



Mac Set-Up Instructions for Required Digital Device (2025-26)

Read This First

Please set up your device prior to the start of school. Setup should take approximately one hour.

Username & Password Distribution for Incoming Students

For incoming students, families will be mailed their Holy Names Academy username and password in mid-June. Students' usernames consist of first initial, last name, and last two-digits of their graduation year (e.g., hnames28@holynames-sea.org). Note:

Passwords are pre-assigned to allow for first-time login. The pre-assigned username and password will allow users access to Office 365, email, and the ability to install the Microsoft Office 365 Apps at no charge on personal devices (directions below).

Helpful Web Links:

Sign in to HNA Office 365:

<https://m365.cloud.microsoft/>

PowerSchool login:

<https://sms.holynames-sea.org/public>

HNA website:

<http://www.holynames-sea.org>

Password Reset Requests

Students can perform password resets at the Office 365 login screen by clicking on the "Forgot My Password" link and following the prompts (directions included later in this document). If this does not work, please contact tech@holynames-sea.org.

Back-Up

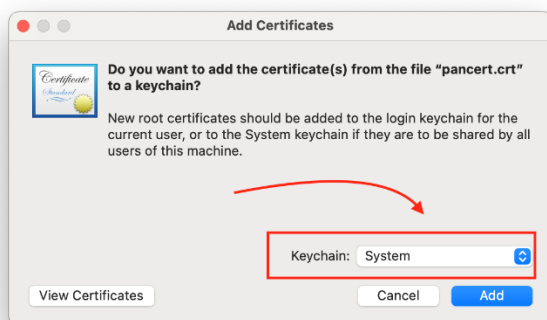
Students are responsible for backing up data stored on their device or on Office 365. The best practice is to back up the student's data to an external drive (such as a thumb drive or USB drive). Two back-up copies are recommended.

Wi-Fi Access

Students will receive instructions on how to access HNA Wi-Fi on the first day of school.

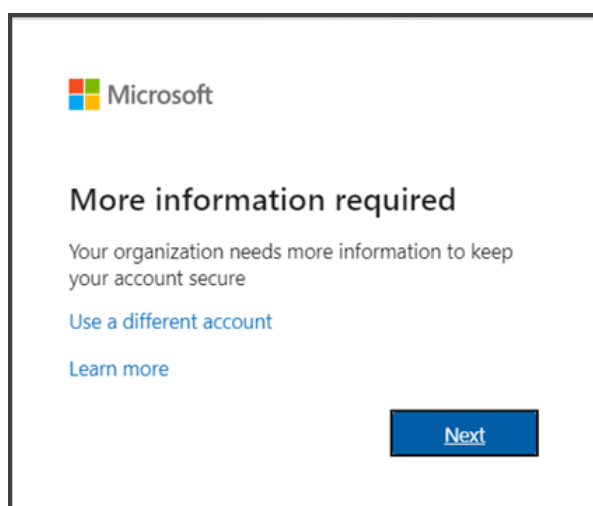
CHECKLIST FOR MAC COMPUTERS (The following process may take one to two hours on a high-speed connection.)

- ☐ Update your Mac Software.
 - ✓ Open “System Settings.”
 - ✓ Click “General.”
 - ✓ Click “Software Update.”
 - ✓ Make sure the “Automatic updates” are turned on.
 - ✓ Click “Update Now” button.
- ☐ Configure OS for automatic updating.
 - ✓ Open “App Store.”
 - ✓ Select “Settings” from the App Store menu.
 - ✓ Be sure the “Automatic Updates” box is checked.
- ☐ Install a secondary browser.
 - ✓ Go to <https://www.microsoft.com/en-us/edge?r=1> (preferred browser)
 - Or go to <https://www.mozilla.org/> for Firefox or <https://www.google.com/chrome> for Google Chrome.
 - ✓ Click the appropriate box to download software if needed.
 - ✓ Double click on the download.
 - ✓ Follow prompts to complete the installation.
- ☐ Download and install the wireless-network certificate (to access the HNA Wi-F).
 - ✓ Go to <http://www.holynames-sea.org/pancert.crt>
 - ✓ Open your Downloads folder.
 - ✓ Double click the file “pancert.crt.” This will open an “Add Certificates” window.
 - ✓ On “Keychain” dropdown, choose “System.” (You may be prompted to enter your Mac password to unlock the system keychain.)



- ✓ Click “Add.”
- ✓ When prompted, enter your Mac password.
- ✓ In the “Keychain Access” window that opens, click “System” from the menu on the left.

