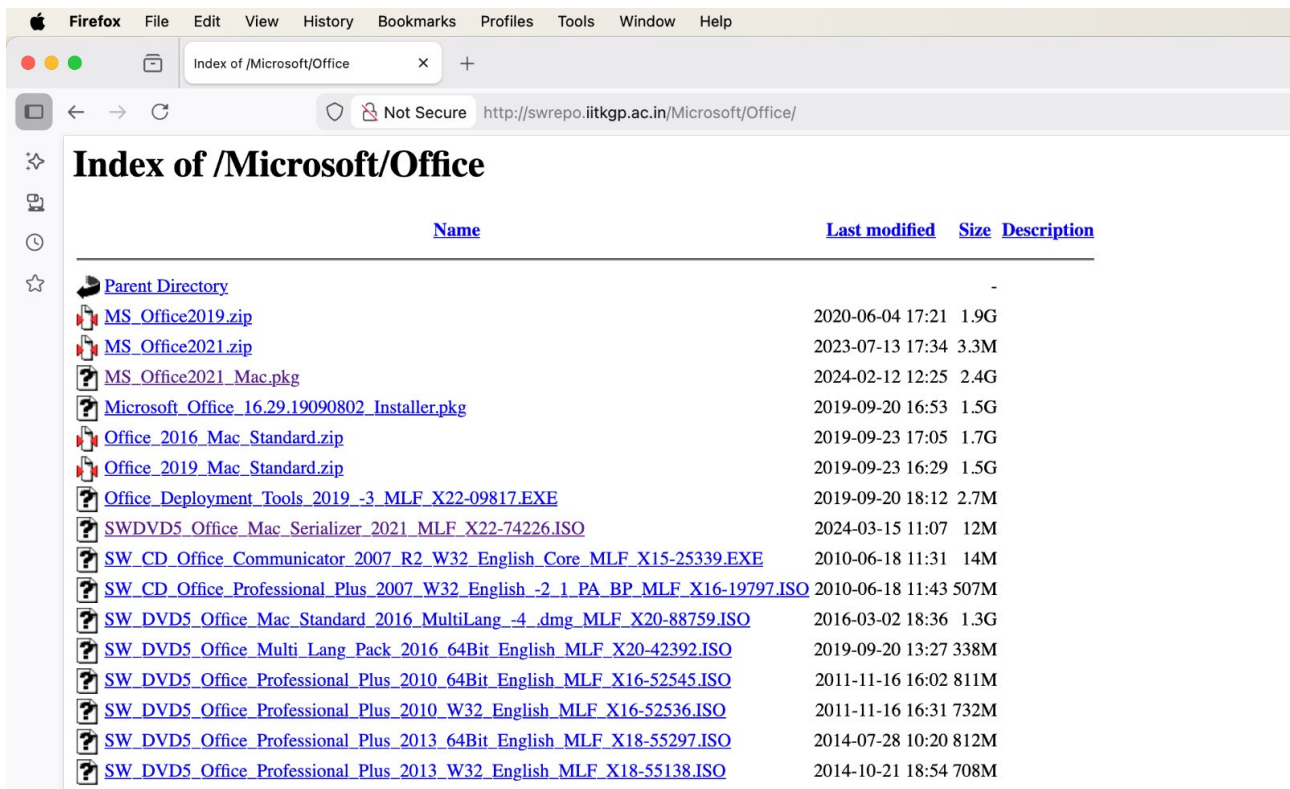


SOP: How to Install and Activate Microsoft Office on macOS

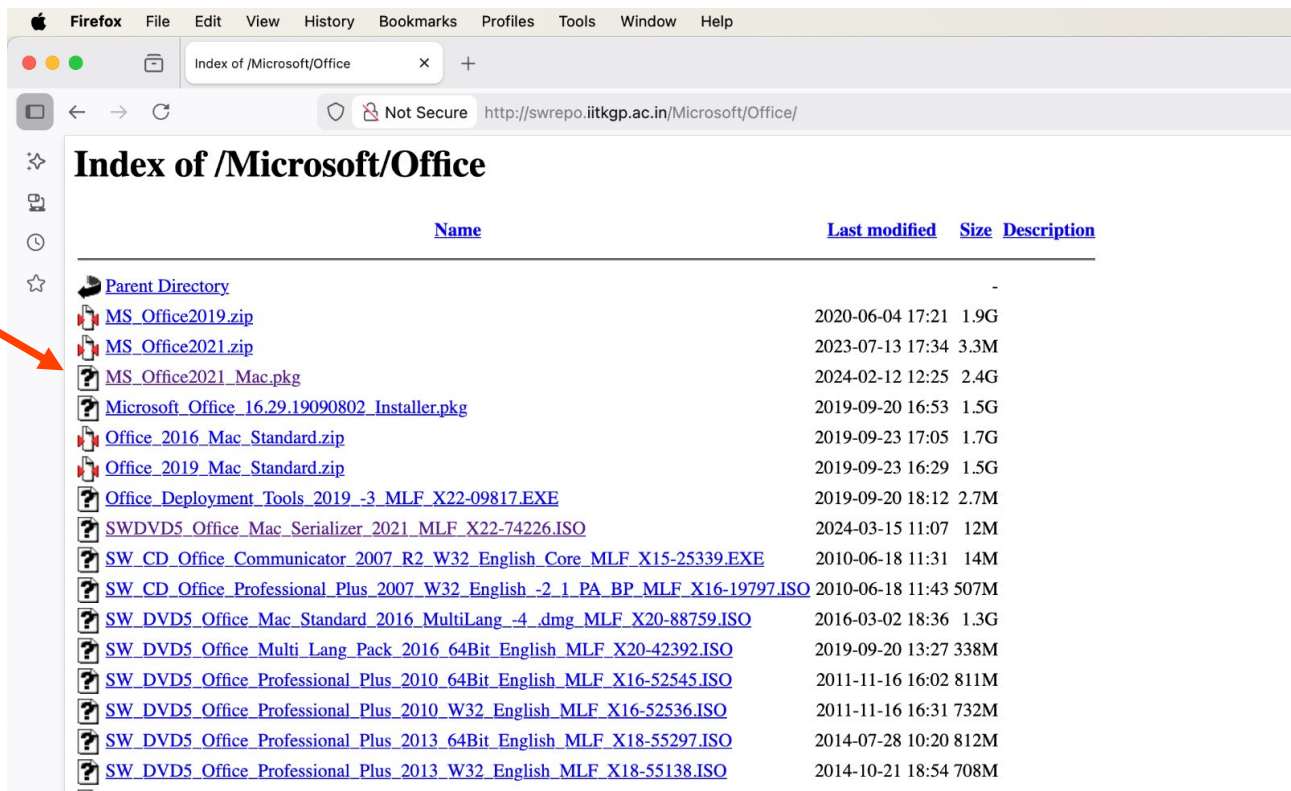
Step 1: Go to the CIC Repository Download Page

1. Open any web browser (Safari, Chrome, etc.).
2. Go to the CIC repo page:
 - <http://swrepo.iitkgp.ac.in/Microsoft/Office/>



3. Click on latest MS_Office Package

 [MS_Office2021_Mac.pkg](#) 2024-02-12 12:25 2.4G

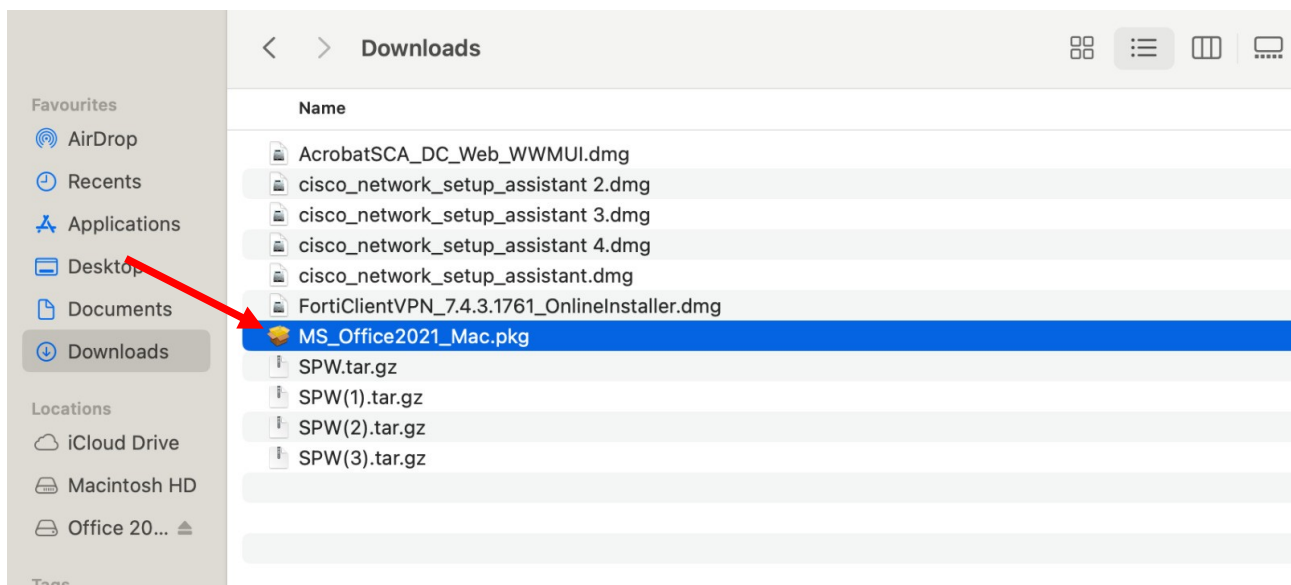


This will start downloading the Office installer file (a .pkg file) to your **Downloads** folder.

