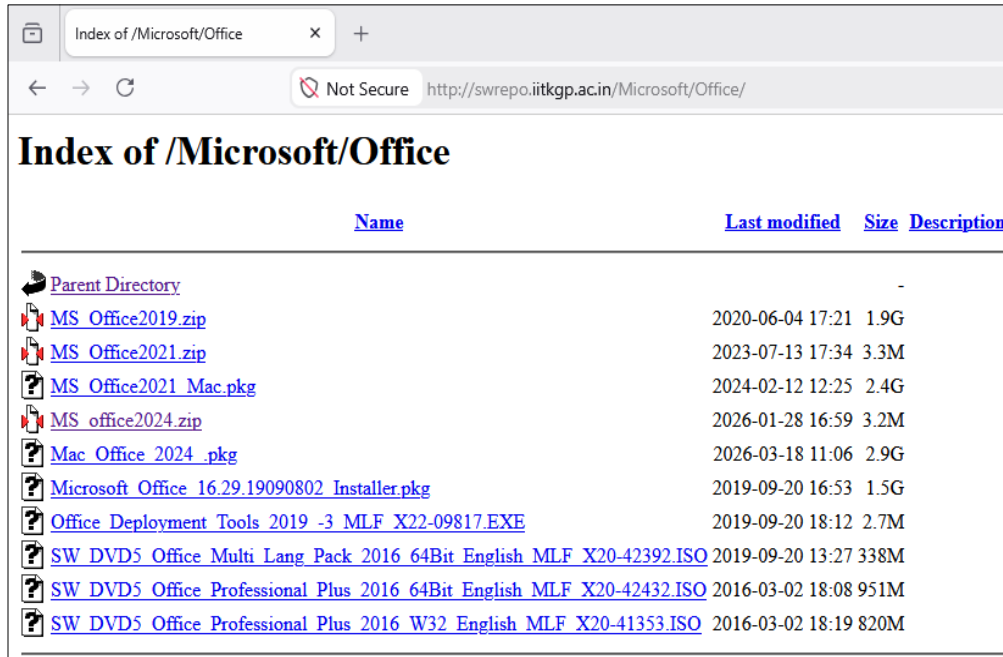


Install and Activate Microsoft Office on MacOS

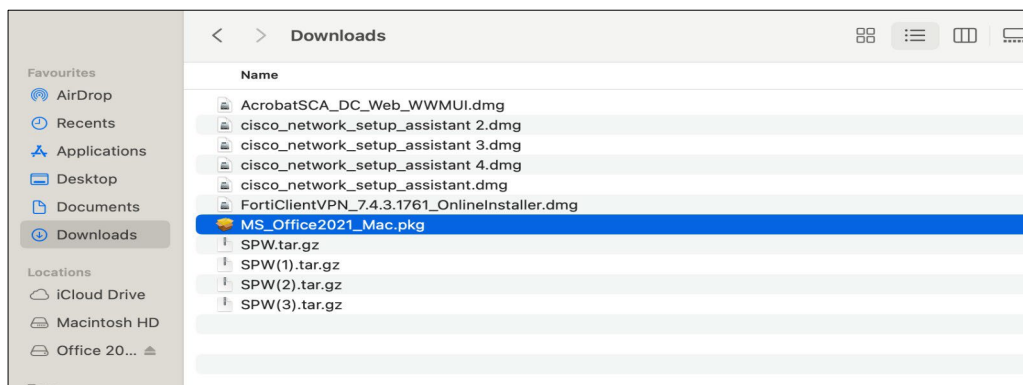
Step 1: Download installer from CIC Software Repository

- Open any web browser (Safari, Chrome, etc.) and navigate to CIC repository page: <http://swrepo.iitkgp.ac.in/Microsoft/Office/>.
- Click on the latest MS_Office package (Example: MS_Office2021_Mac.pkg). The installer (.pkg file) will download to your Downloads folder.

