# **NGEE ANN POLYTECHNIC**

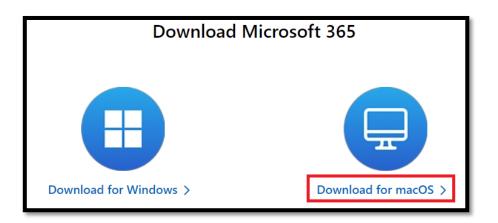
Courses that require an Apple MacBook only require 2 software:

- 1) Microsoft Office 365
- 2) Adobe Creative Cloud

This document shows you how to download and install Microsoft Office 365 and Adobe Creative Cloud on macOS on MacBook. Images may vary on different operating systems and Internet browsers.

#### Microsoft Office 365

1. Go to Microsoft's site and download the MacOS O365 installer. https://www.microsoft.com/en-us/microsoft-365/download-office



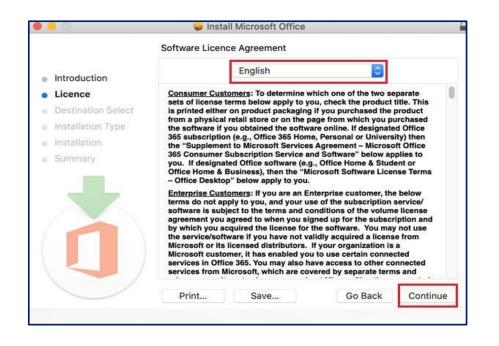
2. Go to your **Downloads Folder** and double click the installer (**Note**: The filename might be different).

	o Downloads	
< >	📰 📃 🔜 📰 🗸 🋠 🗸 🚹 📿 🔍 Search	
Favourites	Name	Kind
AirDrop	Microsoft_Office_16.34.20020900_BusinessPro_Installer.pkg	Installer package

### 3. Click **Continue**

🖲 😑 O	🥪 Install Microsoft Office 🛛 🔒		
	Welcome to the Microsoft Office Installer		
Introduction	You will be guided through the steps necessary to install this software.		
<ul> <li>Licence</li> </ul>	Soltwale.		
Destination Select			
Installation Type			
Installation			
Summary			
	Go Back Continue		

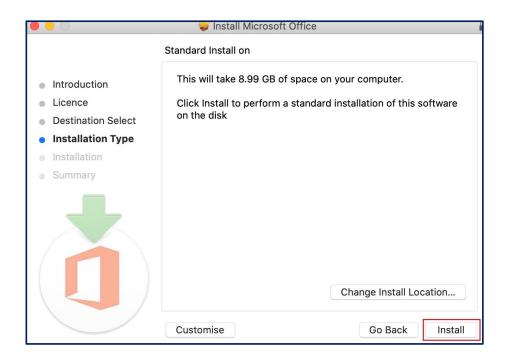
4. Select **English** and click **Continue**.



5. Click on **Install for all users of this computer.** Click **Continue**.

0.0	🥪 Install Microsoft Office
	Select a Destination
<ul> <li>Introduction</li> <li>Licence</li> </ul>	How do you want to install this software?
Destination Select     Installation Type	Install for all users of this computer
Installation     Summary	Install for me only Install on a specific disk
	Installing this software requires 8.99 GB of space. You have chosen to install this software for all users of this computer.
	Go Back Continue

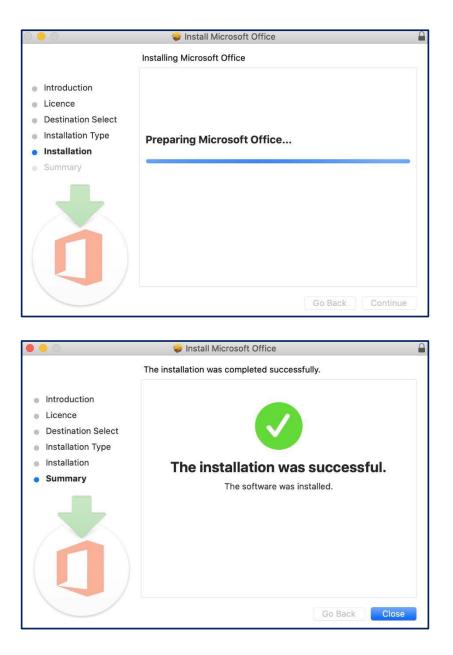
6. Click Install.