Step 2: Run the Installer

1. Open **Finder** and go to your **Downloads** folder.
2. Look for a file named something like:

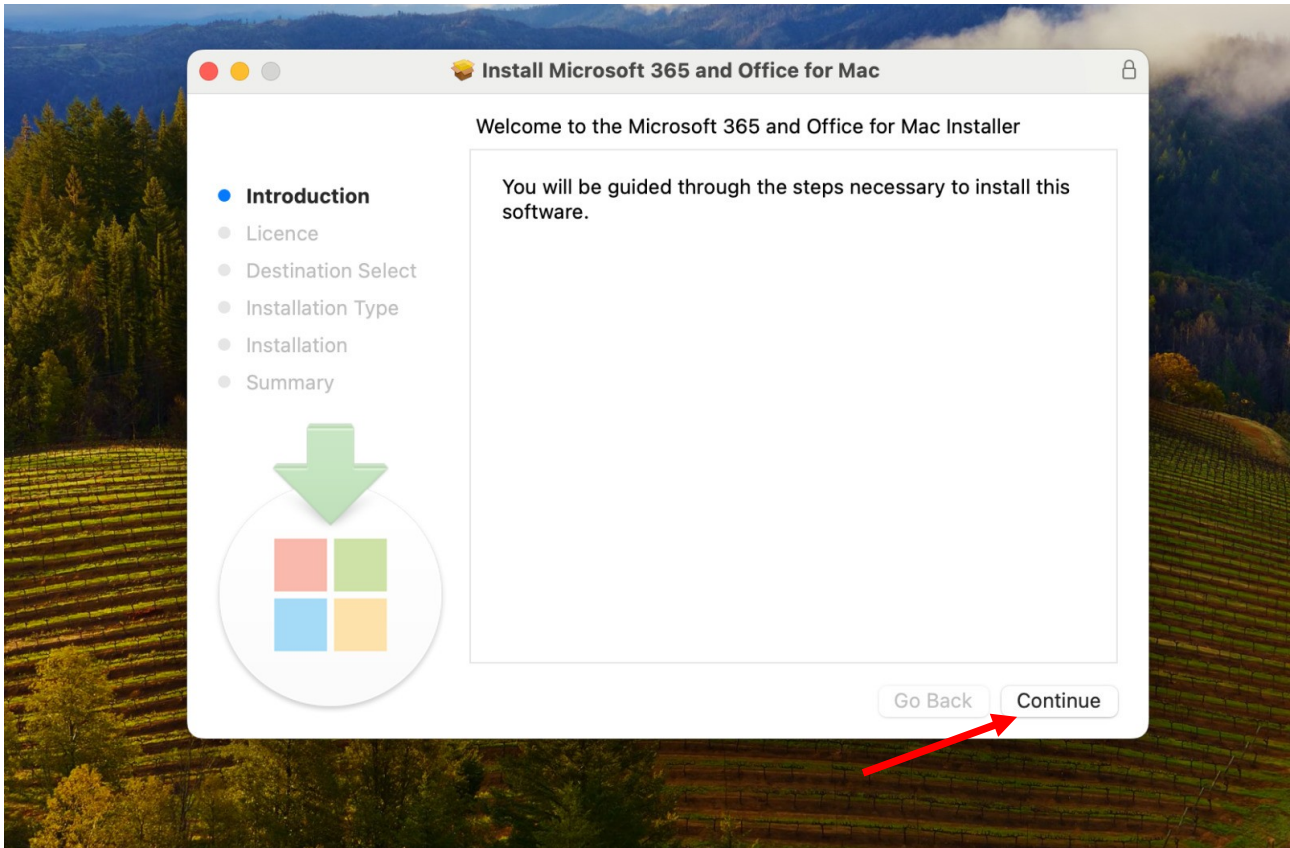
MS_Office2021_Mac.pkg



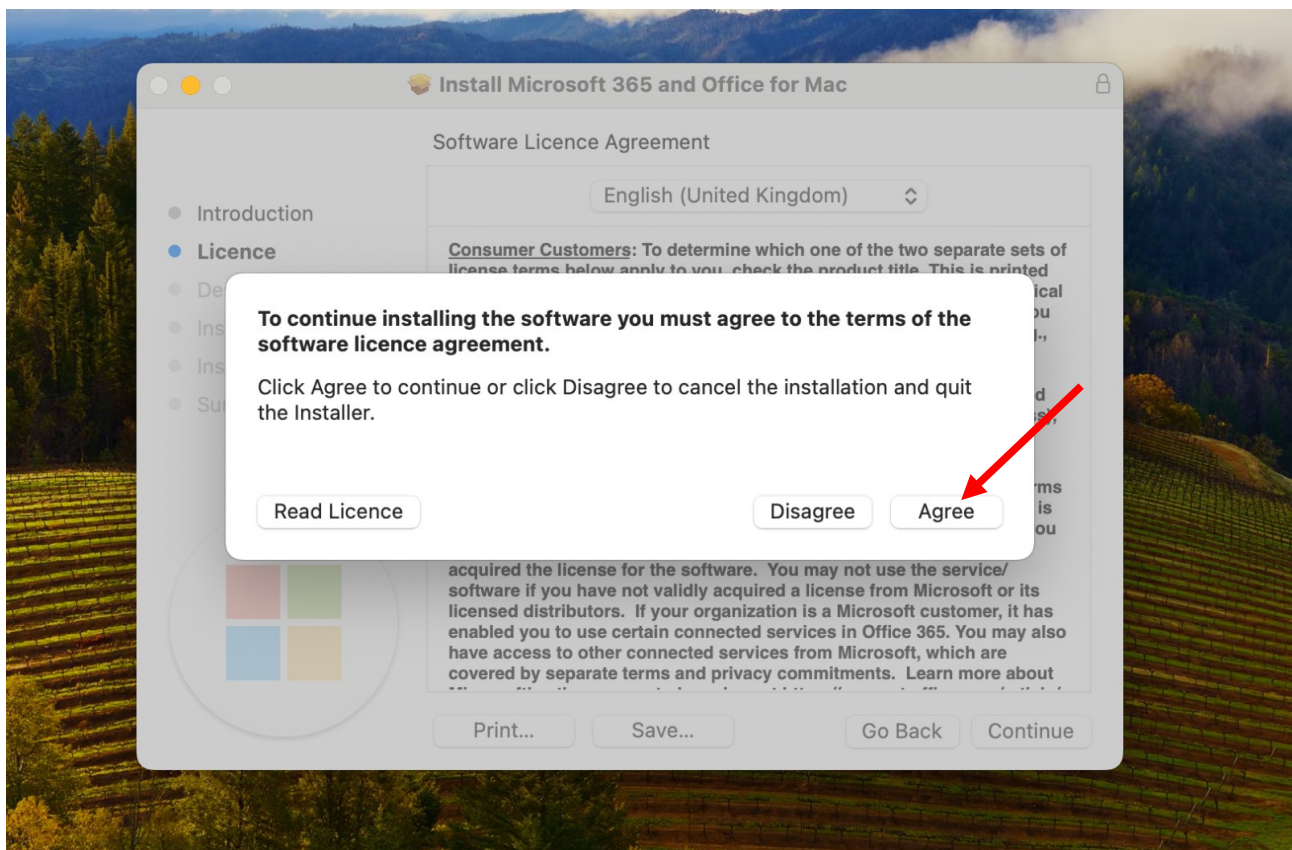
3. Double-click the file to start the installation.

Step 3: Follow the Installation Steps

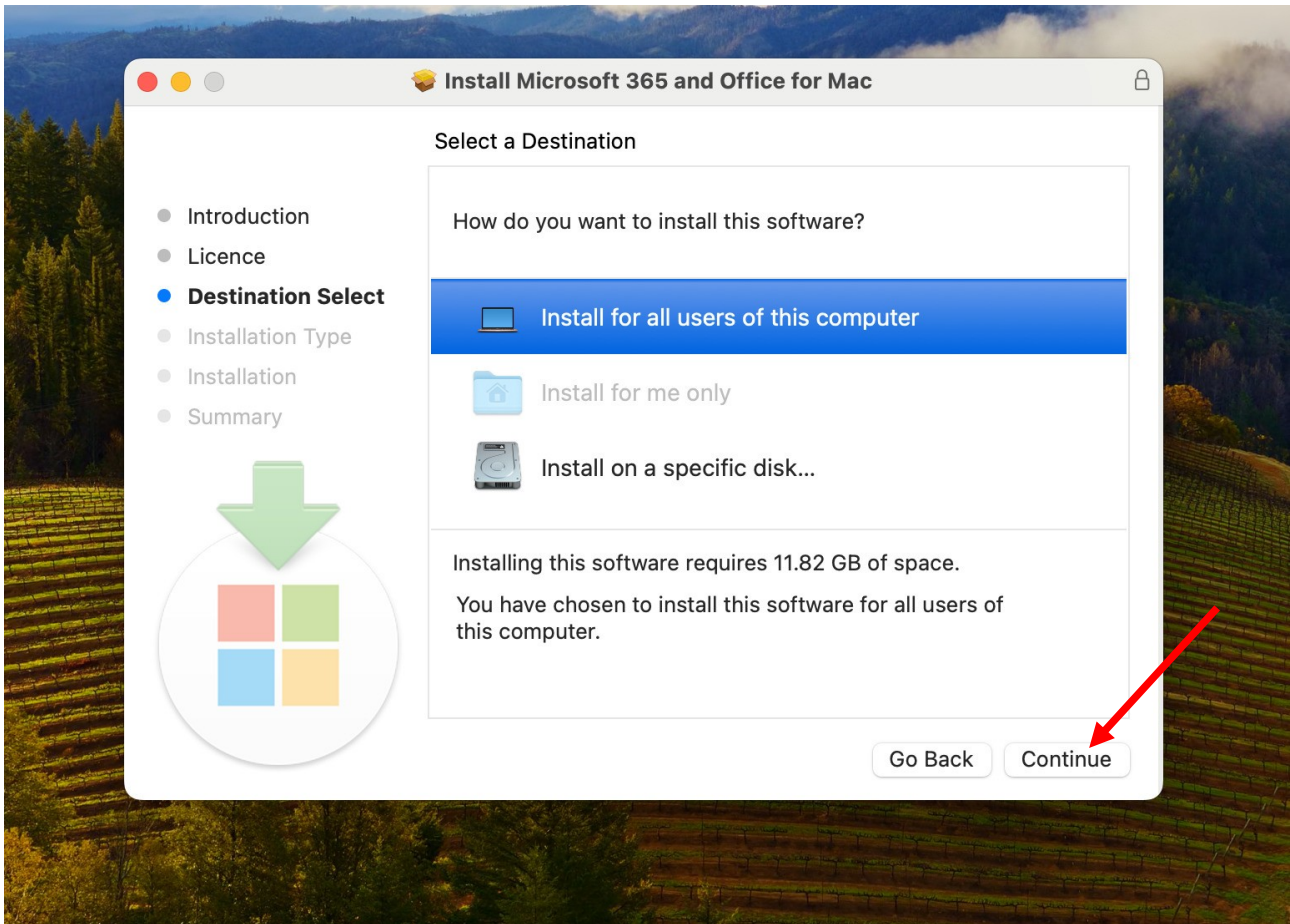
1. The installer window will appear.
2. Click **Continue**.



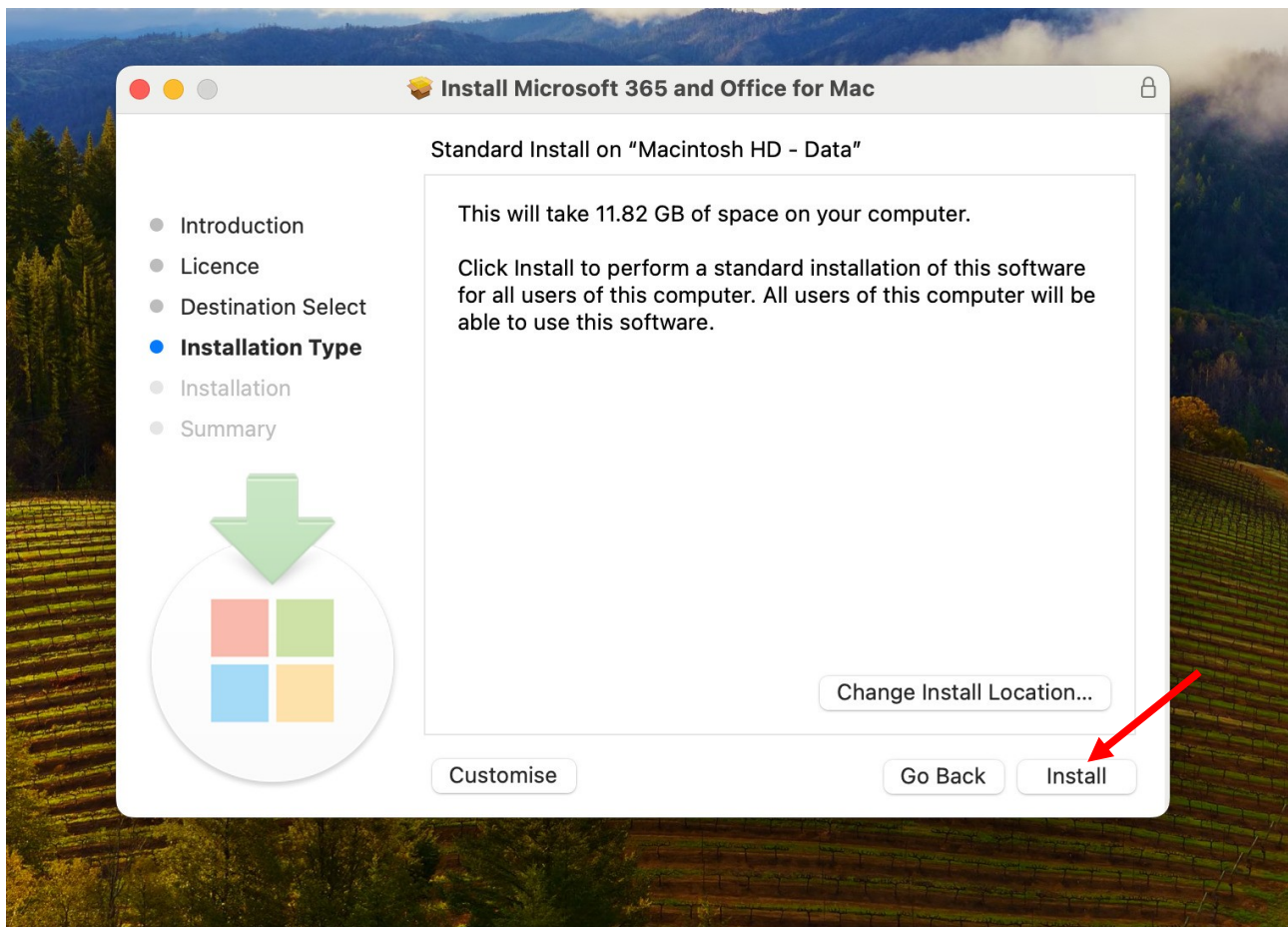
3. Read and click **Continue** after than **Agree** to accept the license terms.



