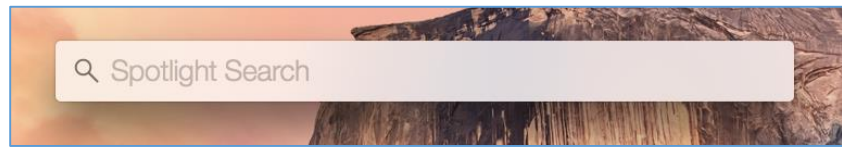


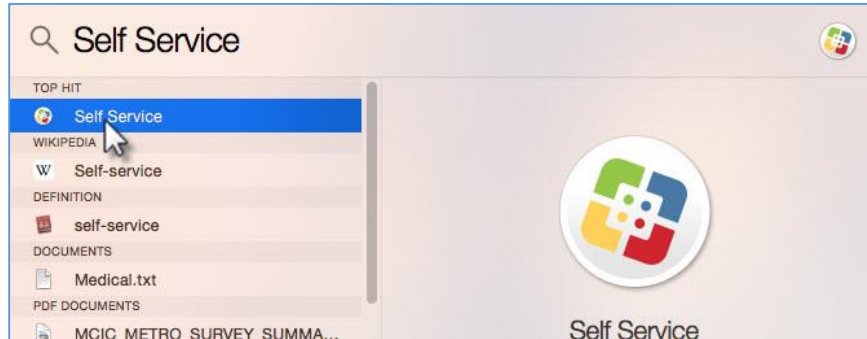
## Install Office 2016

1. Open the Spotlight Search menu.

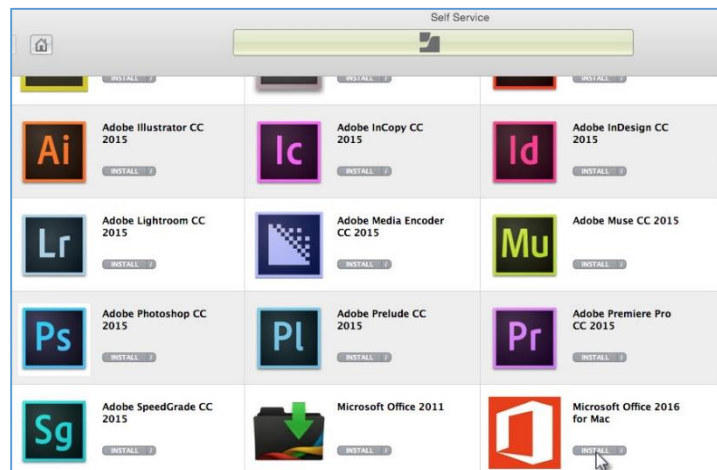


2. Search for **Self Service** and open the application.

**Note:** If your DePaul-owned Mac does not have Self Service installed, visit [software.depaul.edu](http://software.depaul.edu)




3. Locate and install the **Microsoft Office 2016 for Mac** application within Self Service.



4. Click **Install**.

**Note:** This software is licensed for installation on DePaul-owned computers only. For information about obtaining Office for your personal computer, visit [software.depaul.edu](http://software.depaul.edu)



### Microsoft Office 2016 for Mac

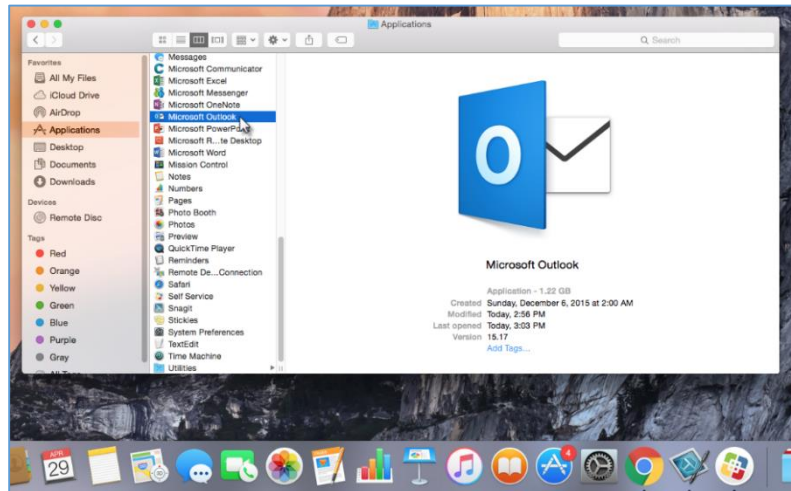
This software is licensed and intended for installation on DePaul-owned computers only. By clicking "Install," you agree that this workstation is a DePaul-owned computer.

Please note that this installation will not remove previous versions of Office, such as Office for Mac 2011, from your computer.