- ✓ In the file list that opens, find the **hna-pan.holynames-sea.org** certificate and double-click it.
 - ✓ In the window that opens, click arrow to left of “Trust” to expand options.
 - ✓ In the “When using this certificate” box, use the arrows to select “Always Trust.”
 - ✓ Close window.
 - ✓ Enter password if prompted.
- Set up multi-factor authentication for your Holy Names Academy Account.
1. Sign in to <https://m365.cloud.microsoft/> with your issued Holy Names Academy email (Example hnames28@holynames-sea.org) and password. After you choose **Sign in**, you will be prompted for more information.
 2. Choose **Next**.



3. The default authentication method is to use the free Microsoft Authenticator app. If you have it installed on your mobile device, select **Next** and follow the prompts to add this account. If you do not have it installed, there is a link provided to download it. (It is important that this is set up on a phone the student will be able to access throughout the school day. Students without a cell phone should reach out to tech@holynames-sea.org for help with an alternate solution.)
4. Once you complete the instructions to specify your additional verification method, the next time you sign in to Microsoft 365, you will be prompted to provide the verification code provided by your authenticator app.

Note: Generally, you will need the additional verification method only the first time you sign into a new app or device, or after you have changed your password.

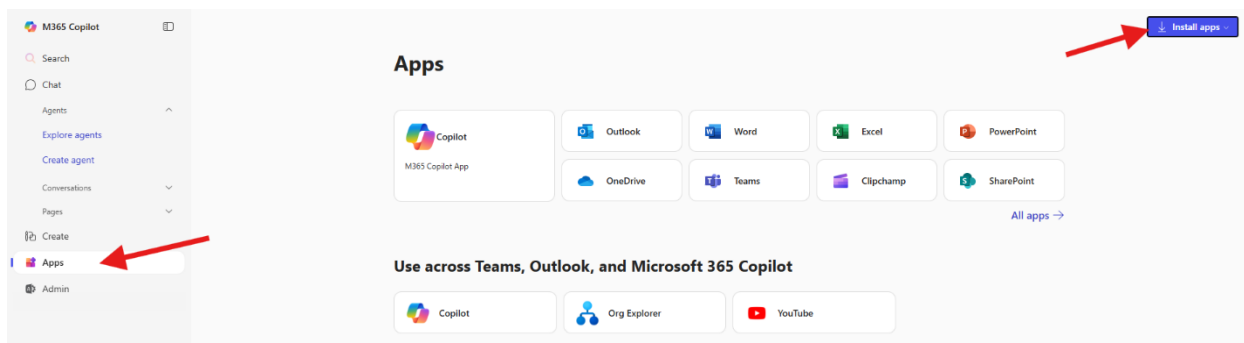
- ❑ **Change your HNA account password** by logging into <https://m365.cloud.microsoft/> and follow the directions below.

- ✓ Click the **profile icon** in the lower left corner.
- ✓ Click **View account**.
- ✓ On the password tile, click **Change Password**.
 - Enter current password in the “Old password” field.
 - Enter new password in the “New password” field.
 - Enter your new password in the “Confirm new password” field.
- ✓ Click **Submit**.

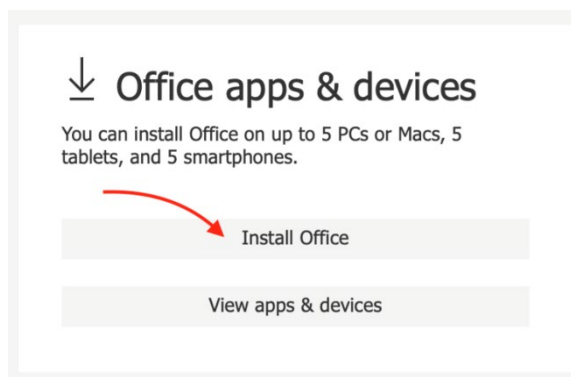
Note: We strongly encourage the use of the “Passwords” app included on the iPhone or the “Password Manager” included on the Android phone.

- ❑ **Download and install Microsoft Office Desktop Applications:**

1. Go to <https://m365.cloud.microsoft/> and confirm you are signed in with your Holy Names Academy account. (If you are not already signed in, select **Sign in** and enter your Holy Names Academy email.)
 - a. From the Microsoft 365 home page, click on the Apps icon from the menu on the left, and then click on “Install apps” in the top right corner.