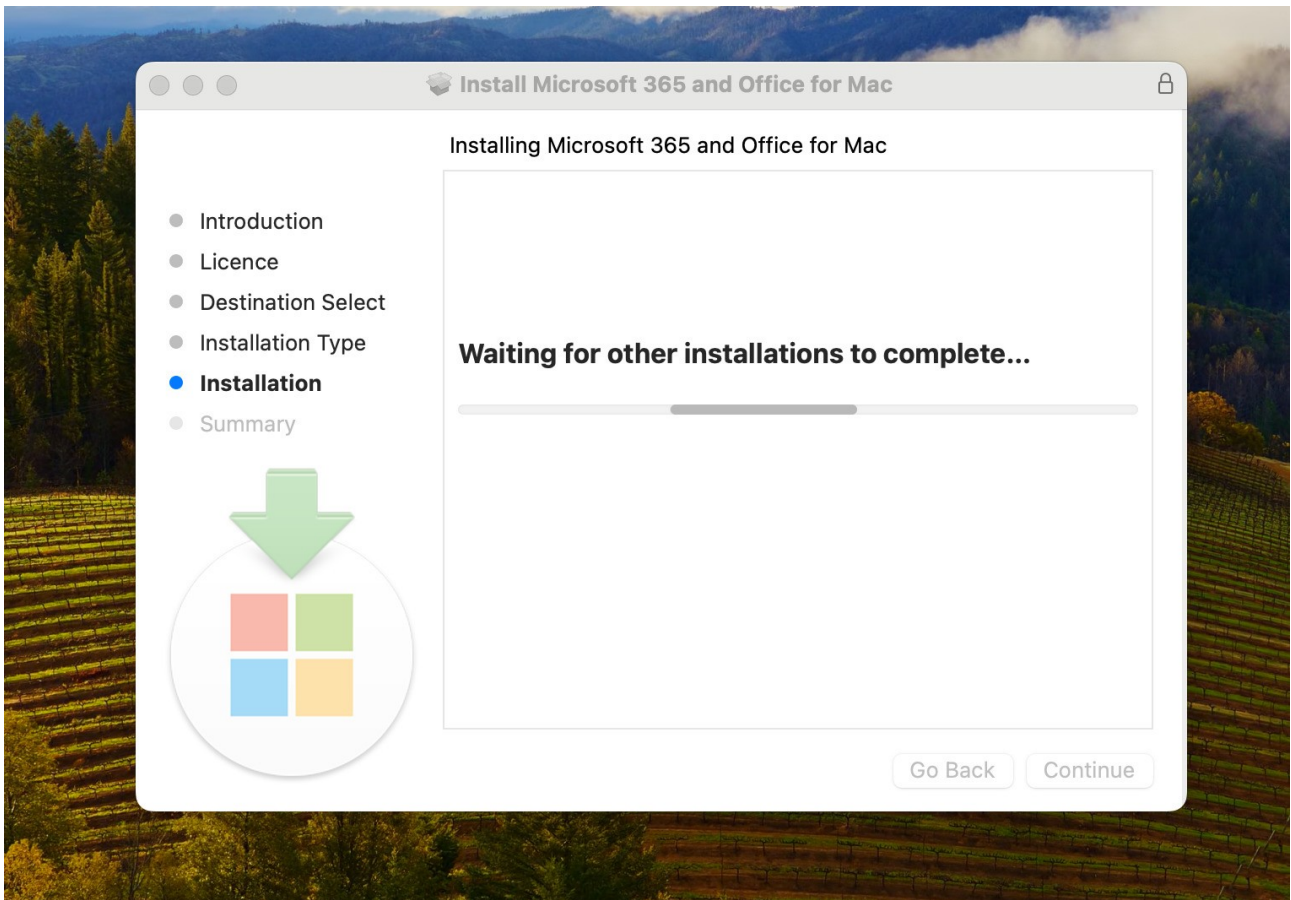
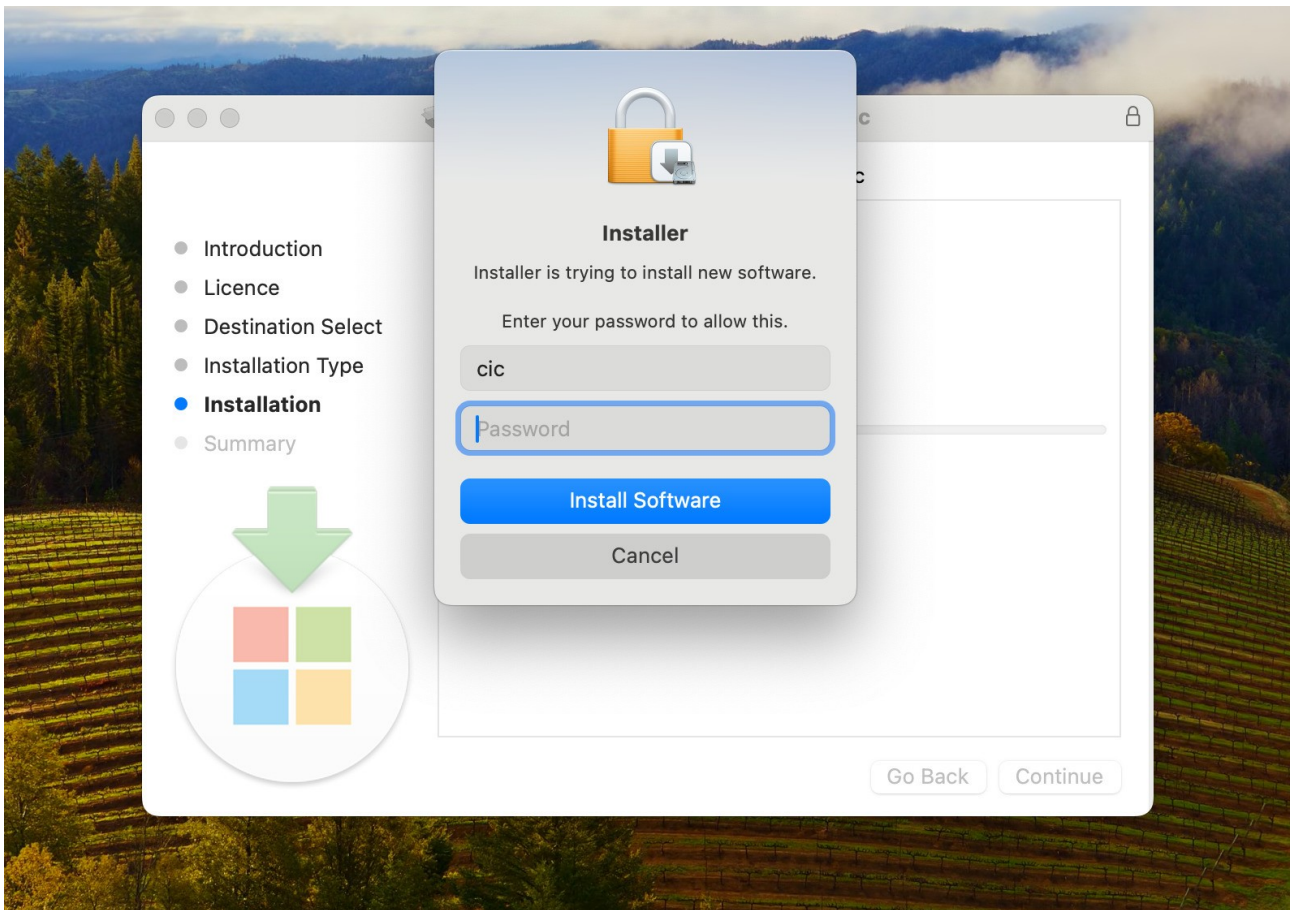
4. Choose the installation location
(the default location is usually fine)
then click **Continue**.



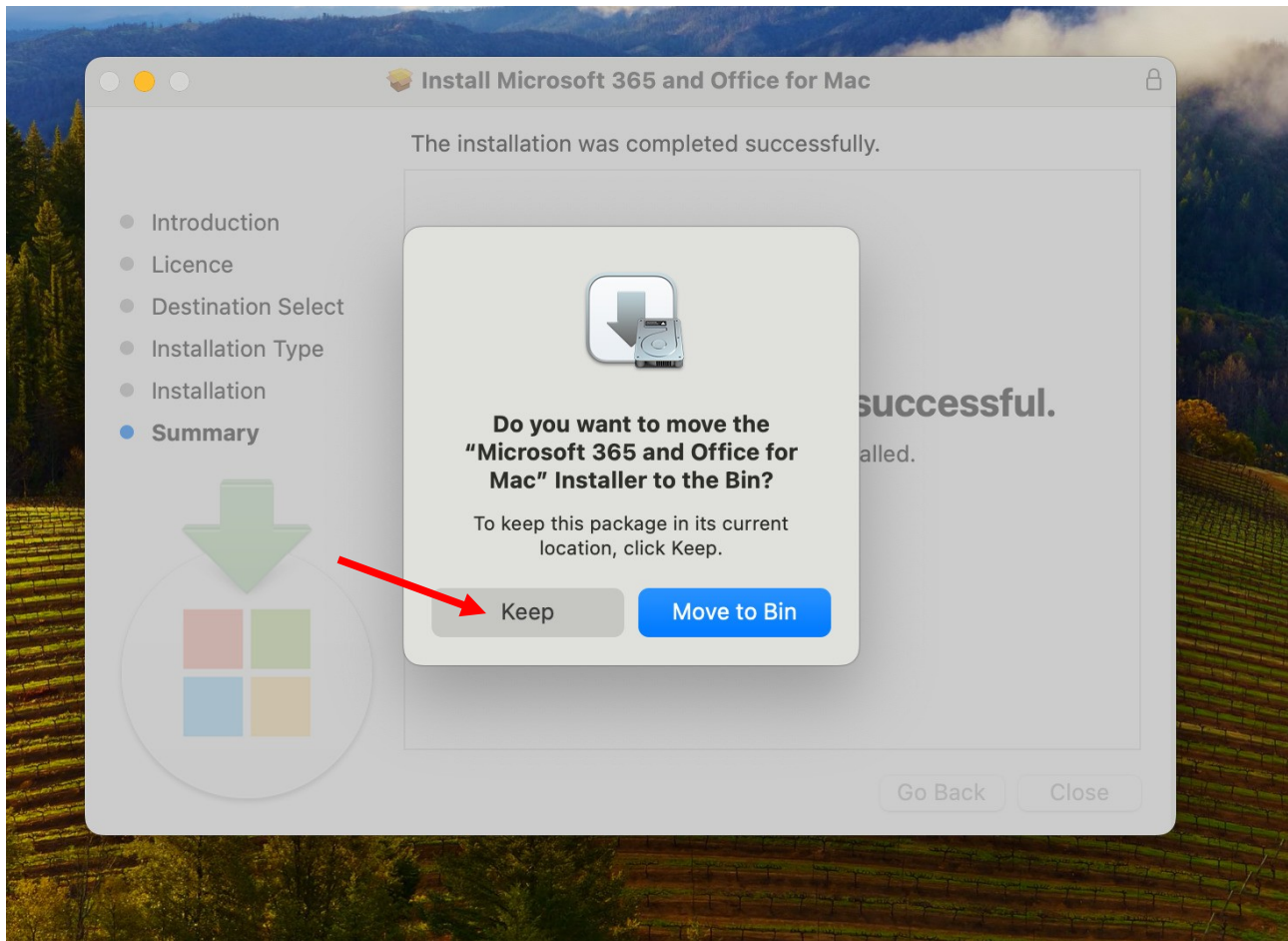
5. Click **Install**.



6. When prompted, enter your **Mac administrator password** and click **Install Software**. The installation will begin. Wait until it completes.