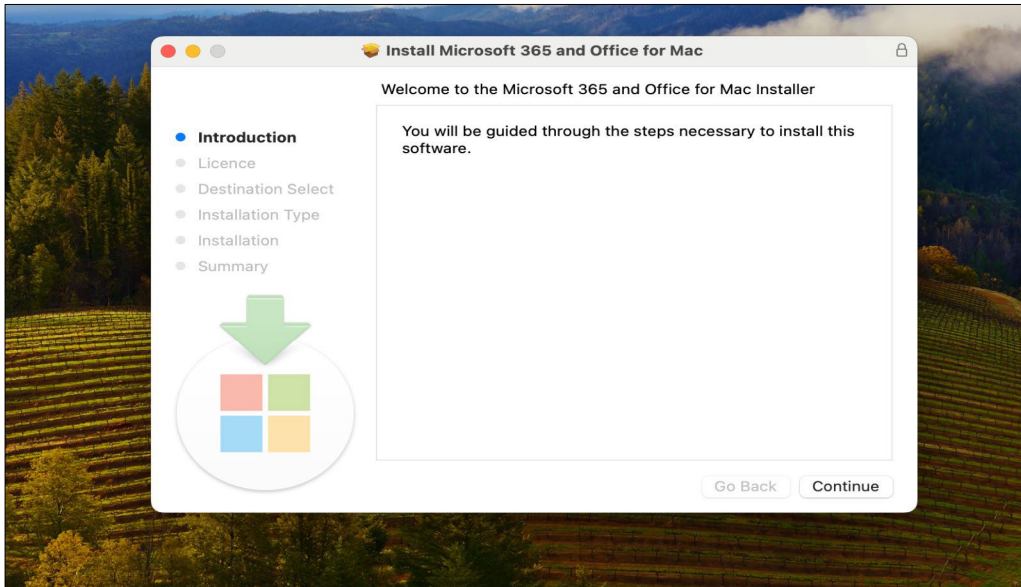


Step 2: Install MS Office

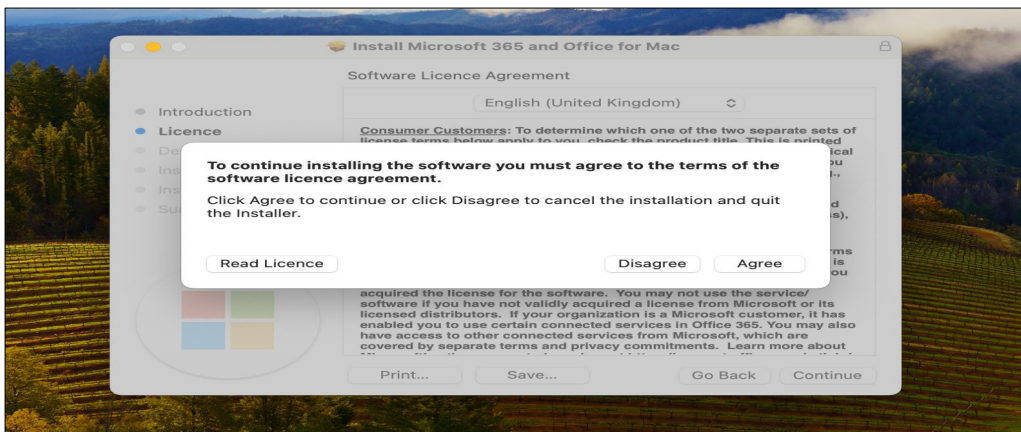
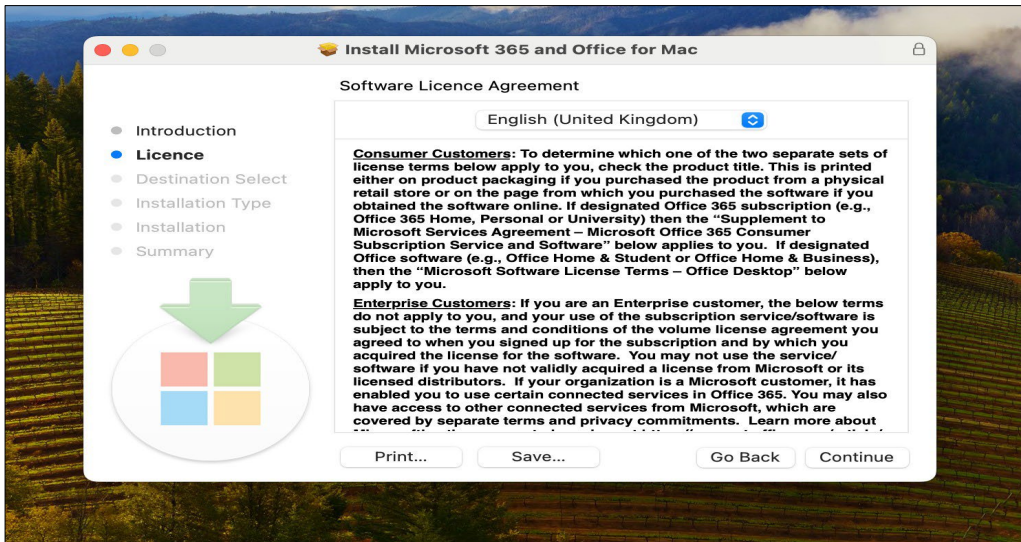
- Launch Finder and go to your Downloads folder. Locate the file (Example: MS_Office2021_Mac.pkg), double-click the file to start the installation.



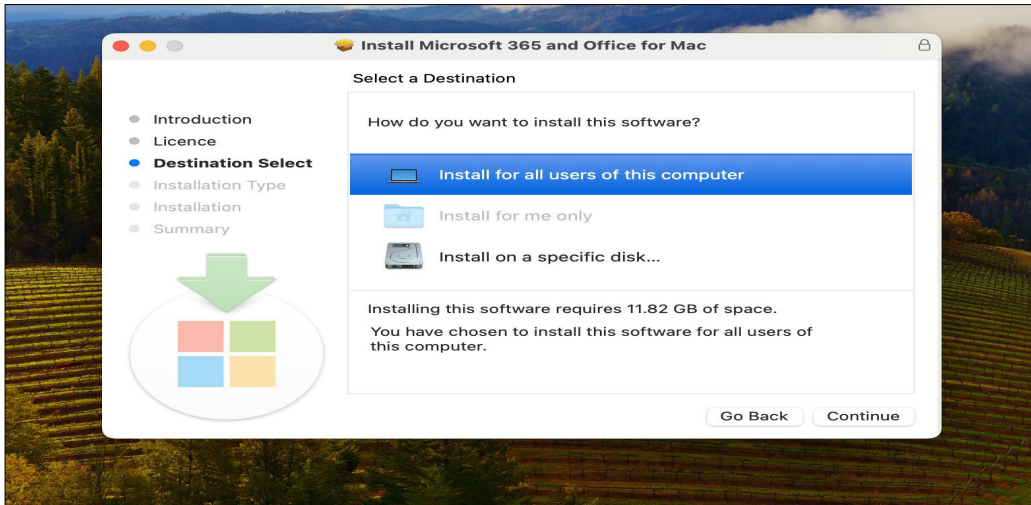
b. The installer window will appear. Click Continue.



