

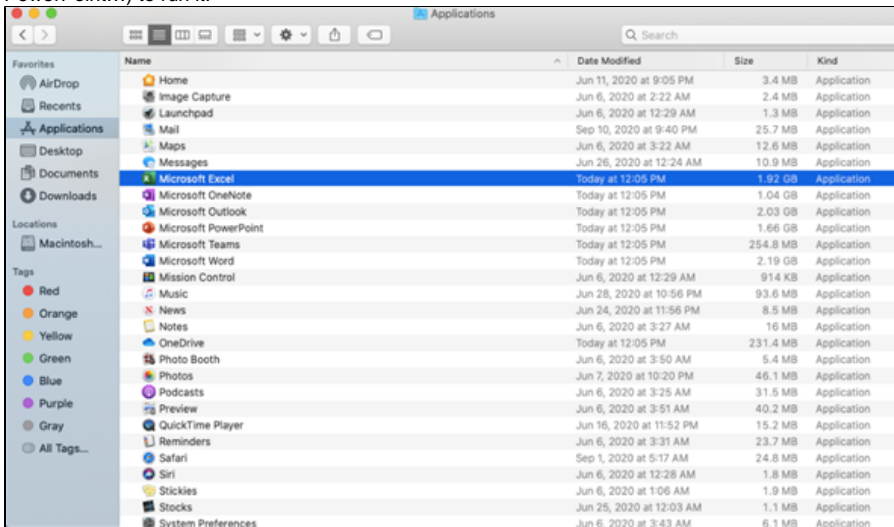
Activate Microsoft 365 Apps on macOS

Action

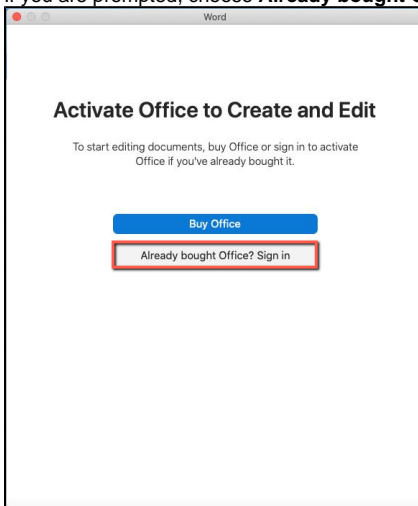
These instructions assume you have already [installed M365 on a Mac](#). Before you can use any M365 application on a computer, you must sign in with your UAlbany credentials and activate it.

Instructions

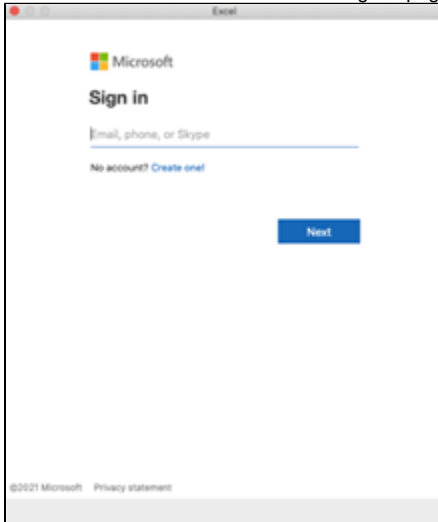
1. To activate M365, open your **Finder** and go to your applications folder. Double-click on any M365 Office application (Excel, Word, Outlook, PowerPoint...) to run it.



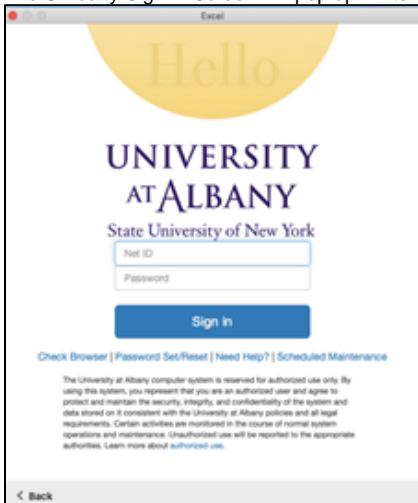
2. If you are prompted, choose **Already bought Office? Sign in**:



3. You will be redirected to the Microsoft sign in page. Enter your albany.edu email address and click **Next**.



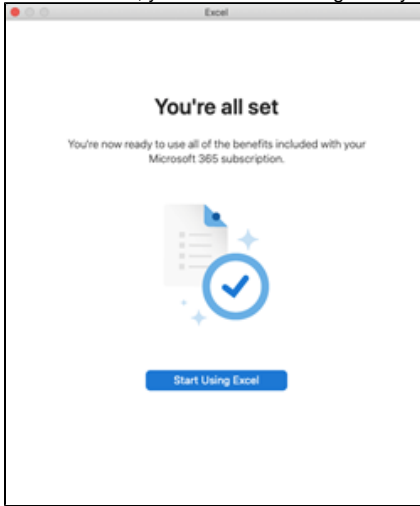
4. The UAlbany Sign-in Screen will pop up. Enter your **NetID** and **Password**.



5. Authentication with the Duo application is required. You will need to select one of the three options to complete the second factor authentication:



6. Once validated, you will see a message that you can now start using any M365 Office applications on this computer.



Need more help? Contact the [ITS Service Desk](#).