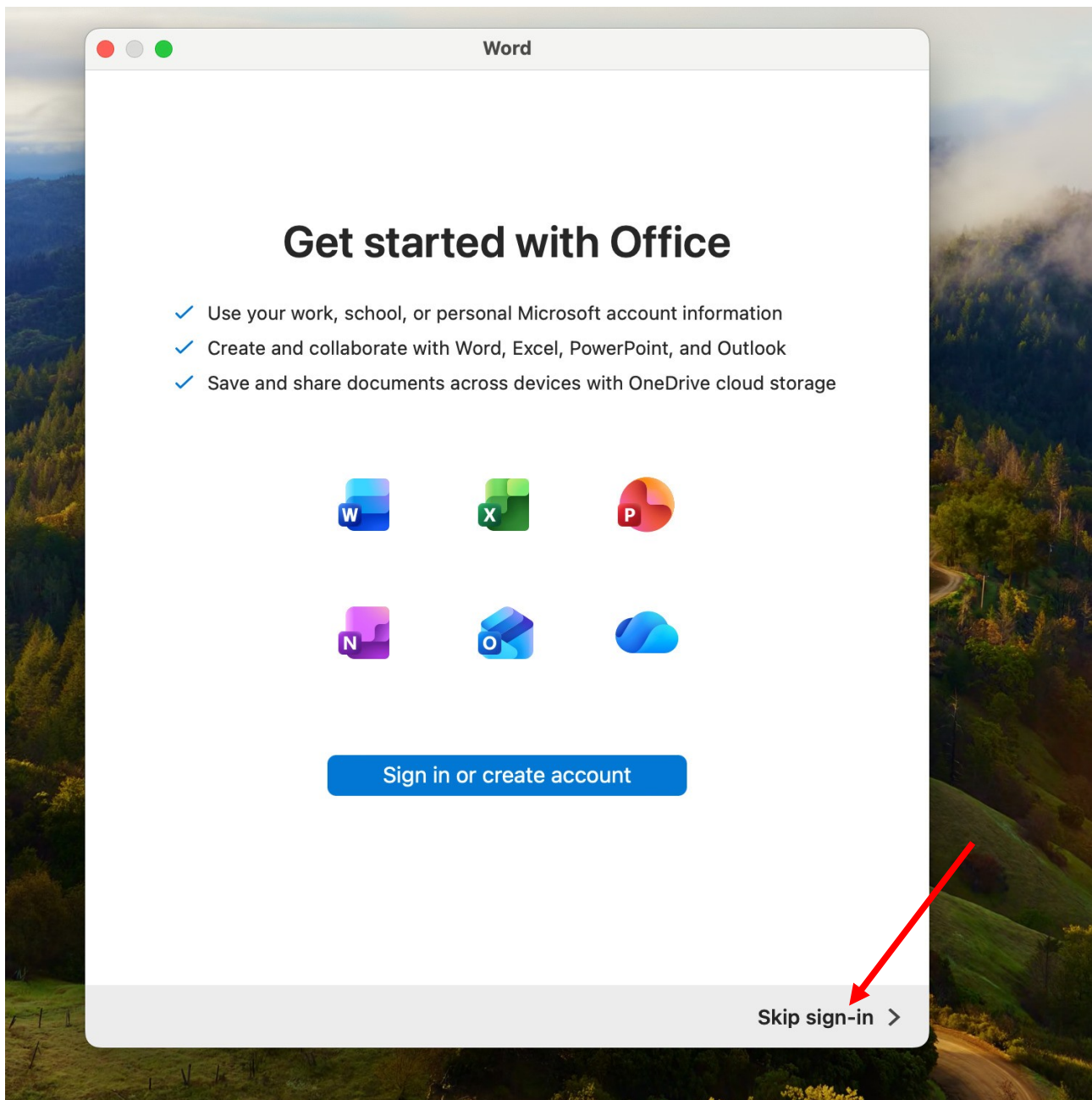


After successfully install then **close** the prompt and **keep** it.

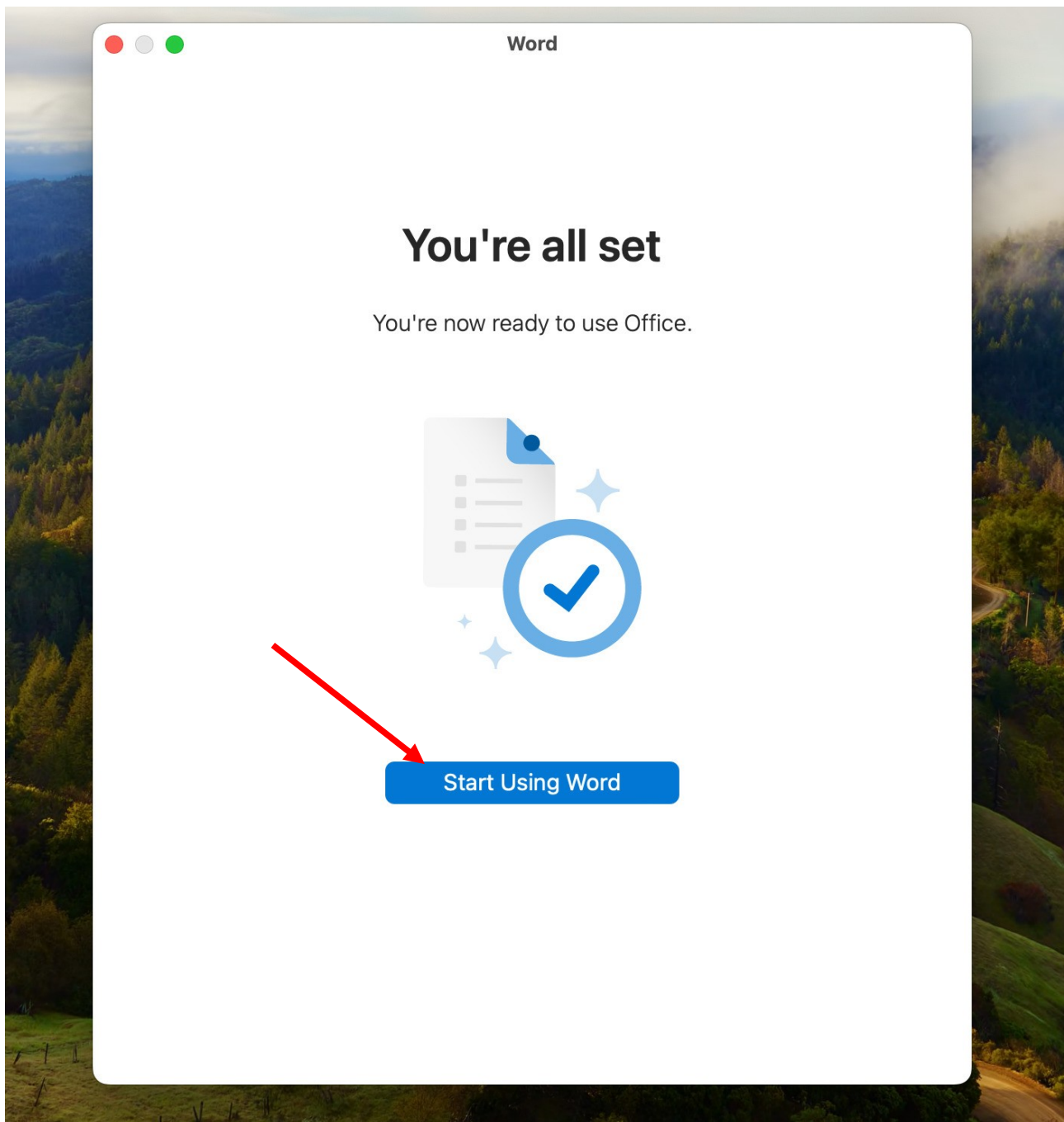


Step 4: Activate Microsoft Office

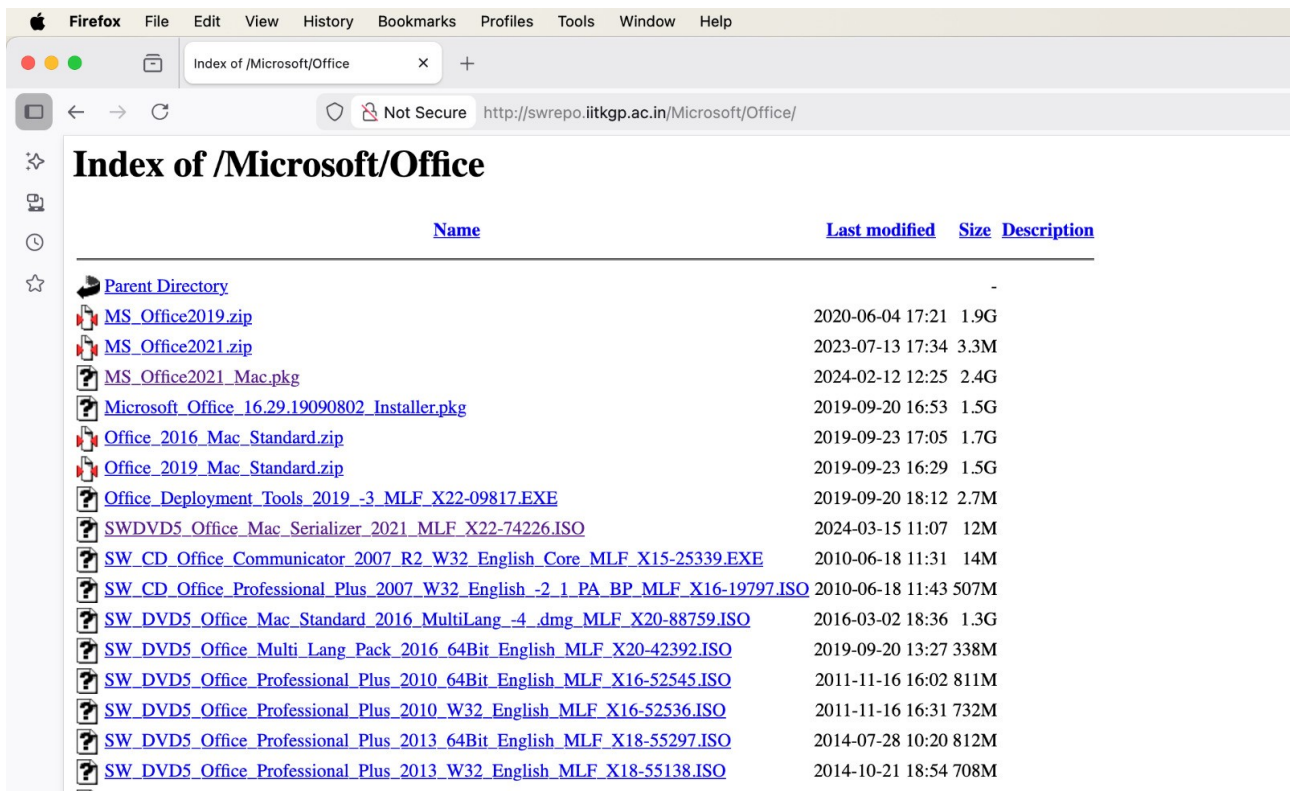
1. After installation, open any Office app (like **Word**, **Excel**, or **PowerPoint**).
2. A sign-in window will appear. You may skip.



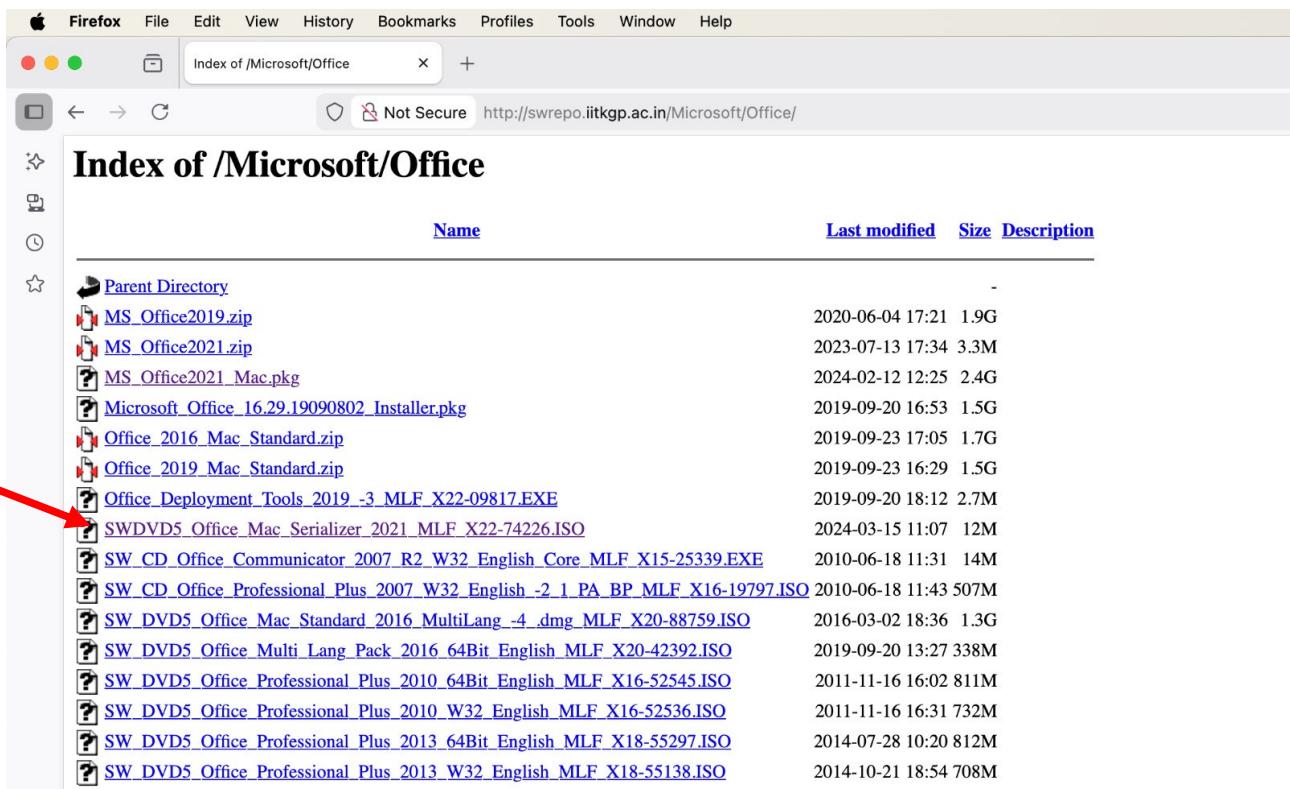
3. Then Click on **Done** and **Start Using Word**