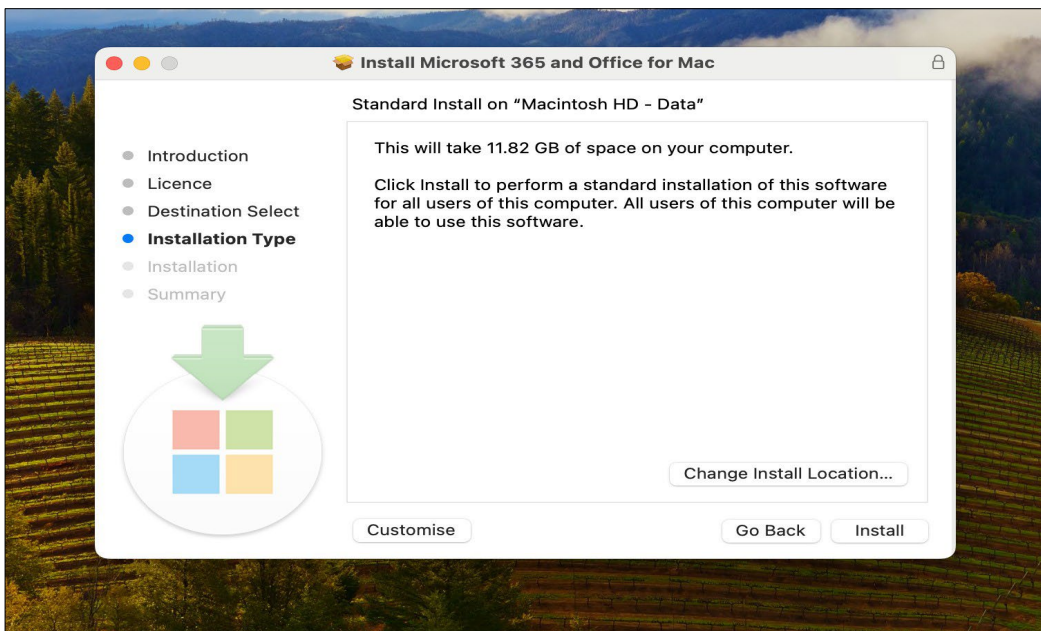
c. Read and click Continue, then click Agree to accept the license terms.



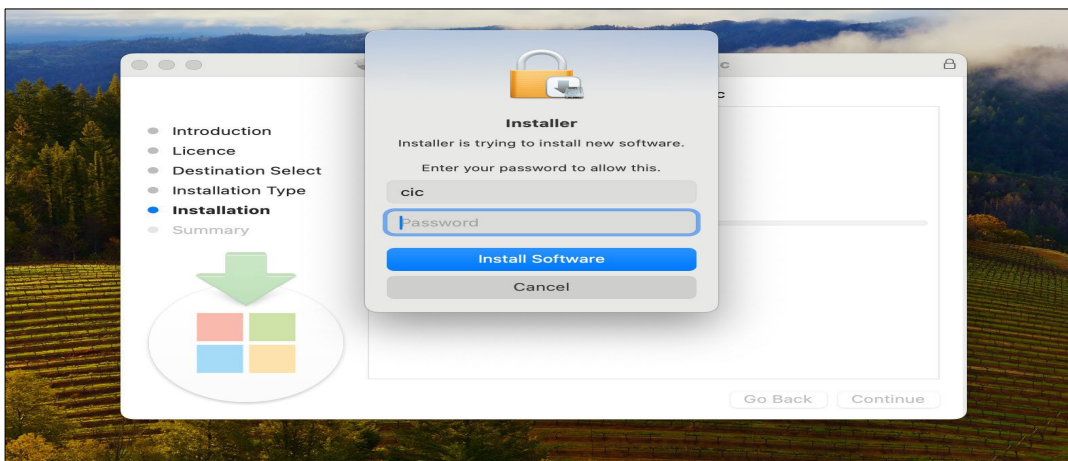
d. Choose installation location (default recommended) and click Continue.

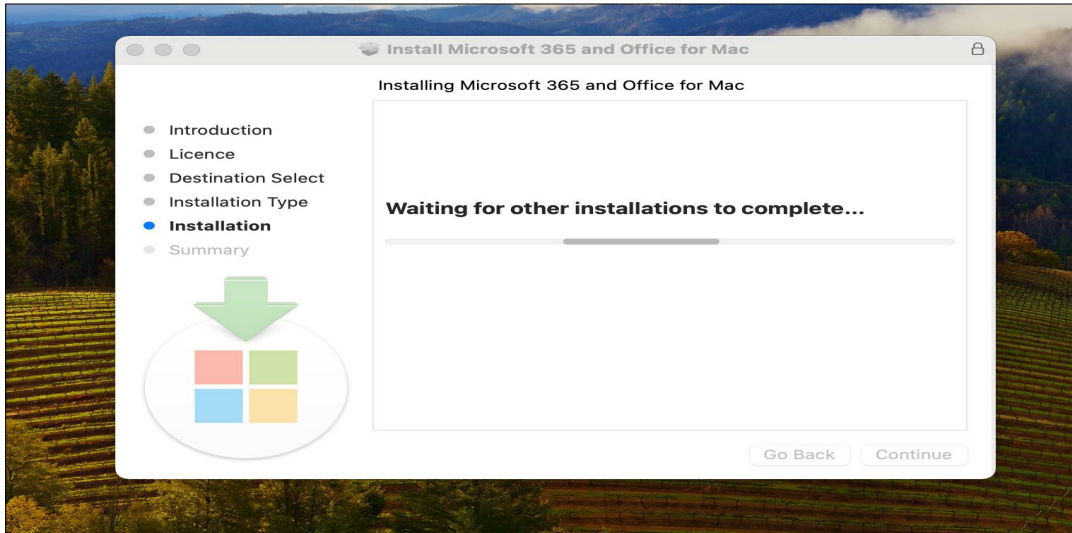


e. Click Install.

