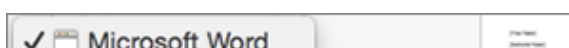
Can I install Office 2016 for Mac and Office for Mac 2011 on the same computer?

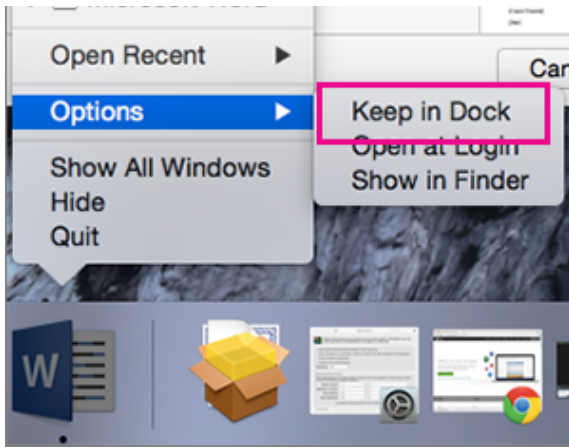
Yes, you can install and use Office 2016 for Mac and Office for Mac 2011 at the same time. However, we recommend that you uninstall Office for Mac 2011 before you install the new version just to prevent any confusion.

To uninstall Office for Mac 2011, follow the steps in [Uninstall Office 2011 for Mac](#).

How do I pin the Office app icons to the dock?

1. Go to **Finder > Applications** and open the Office app you want.
2. In the Dock, Control+click or right-click the app icon and choose **Options > Keep in Dock**.





See Also

[Uninstall Office 2016 for Mac](#)

[Uninstall Office 2011 for Mac](#)

Was this information helpful?    YES    NO

 English (United States)

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