4. Then you might need to activate require to to edit.
5. For activation process you need to Mac_Serializer file. So, go to CIC repo page and download following file.
 - <http://swrepo.iitkgp.ac.in/Microsoft/Office/>



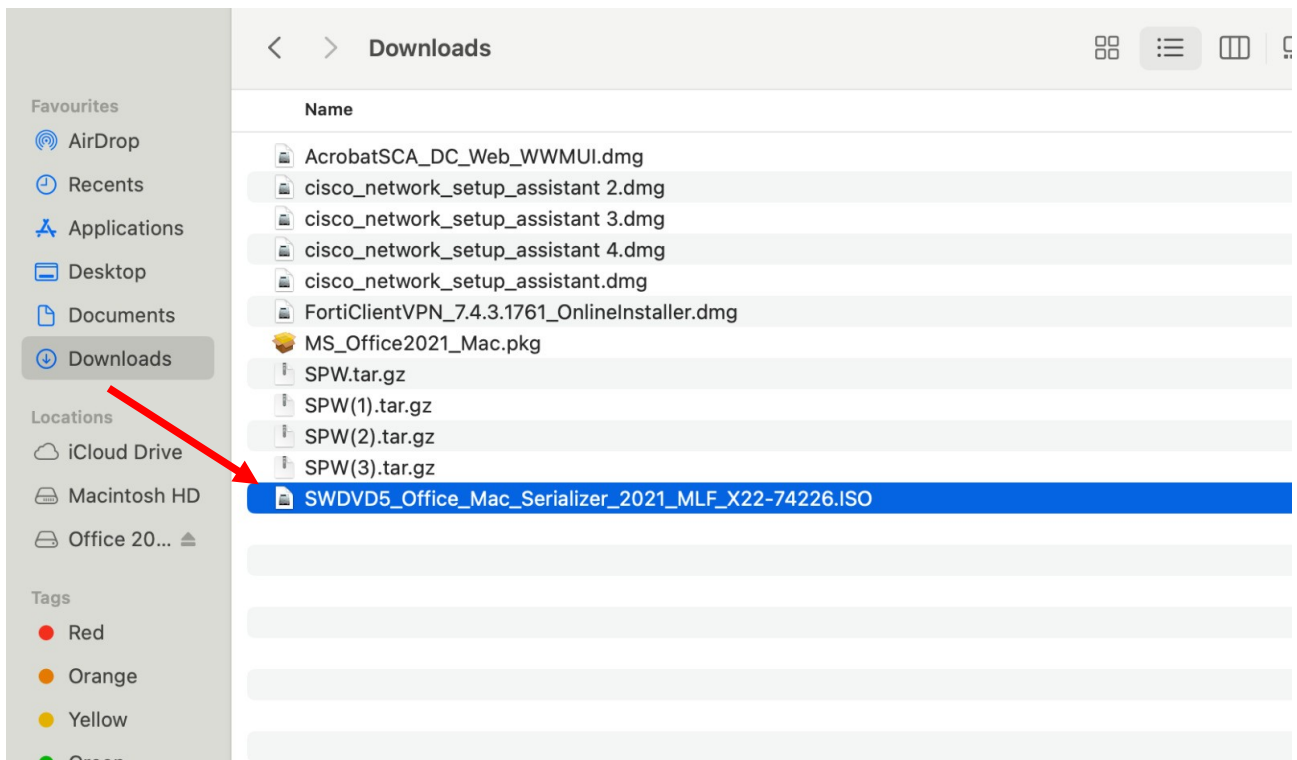
6. Click on latest Mac Serializer package to download.



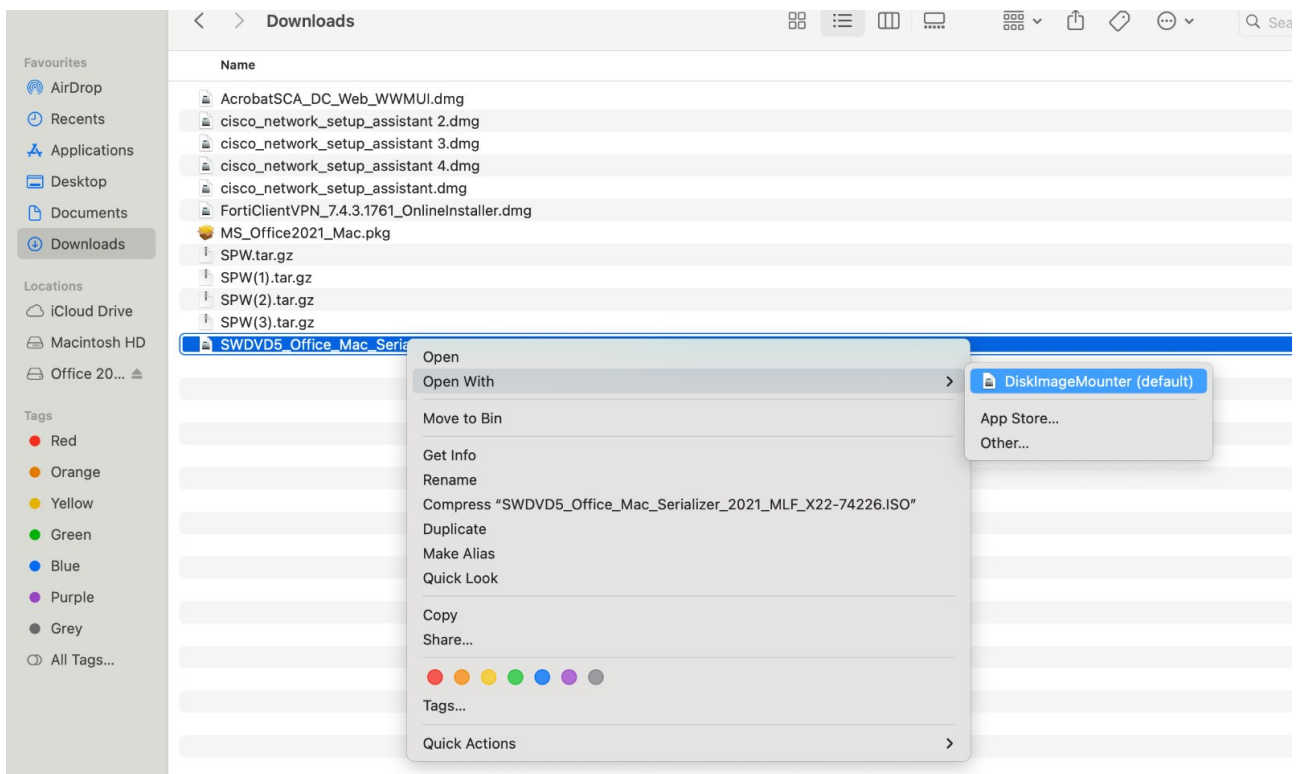
7. After downloaded open **Finder** and go to your **Downloads** folder.

Look for a file named something like:

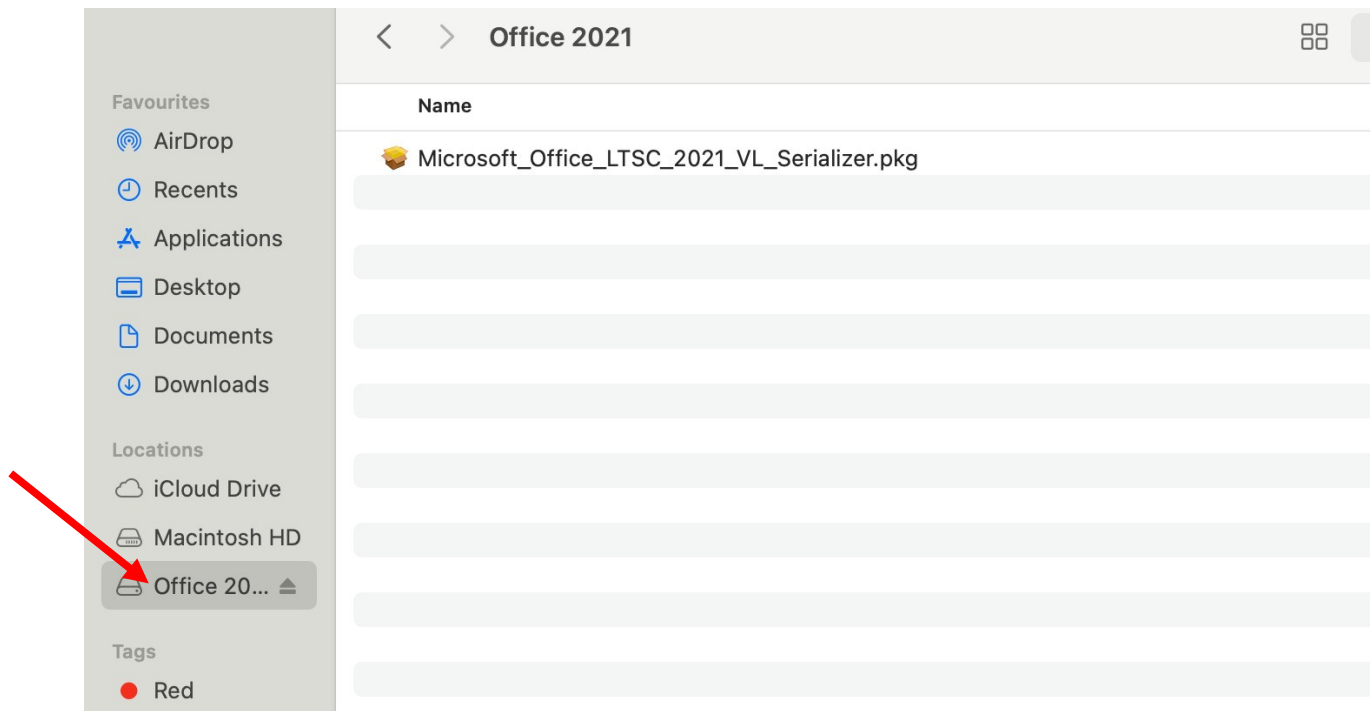
SWDVD5_Office_Mac_Serializer_2021_MLF_X22-74226.ISO



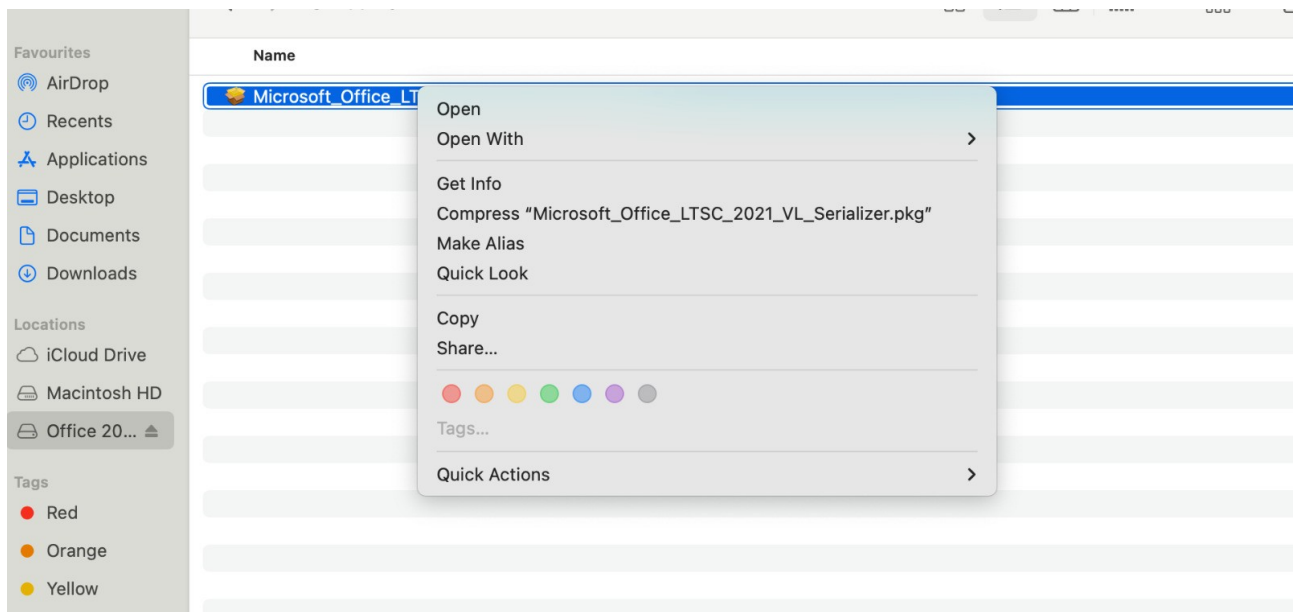
8. Right click on it and then click **open with** and then click on **DiskImageMounter (default)**