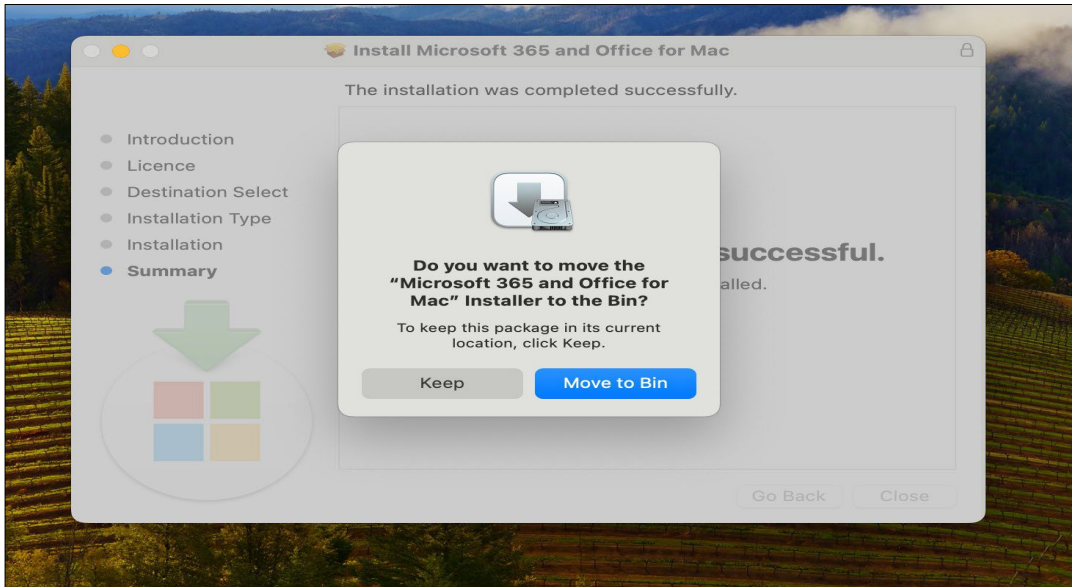


f. Enter Mac administrator password when prompted and click Install Software. Wait until installation completes.





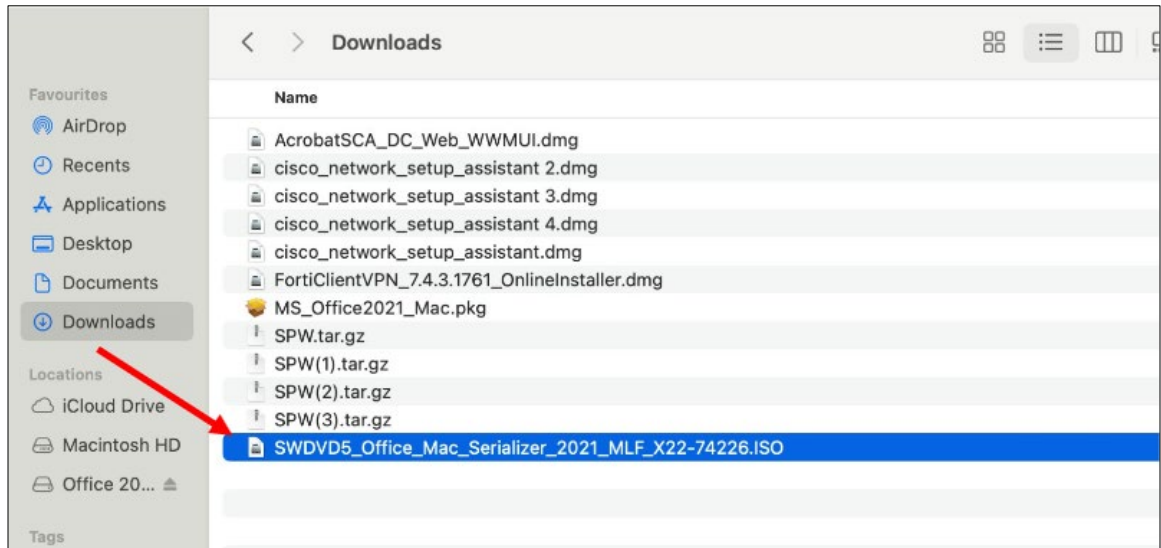
g. After successfully install then close the prompt.



