# Microsoft 365 Office Mac Upgrade Guide

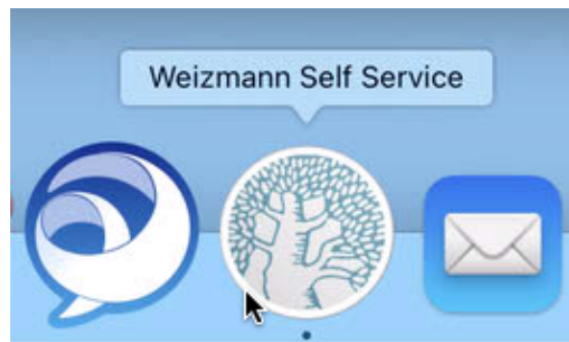**Minimum system requirements (Microsoft 365 Office version 16.63):**

- Processor: Intel/M1.

- Operating system: MacOS Catalina version 10.15 and up.

- RAM: 4 GBs of free memory.

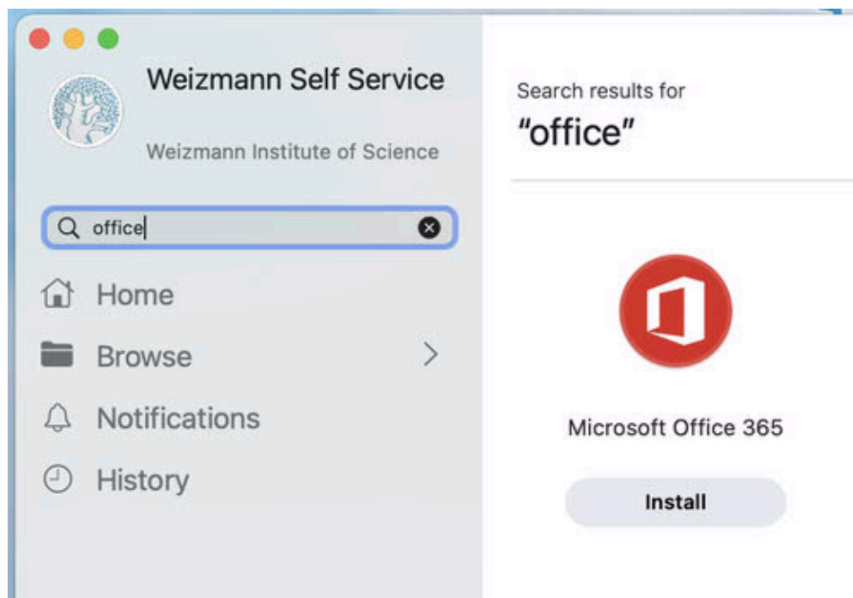- Storage: 10 GBs of available hard drive space.

Microsoft 365 Office installation is performed via the Weizmann Self Service facility. During installation, the existing version is updated and the installed license is removed. Once complete, you will be required to sign into Microsoft 365.

To install Microsoft 365 on your Mac, perform the following:

1. Access the Weizmann Self Service facility.

2. Perform a search for the Microsoft Office 365 installer by entering **office** in the search field, and when it shows up on the righthand side of the window, click **Install**.