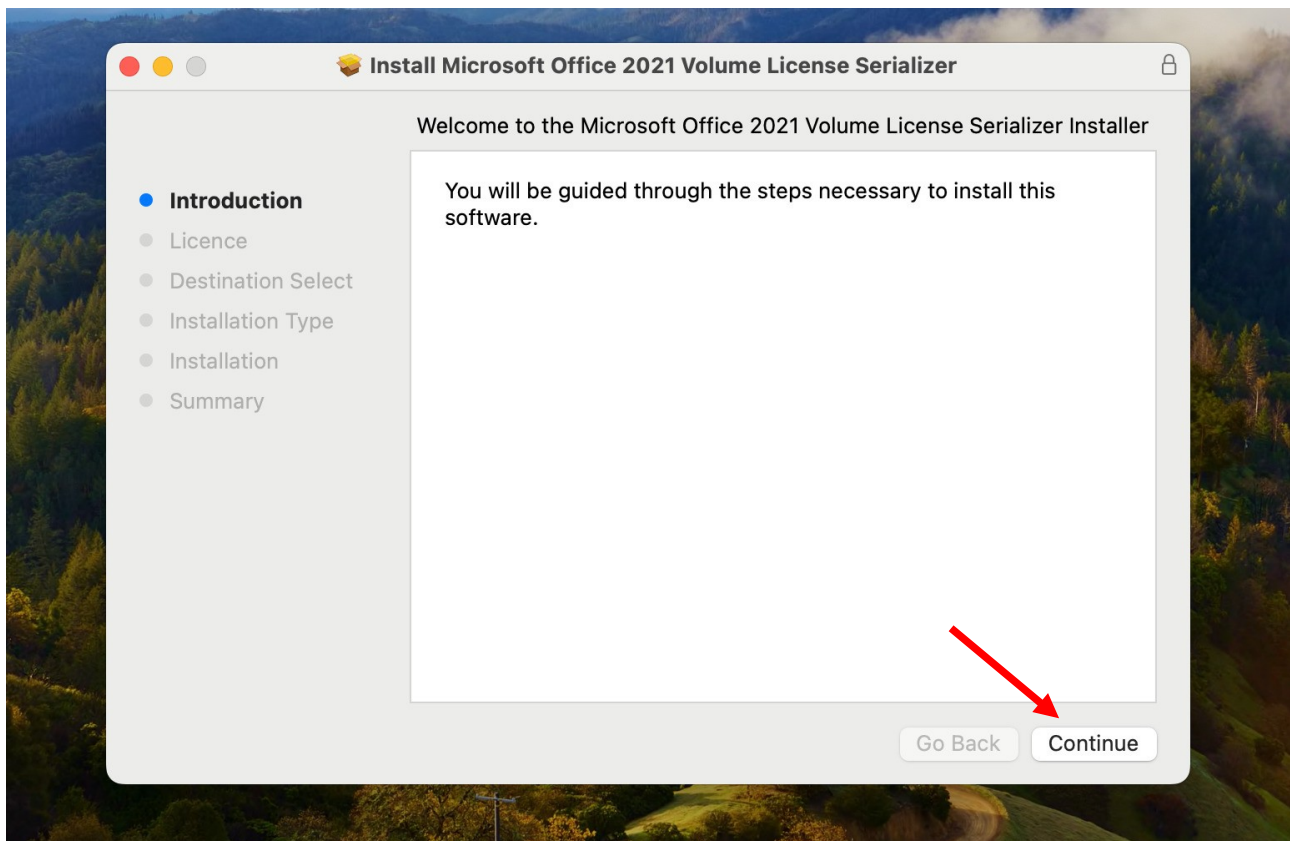
9. After mounting click on **Office 2021** drive and then you will see the Serializer package.



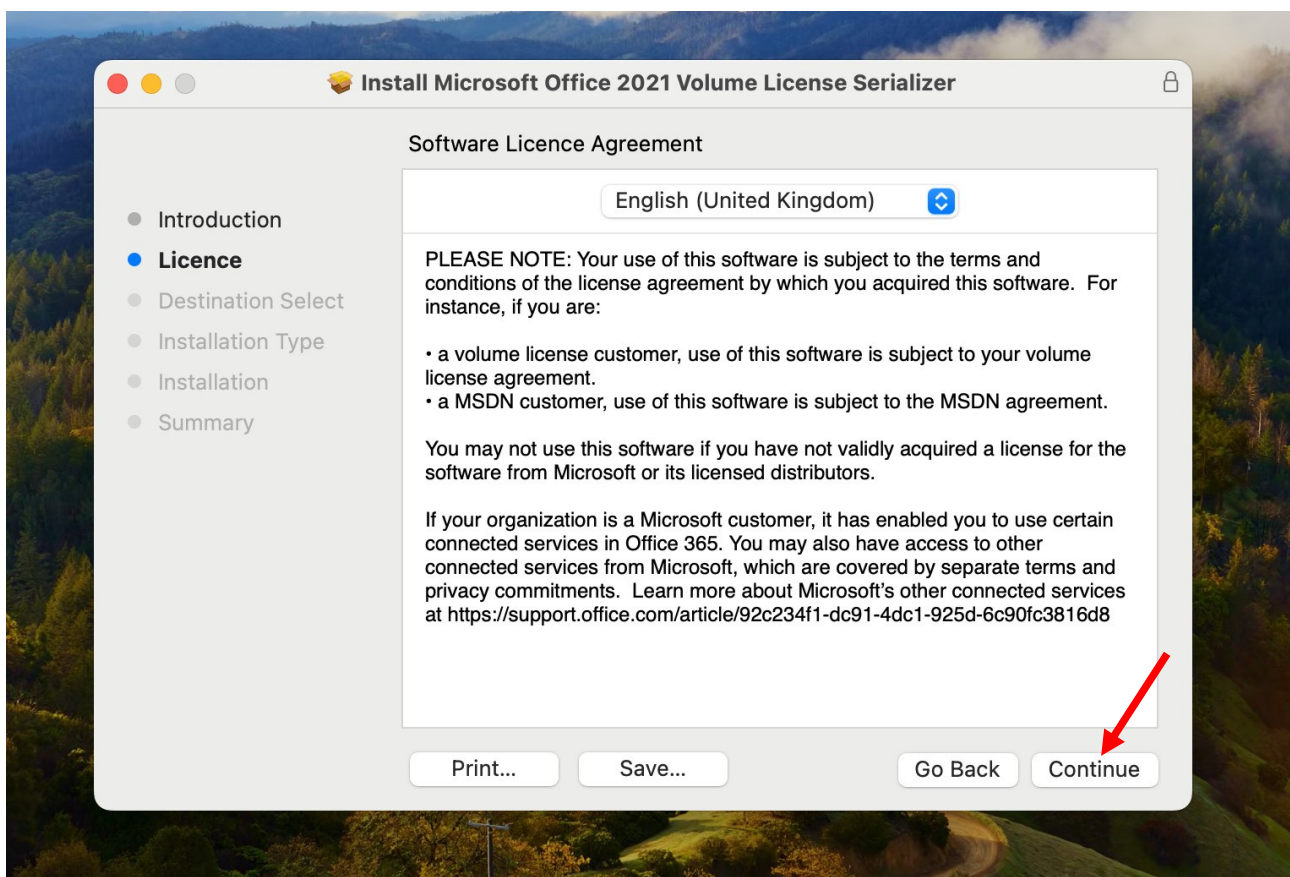
10. Then **right** click on the package and **open** it.