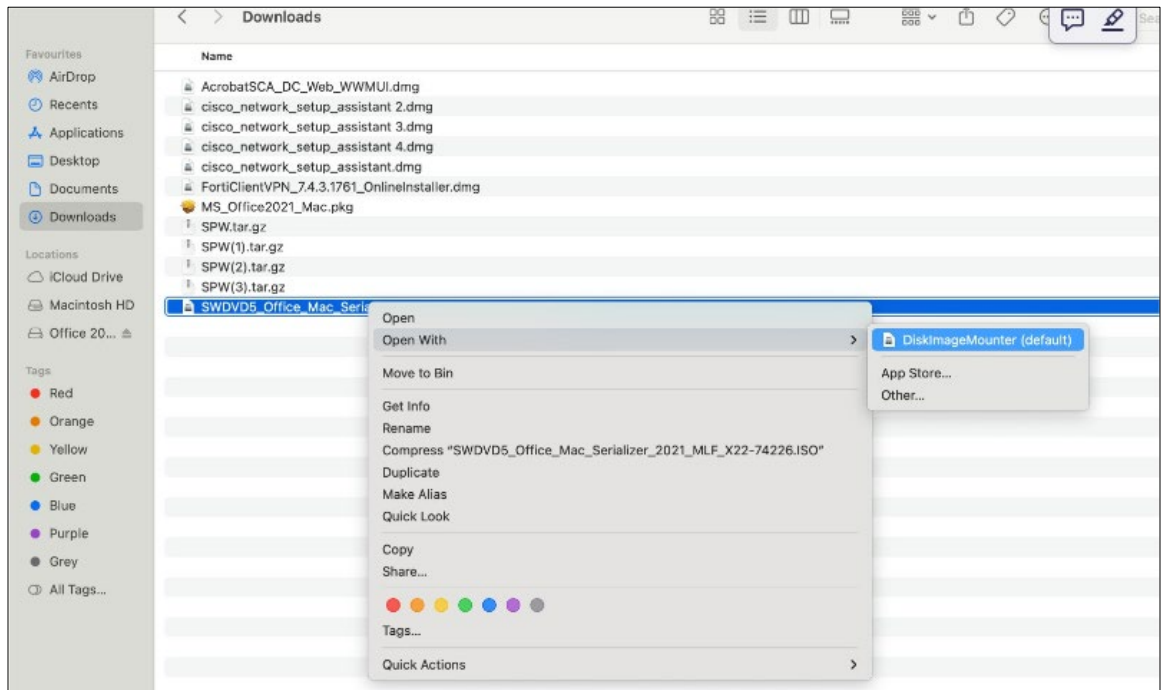
Step 4: Activation Process

- **Faculty Members:** After installation, send an email to: helpdesk@cc.iitkgp.ac.in to get the serializer.
- **For Students:** Download and fill up the undertaking form from the link below. Fill up the form and visit CIC you're your devices.
[http://swrepo.iitkgp.ac.in/Forms/Undertaking%20for%20MS%20Office%20in%20Apple%20Mac%20\(Students%20Only\).pdf](http://swrepo.iitkgp.ac.in/Forms/Undertaking%20for%20MS%20Office%20in%20Apple%20Mac%20(Students%20Only).pdf)

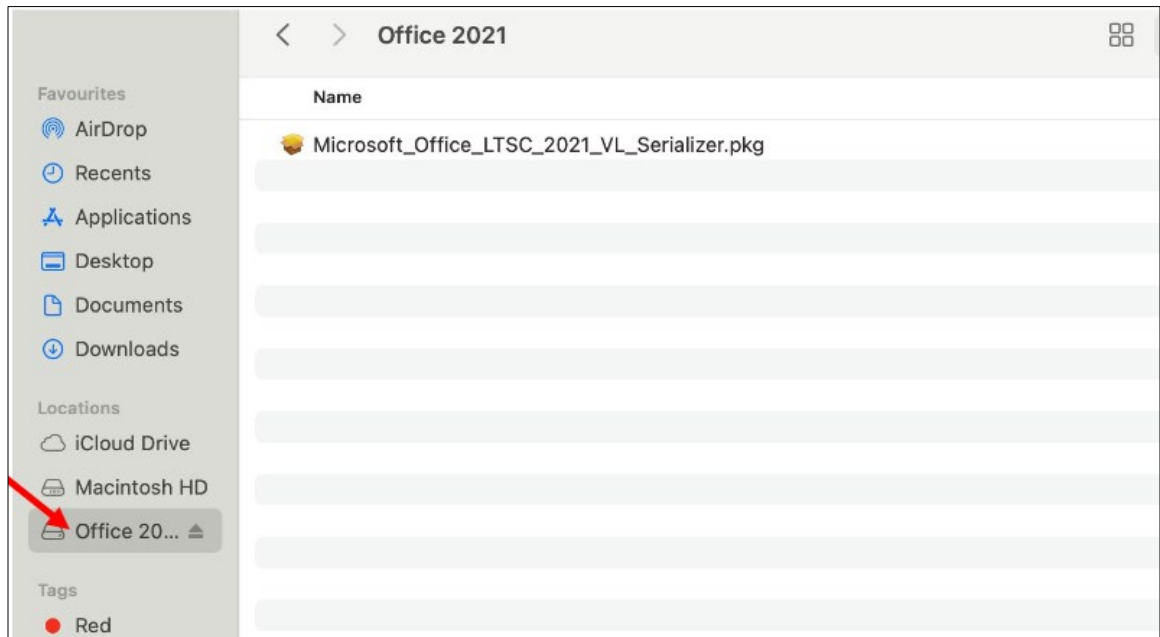
1. Save the serializer in your **Downloads** folder.