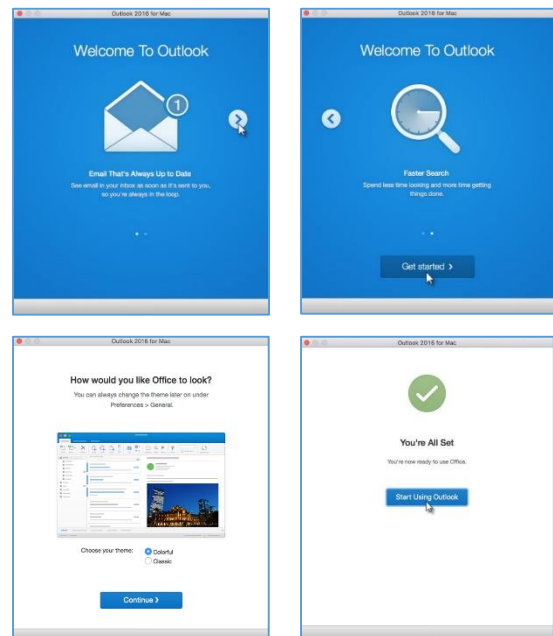
**INSTALL**

## Setup Outlook

5. In the **Applications** folder, find **Outlook 2016**.

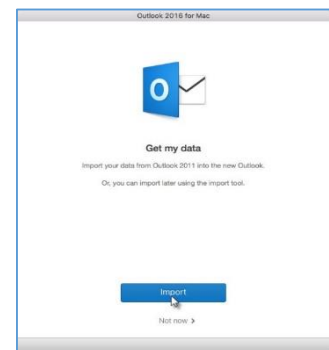


6. Click through the Outlook welcome windows as Outlook is setup on your computer.

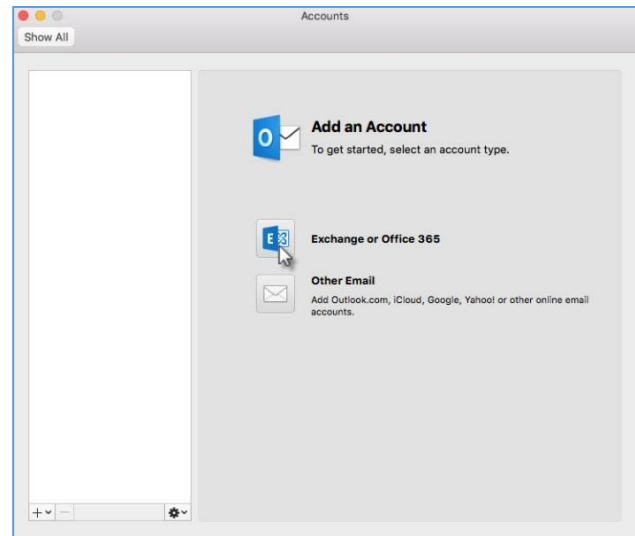


On the final window, click **Start Using Outlook**.

7. Select **Import** to import your data from the previous version of Outlook on your computer.



8. Select **Exchange or Office 365** to add your DePaul email account.

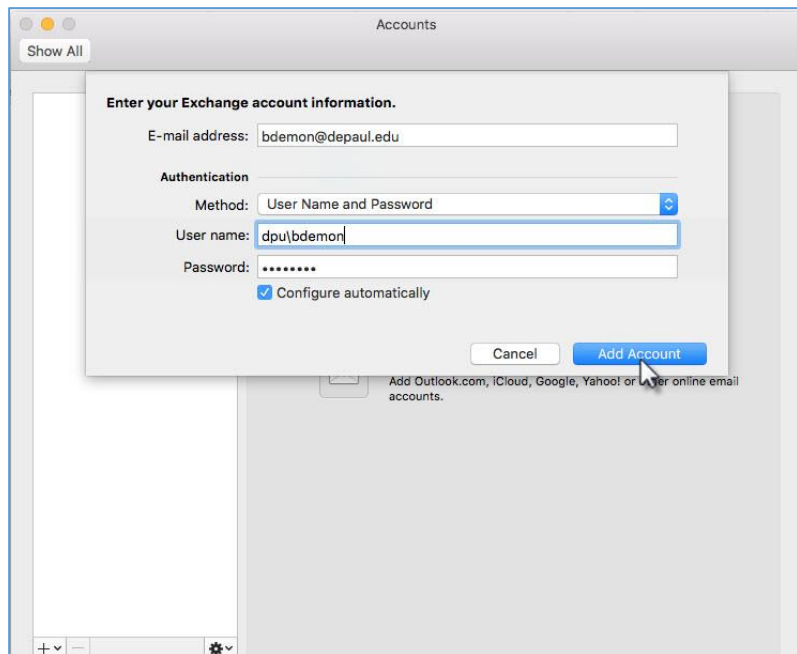


9. Enter your DePaul email address. This address your Campus Connect username followed by @depaul.edu

10. Form method, select **Username and Password**.

11. In the username field type: **dpu\username** substituting your Campus Connect username for the word "username."

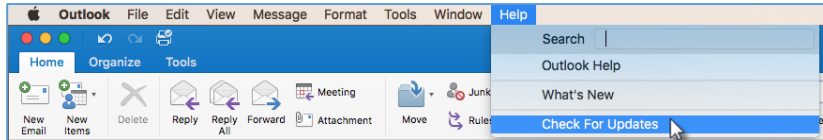
12. Finally, type your password in the password box. Click **Add Account**.