7. Enter your **Macbook user ID** and password. Then click on **Install Software**.

$\bigcirc$	Installer is	trying to install new software.
2	Enter your pas	ssword to allow this.
	Username:	
	Password:	•••••
		Cancel Install Software

8. Microsoft Office will start to install. Please wait till installation is successful.



9. You will receive this prompt to either select **Keep** or **Move to Bin**. \*Select **Keep** if you wish to save the installer else click **Move to Bin**.

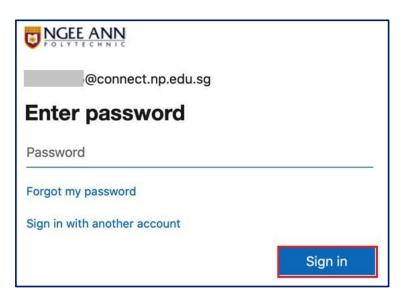


10. Launch Microsoft Office 365.

11. Look for **KEY** icon, click on **Activate**.



12. Sign in to your student email and password. Click Sign in.

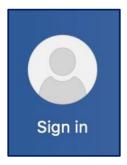


13. After activation, you will see this page.

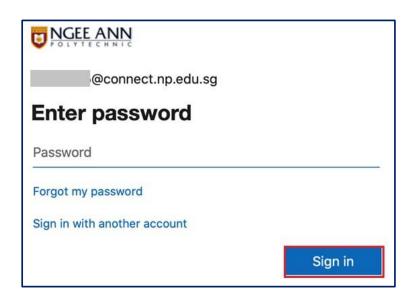
•••			Microsoft Word	Q Search	
	<ul> <li>Templates</li> </ul>				More templates
Sign in		$\overline{\mathbf{a}}$	Hermony - Sector and a result of the sector and - Sector and - Sector and - Sect		
Ame		Take a tour		·····	
Ð	Blank Document	Welcome to Word	Take Notes	Calendar	Creative CV, designed by MOO
New	Recent Pinned Sha	red with me			
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## Signing into your MS Office account:

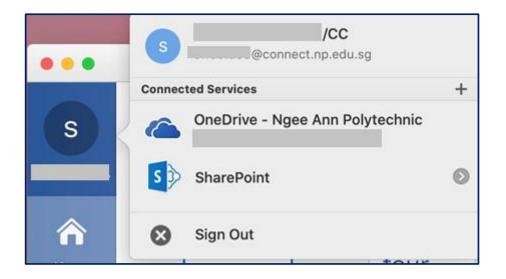
a. Click Sign In



b. Login with your Student email and password. Click Sign In.



c. Once successfully login, you will see your name and email.



#### Adobe Creative Cloud

- 1. Go to https://creativecloud.adobe.com/en/apps/download/creative-cloud
- 2. Click on Download Creative Cloud.



- Once Creative Cloud has downloaded, launch the installer in the downloads folder. The file should be Creative\_Cloud\_Installer.dmg
- 4. Double-click the folder to install Adobe Creative Cloud.



 Once installed, sign into Creative Cloud using your Connect email (e.g. <u>s12345678@connect.np.edu.sg</u>) and password.

• For your protection, please verify your identity.	
Sign in	s12345678@connect.np.edu.sg
New user? Create an account	Enter password
Email address s12345678@connect.np.edu.sg	Password
Continue	Forgot my password
Or	Sign in with another account
G Continue with Google	Sign in
Continue with Facebook	
Continue with Apple	As an added security measure, please clear your cache after each session. By clicking on the Sign in button, you agree to be bound by the terms specified in the Terms and Conditions. This Service is for Authorized Users Only.

- 6. Select "Company / School Account".
- 7. Once signed in, Click on **All Apps** to find the list of Adobe software for installation. **Install the required software for your course.**