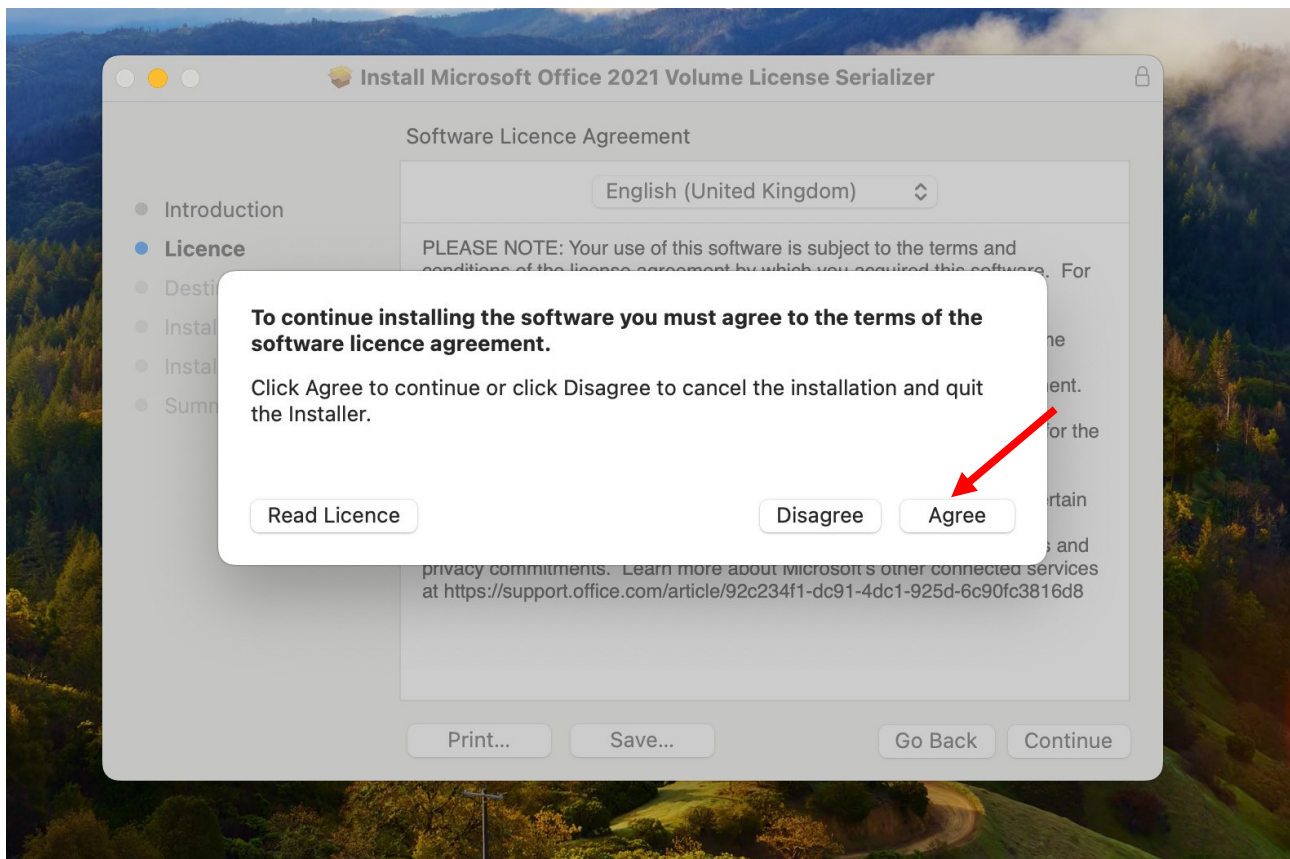


11. Click **Continue**

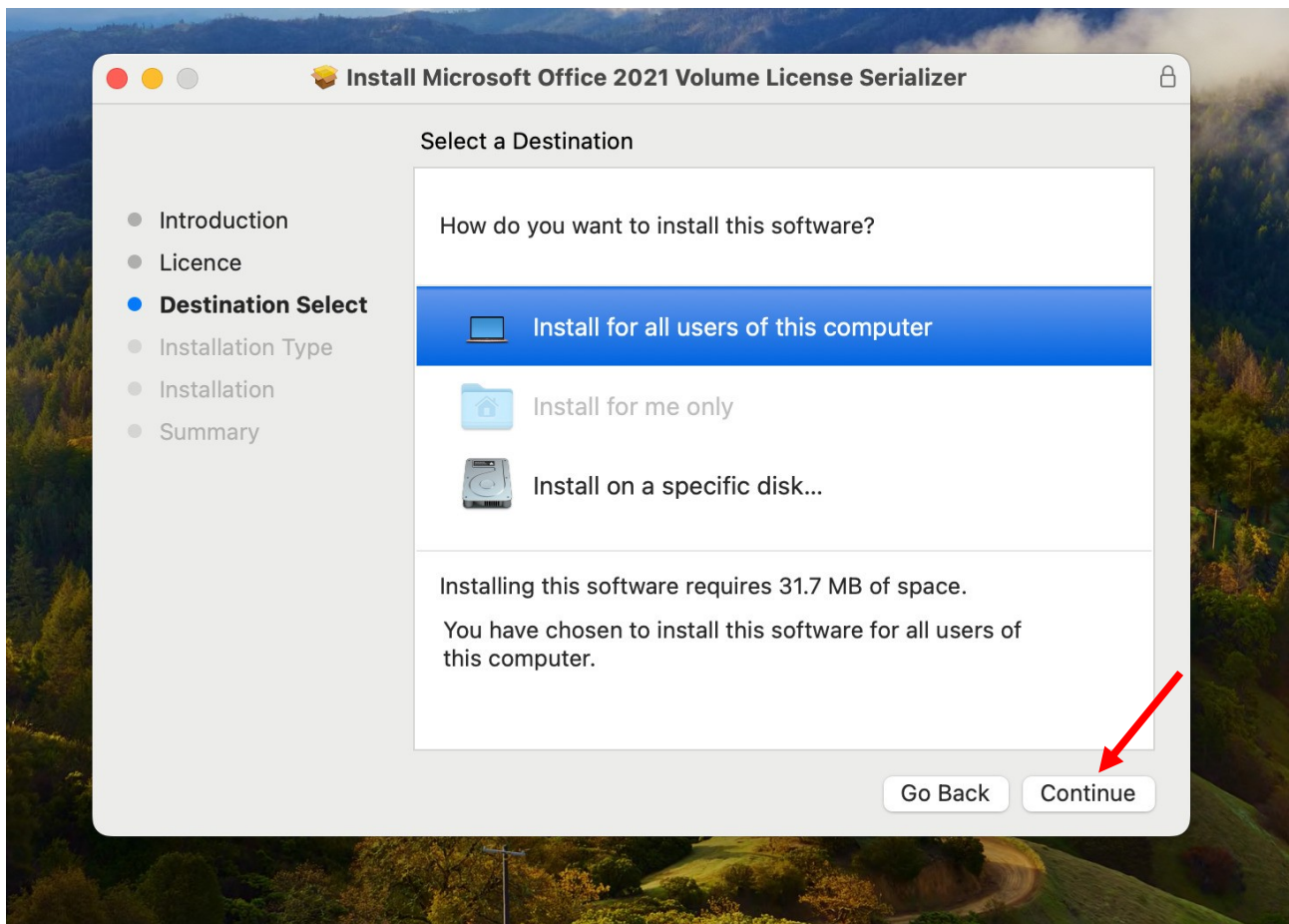


12. Read and click **Continue** after than **Agree** to accept the license terms.

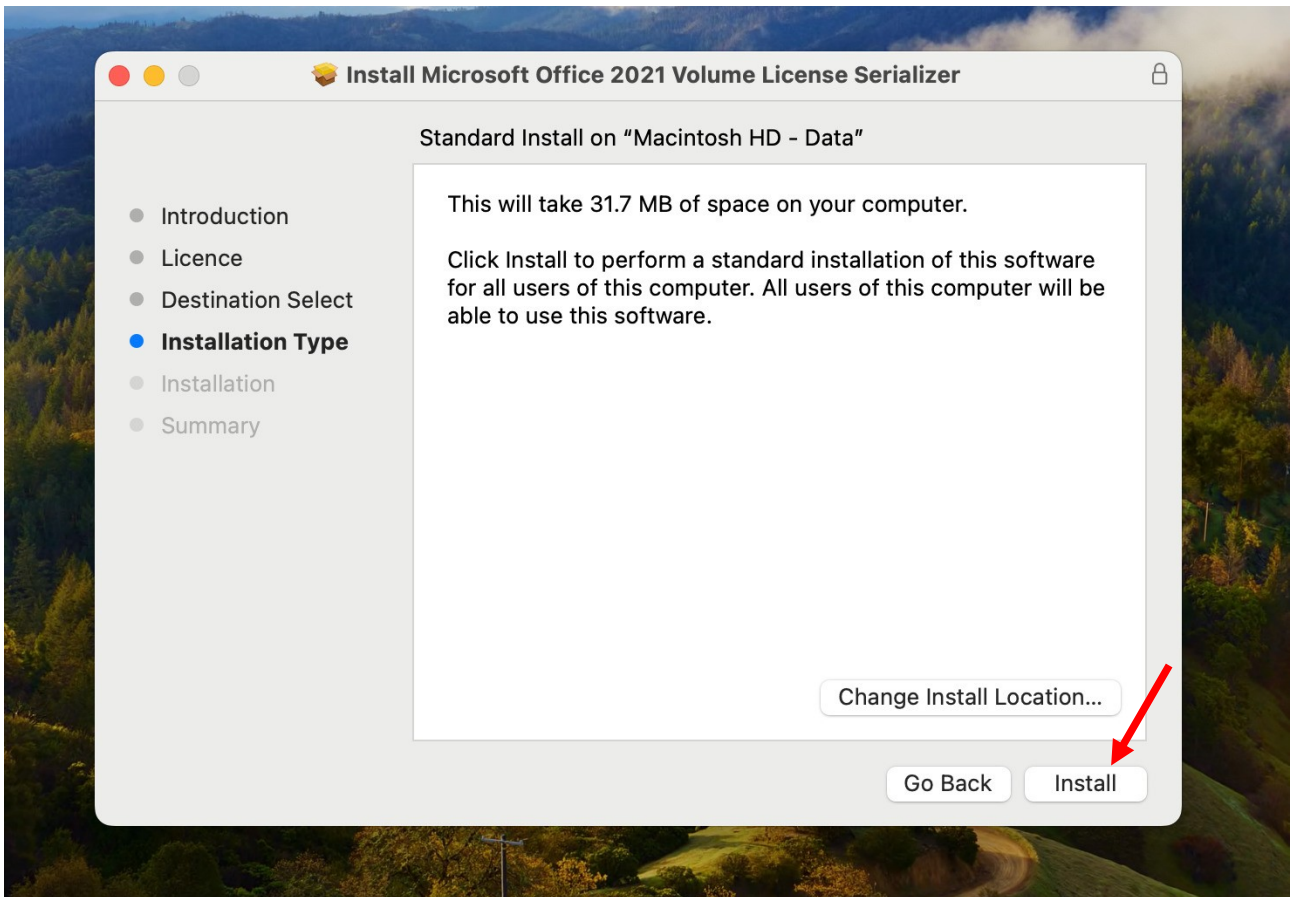




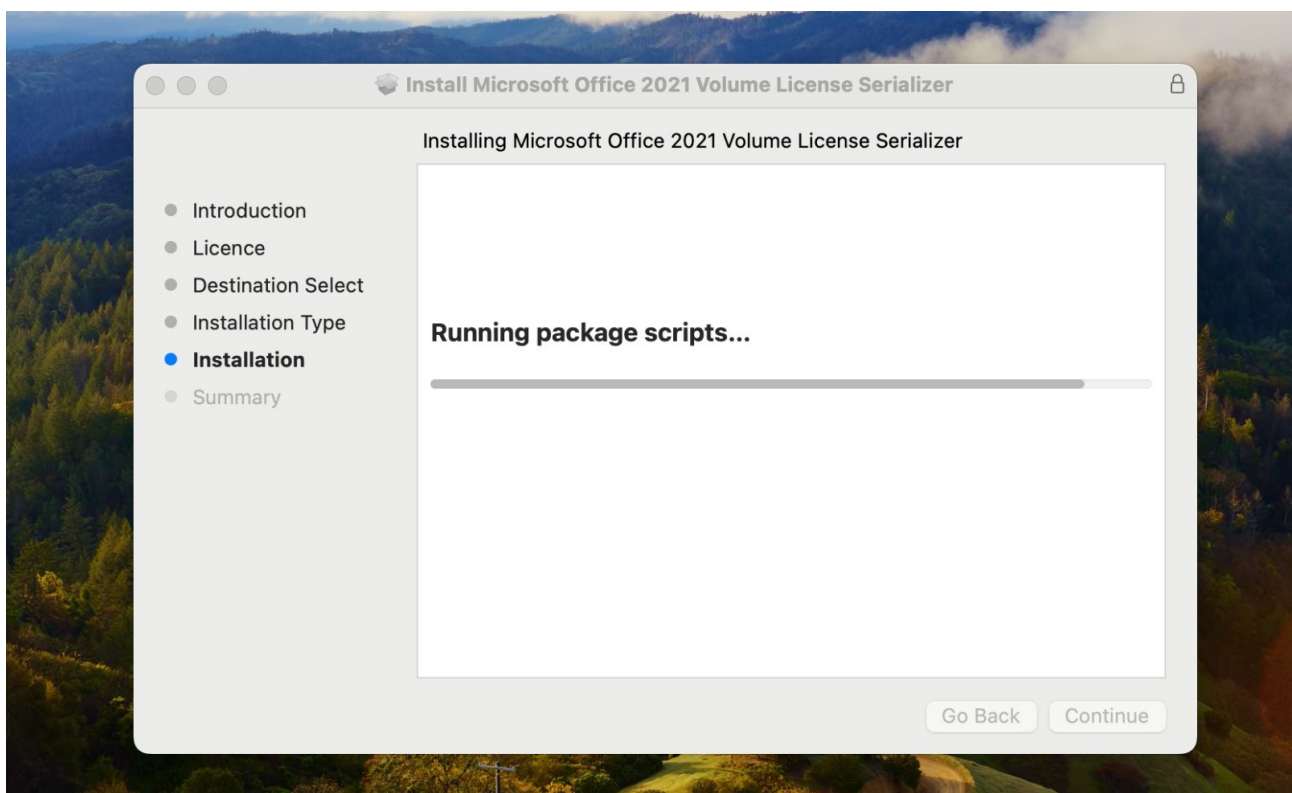
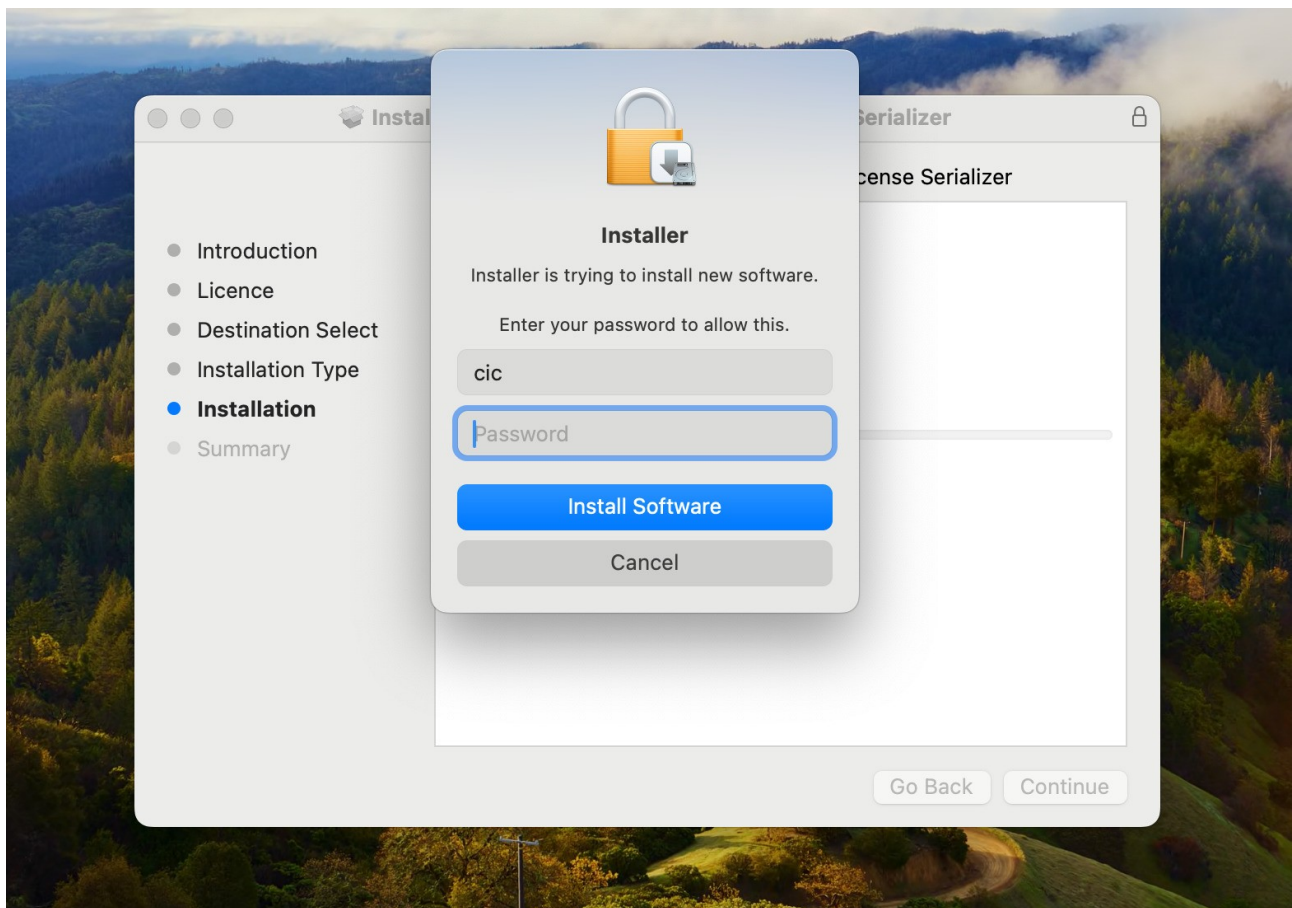
13. Choose the installation location
(the default location is usually fine)
then click **Continue**.