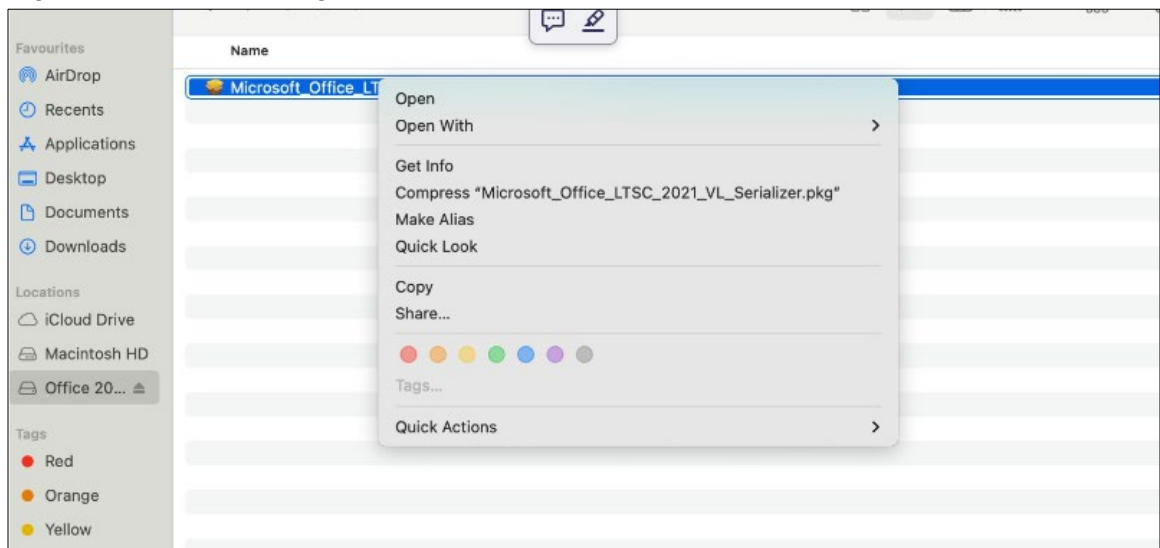
2. Right click on it and then click open with and then click on **DiskImageMounter (default)**



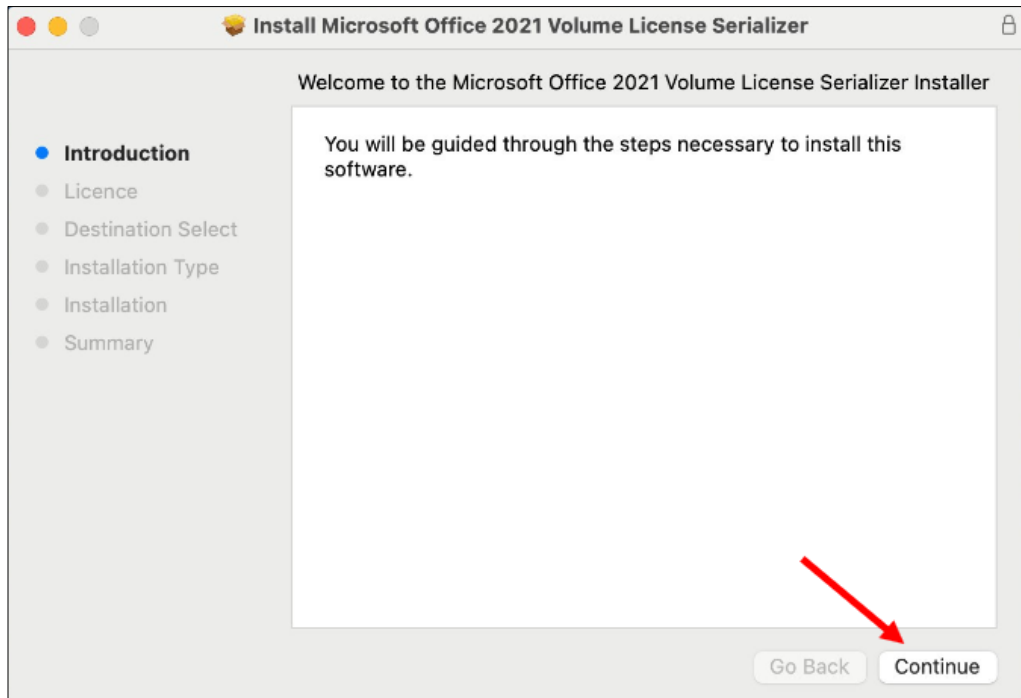
3. After mounting click on the newly mounted Drive (e.g., Office 2021) drive and then you will see the Serializer package.



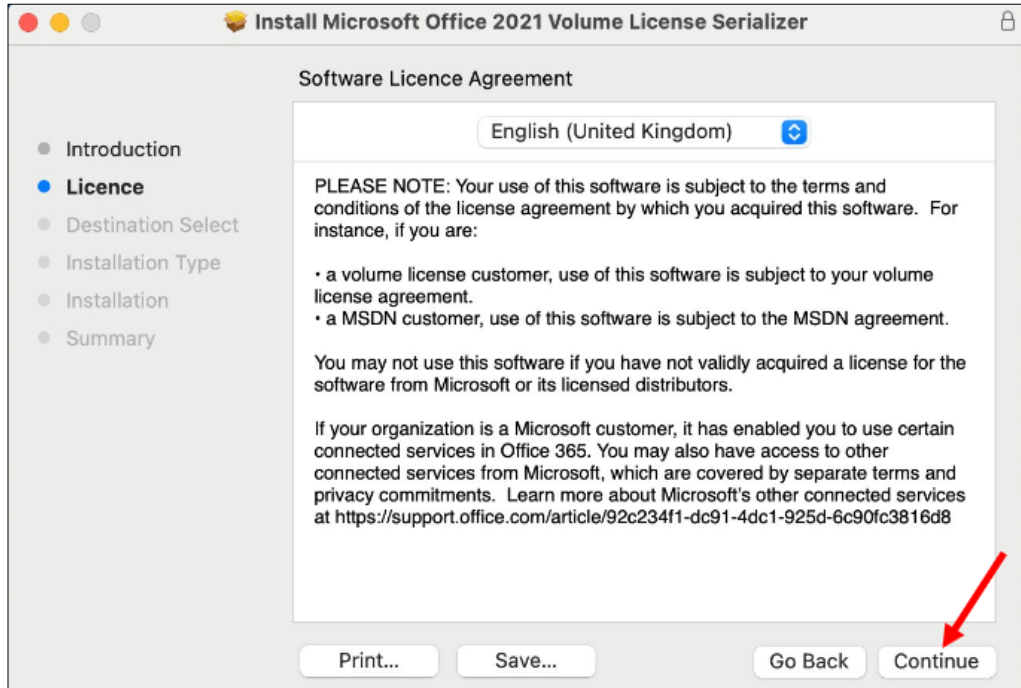
4. Right click on the package and open it.