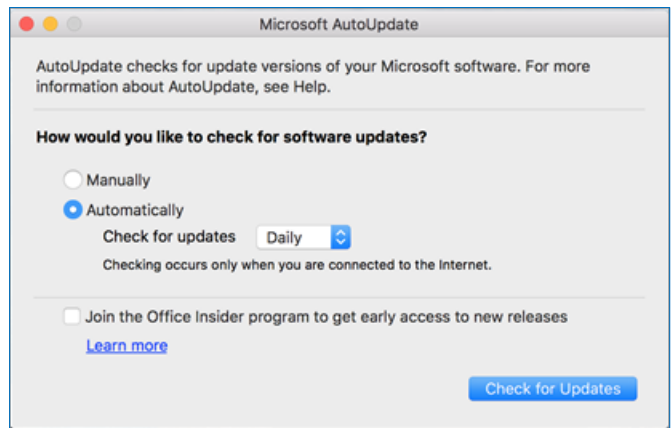
## Microsoft Updates

13. Your account should now be displayed on Outlook 2016 for Mac. It may take several minutes for your emails and calendar items to update. While you are waiting, you should install Microsoft updates.

14. From the **Help** menu, select **Check for Updates**.



15. Follow the on screen instructions to check for and install updates.

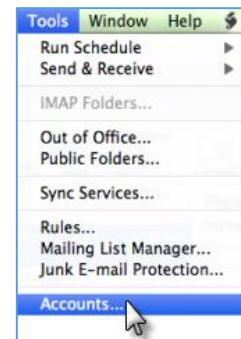


16. If you have any resource accounts that you need to add to your inbox, continue to the next section. If not, you are ready to use Outlook 2016.

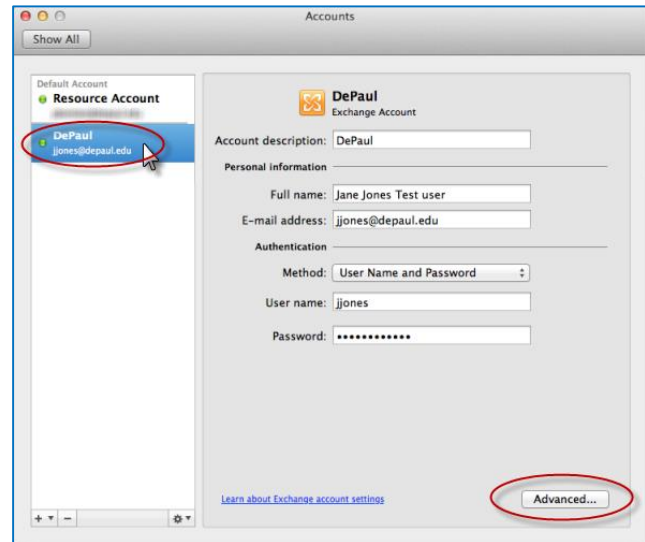
## Add Resource Accounts

If you have resource accounts, the inboxes will not show up automatically. Follow the steps below to add them.

1. Click the **Tools** drop-down menu, and select **Accounts**.

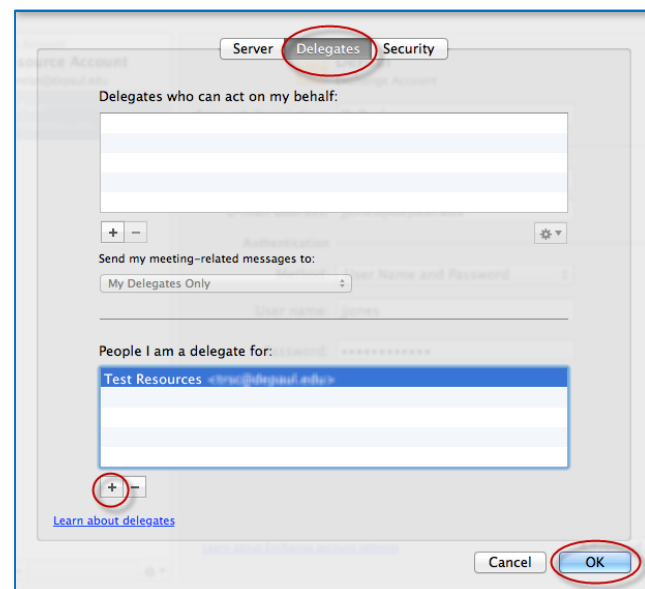



2. Select your primary user account.



3. Click **Advanced**.

4. Click the **Delegates** tab.



5. In the bottom half of the window, under **People I am a delegate for**, click **Add** .

6. Type the name of the resource account that has added you as a delegate, and then click **Find**.

7. Click the account's name, and then click **OK**.

8. Click **OK** again.

## Need Help?

Call the Technology Support Center at 773-325-8765.