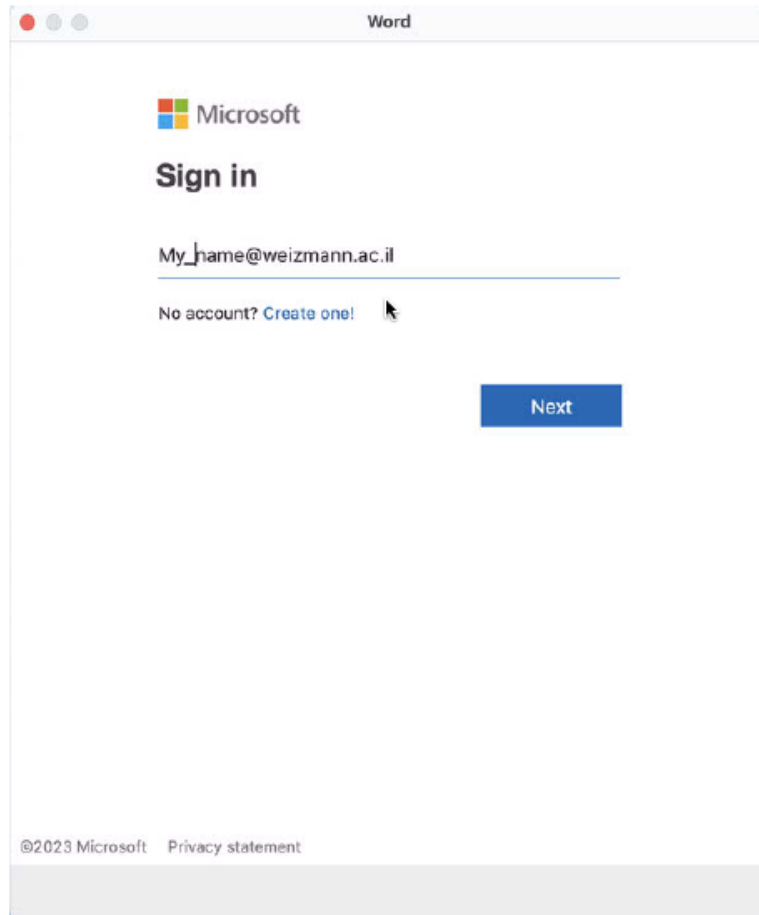Wait (approximately 20 minutes) for installation to complete.



Once installation has completed, the new Office application versions will appear on the Dock.

3. On launching any new Office application version (Microsoft Word, as shown in the example below), you'll be required to sign in via the Microsoft login window. Enter your primary Institute user ID's e-mail address in the appropriate field, and click **Next**.
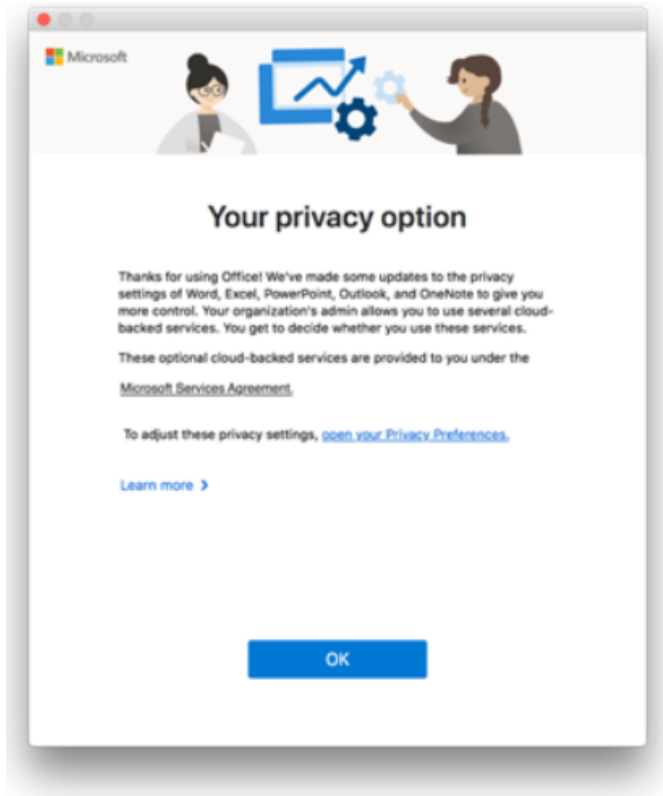
4. In the next sign in window, enter your Institute e-mail address and password, and click **Sign in**.



The software application will then launch, and you'll be able to proceed to work as usual.

5.  Note that when first launching Microsoft 365 Office applications, you may be presented with a window requesting that you confirm the terms of Microsoft's privacy policy. Click **OK** to do so.



6.  Following installation, it is recommended that you check for any available updates via the Microsoft 365 Office applications' **Help** menu.