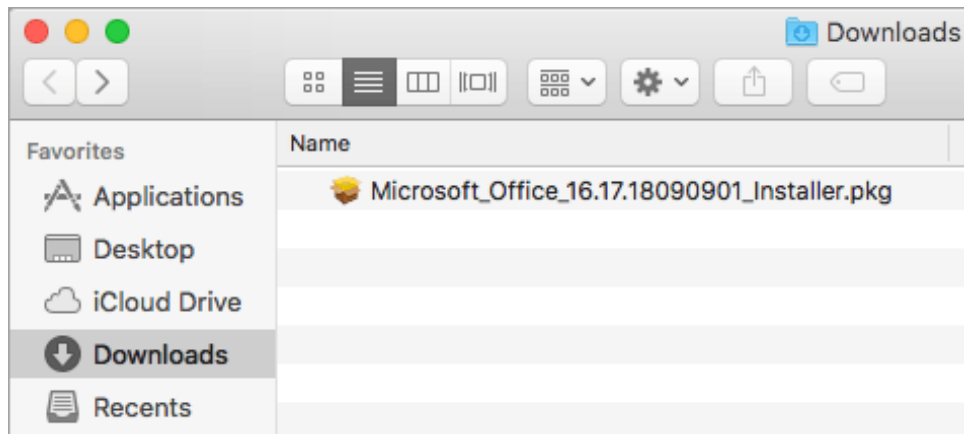
2. From the home page select **Install Office**. (If you do not see that option, go to aka.ms/office-install.)



This completes the download of Microsoft 365 to your device. To complete the installation, follow the prompts in the “Install Office” section below.

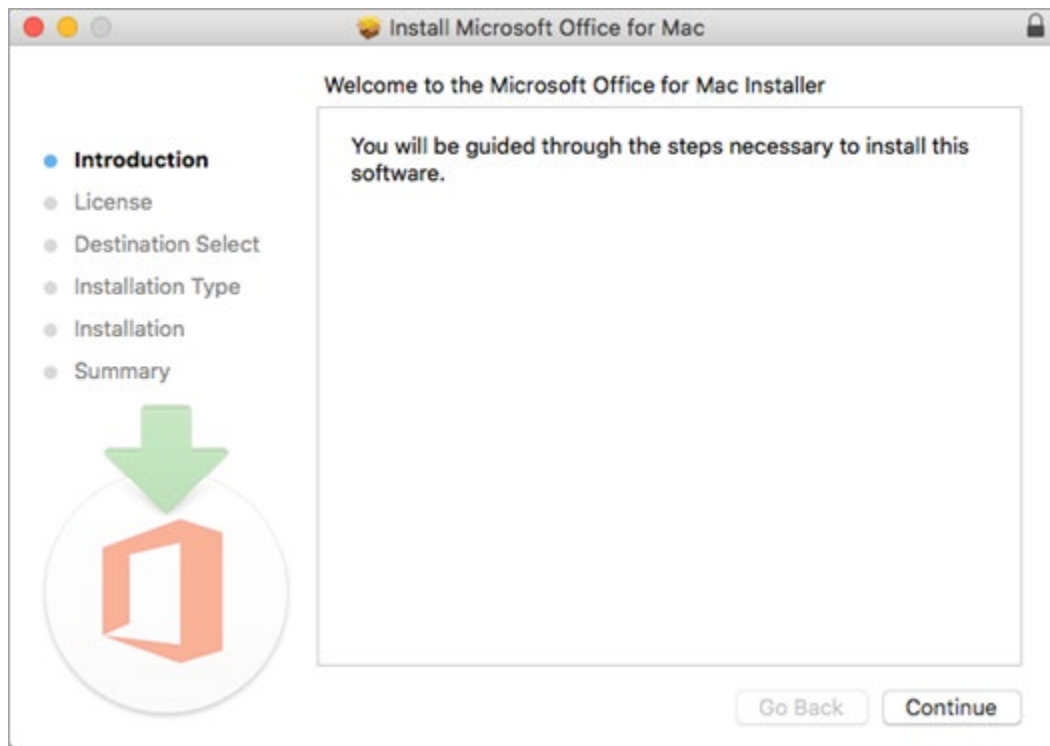
❑ Install Microsoft 365 or Office

1. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft Office installer.pkg** file (the name might vary slightly).



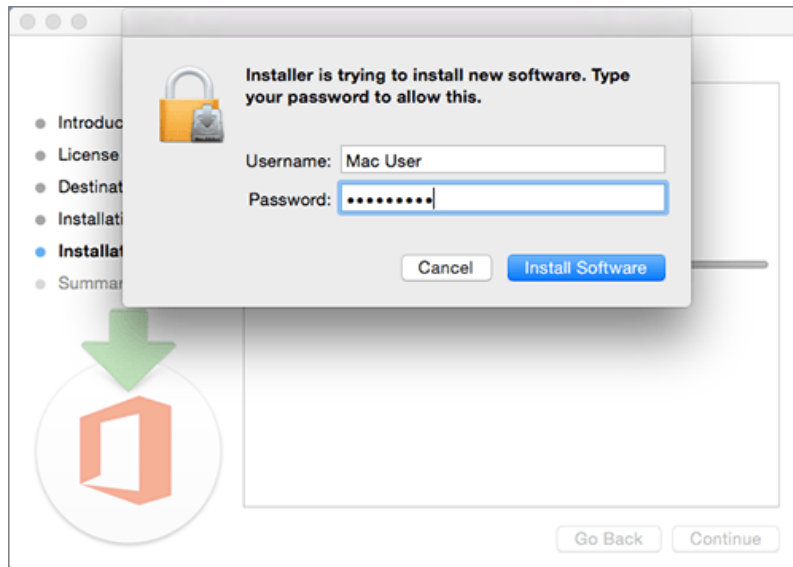
Tip: If you see an error that says the **Microsoft Office installer.pkg** cannot be opened because it is from an unidentified developer, wait 10 seconds and move the downloaded file to your desktop. Hold **Control** + click the file to launch the installer.