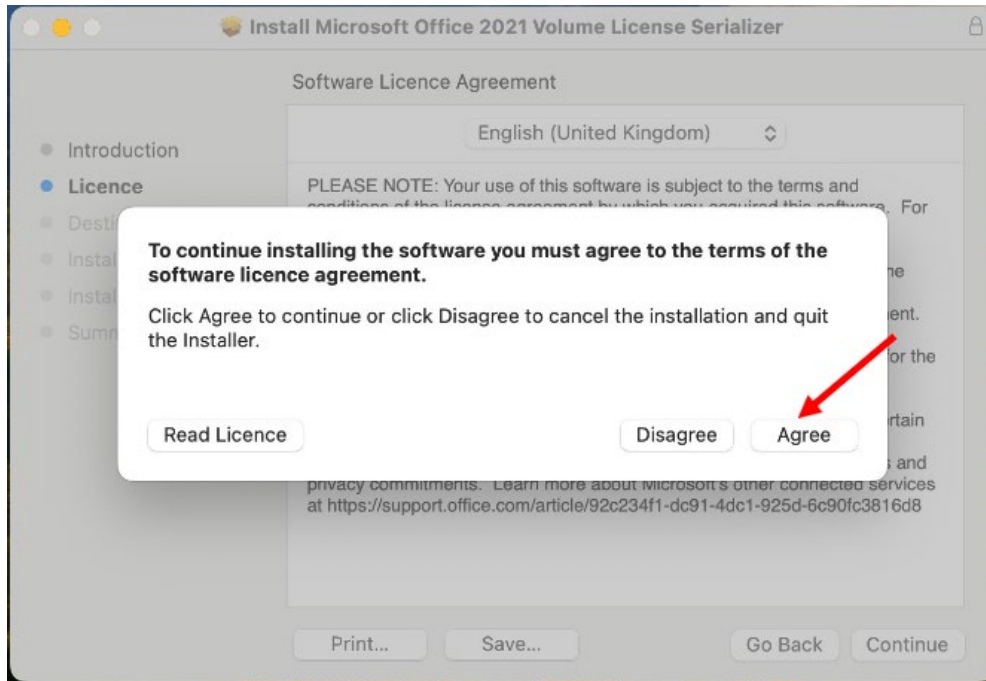


5. Click Continue

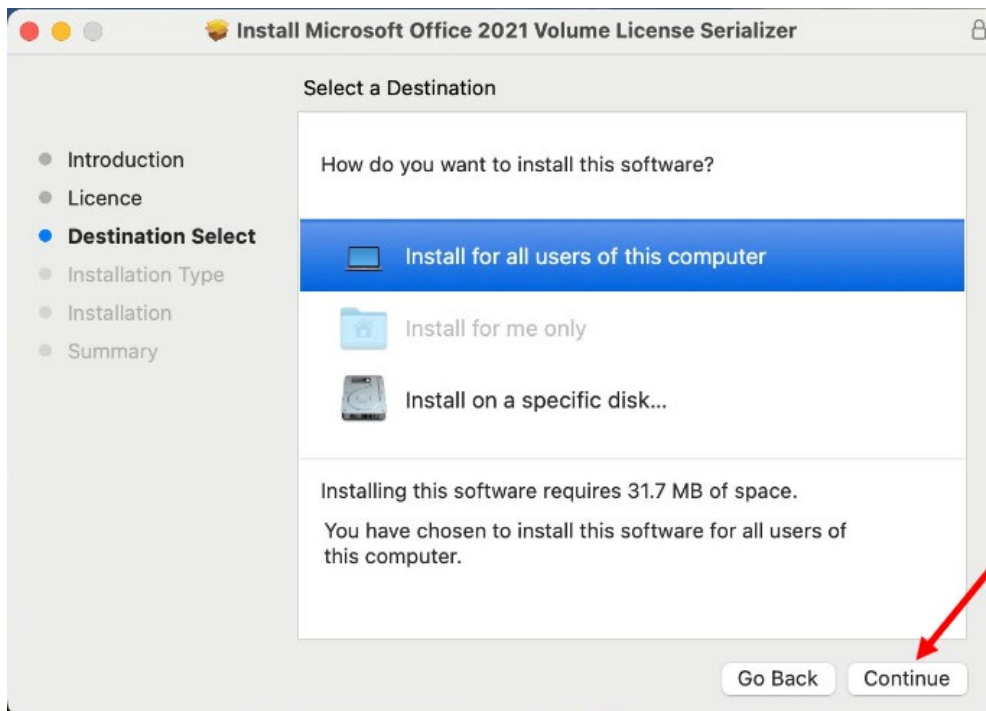


6. Read and click Continue after than **Agree** to accept the license terms.

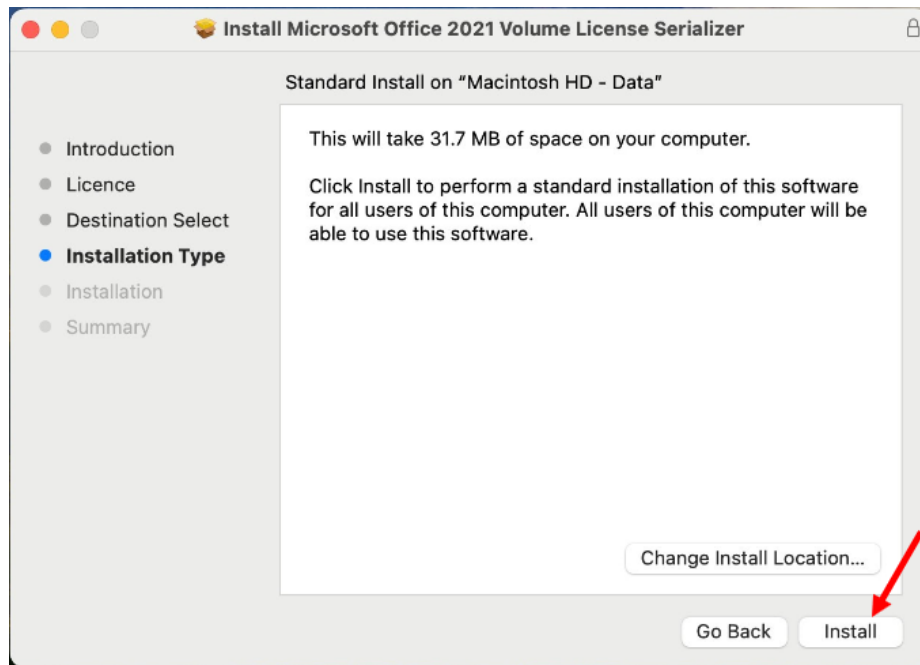




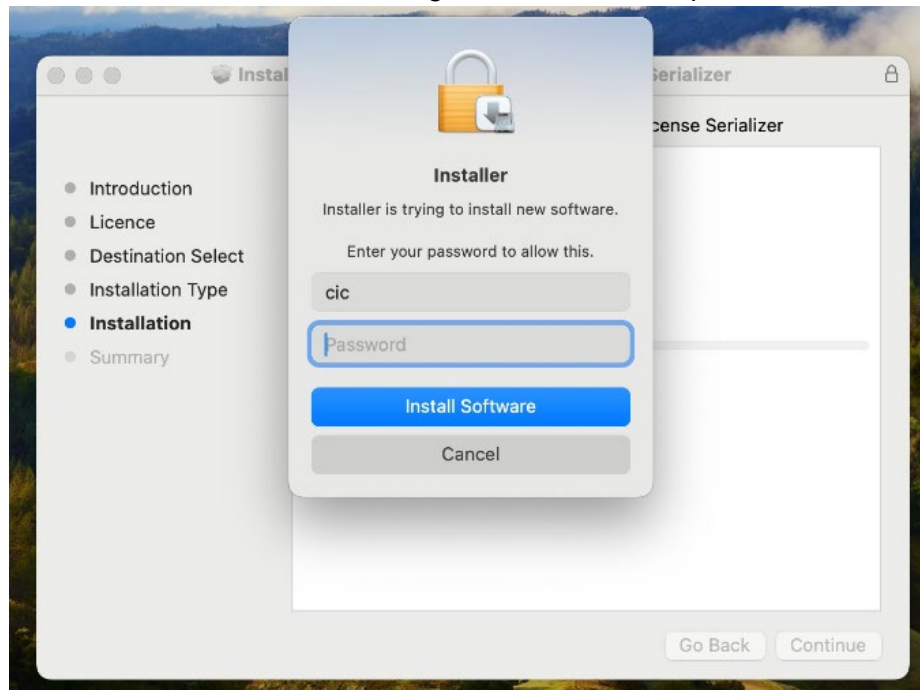