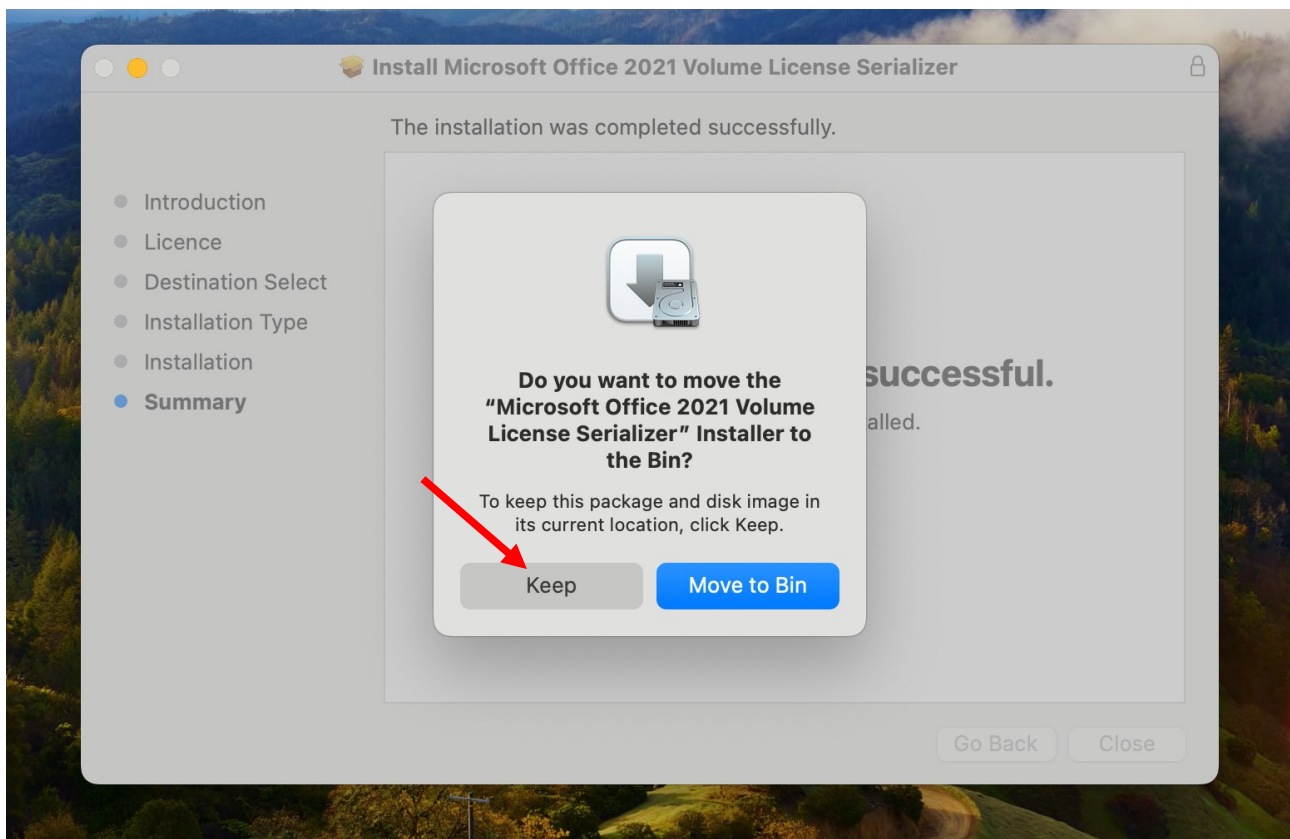
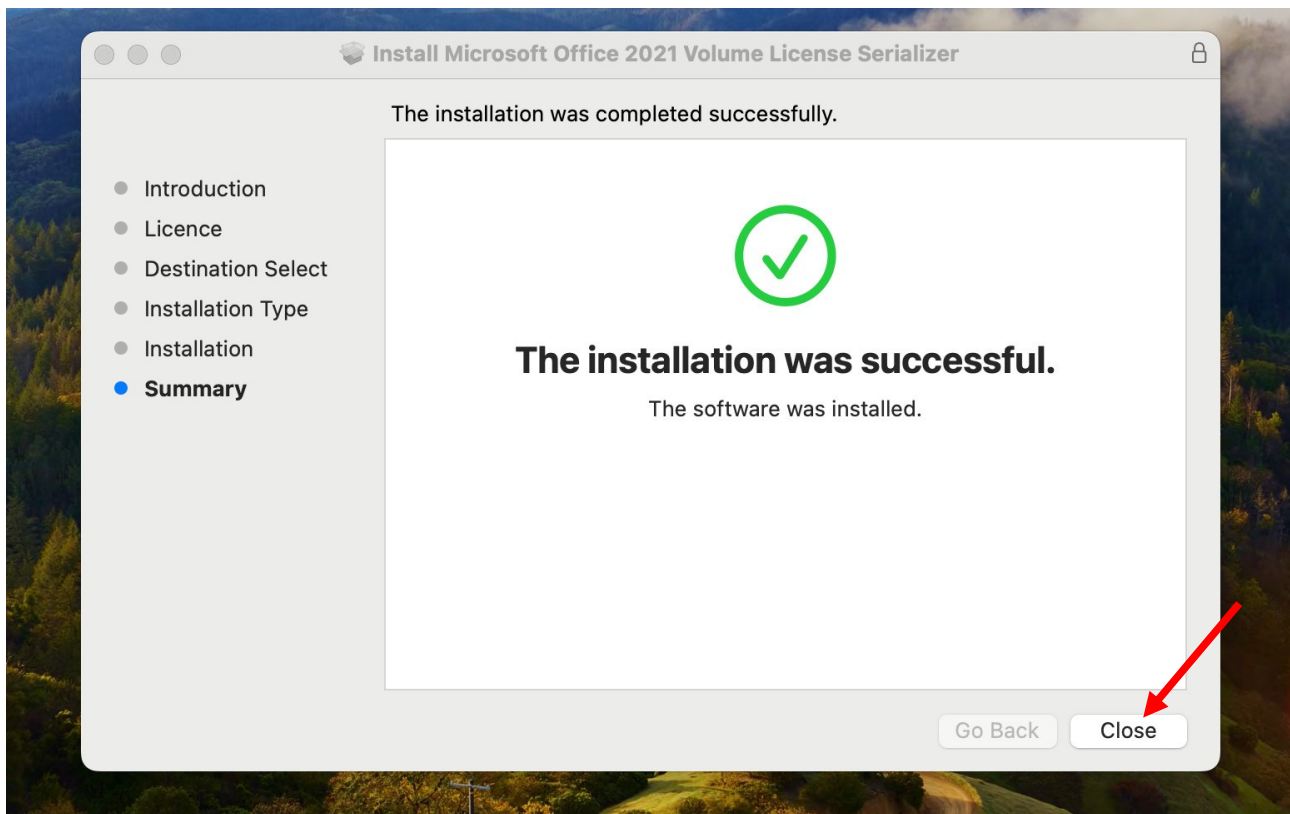
14. Click **Install**.



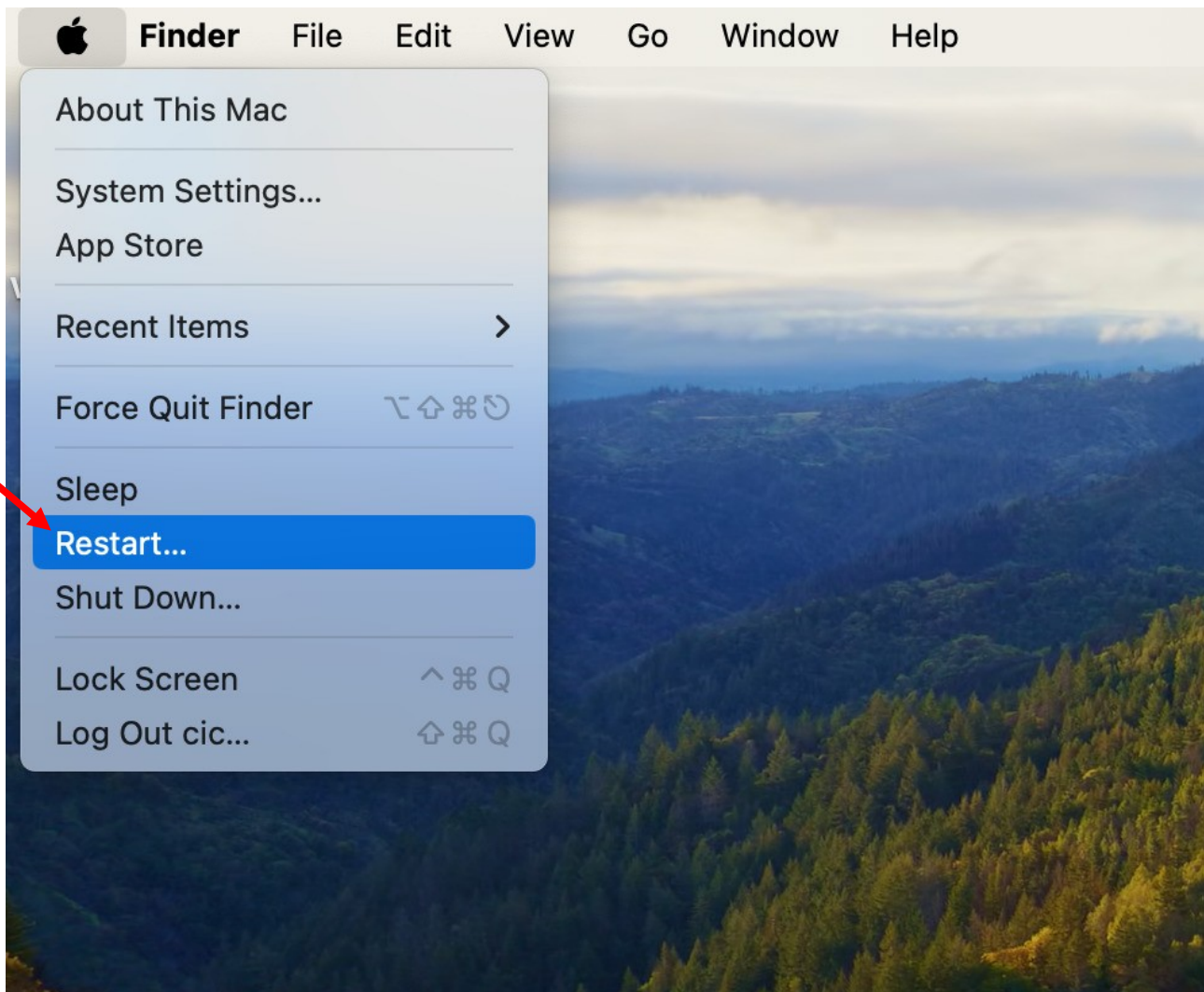
15. When prompted, enter your **Mac administrator password** and click **Install Software**.
The installation will begin. Wait until it completes.



16. After successfully install then **close** the prompt and **keep** it.



17. Then **restart** your Macbook to effect the funtionality.



18. After reboot, open any Office app (like **Word**, **Excel**, or **PowerPoint**).

19. Now you will see it's activated. You can **edit** and **save** the file.