2. On the first installation screen, select **Continue** to begin the installation process.

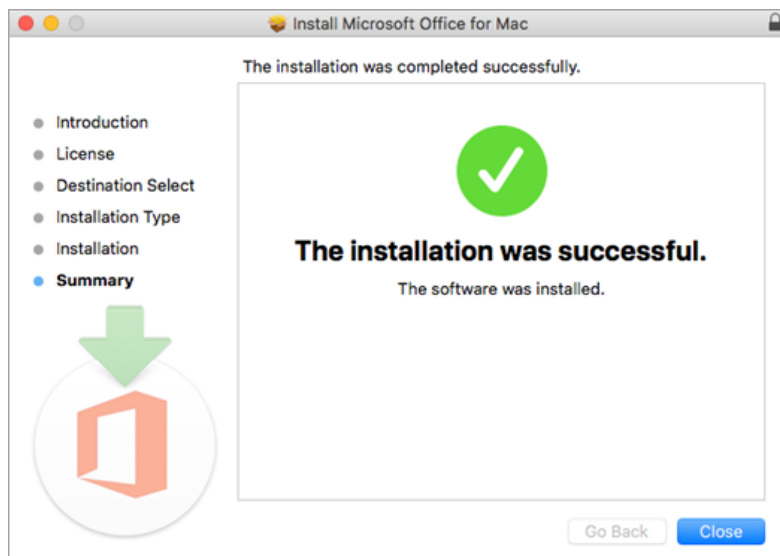


3. Review the software license agreement, and then click **Continue**.
4. Select **Agree** to agree to the terms of the software license agreement.

5. Choose how you want to install Microsoft 365 and click **Continue**.
6. Review the disk space requirements or change your install location, and then click **Install**.
7. Enter your Mac login password, if prompted, and then click **Install Software**. (This is the password that you use to log in to your Mac.)



8. The software begins to install. Click **Close** when the installation is finished. If Microsoft 365 installation fails, see [What to try if you can't install or activate Office for Mac](#).



Launch an app and start the activation process.

1. Click the **Launchpad** icon in the Dock to display all of your apps.



2. Click the **Microsoft Word** icon (or another Microsoft 365 or Office icon) in the Launchpad.



3. You will see a “Get started with Office” window. Click “Sign in or create account.”

Get started with Office

- ✓ Use your work, school, or personal Microsoft account information
- ✓ Create and collaborate with Word, Excel, PowerPoint, and Outlook
- ✓ Save and share documents across devices with OneDrive cloud storage



4. Sign in with your Holy Names Academy email address and accept

Installation notes

How do I pin the app icons to the dock?

1. Go to **Finder** > **Applications** and open the Office app you want.
2. In the Dock, Control + click or right-click the app icon and choose **Options** > **Keep in Dock**.

☐ Sign into your OneDrive

1. From **Finder** or **Launchpad**, find and click the OneDrive app and sign in with your Holy Names Academy email.

Note: It is recommended that you store all schoolwork in your OneDrive. This will allow you to share work with your teachers and back up all your work.

☐ How to access additional optional resources

1. Canva
 - a. Access provided through “Apps” in Office 365
 - b. Either search “Canva” or scroll down to “other apps”
2. Adobe Creative Cloud
 - a. [Click here](#).
 - b. Click “Sign in” and then “View more,” and select “Continue With Microsoft.” Sign in with your Holy Names Academy credentials.

Best Practices to Protect Your Device from Viruses and Malware

1. Purchase and keep antivirus software up to date.
2. Perform regular updates for all software on your device (in addition to updates for MacOS, install the latest updates for applications such as Office).
3. Never download illegal software (from, for instance, music or video file-sharing sites, unlicensed streaming services).
4. Research the providing company before downloading software.
5. Avoid phishing scams: Do not click on links embedded in emails from unsolicited sources.
6. Use caution when opening email attachments.
7. Do not use peer-to-peer file-sharing sites.

LAST UPDATED August 20, 2025