7. Choose the installation location (the default location is usually fine) then click **Continue**.

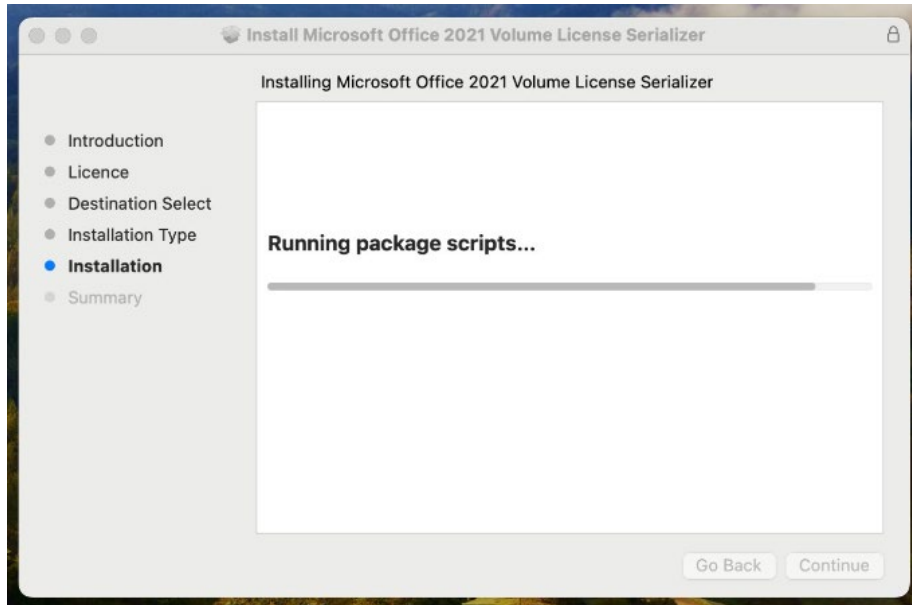


8. Click **Install**.



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





10. After successfully install then **close** the prompt and restart your device.

