

# Word for Microsoft 365 for Mac

## Quick Start Guide

New to Word for Mac? Use this guide to learn the basics.

See what Word for Mac can do by selecting the ribbon tabs and exploring new and familiar tools.

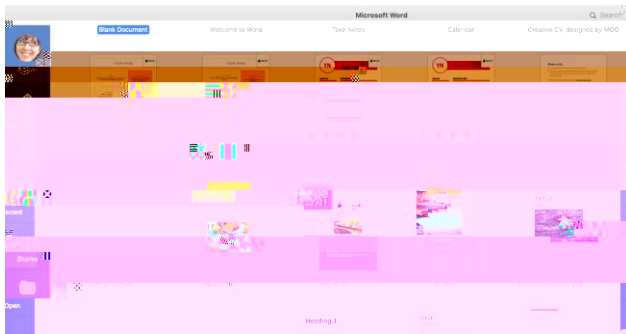
Start typing in the Search box to instantly  
Z\bX k \Uhnci NY ``cc\_]b[ 'Zcf"



# Word for Microsoft 365 for Mac

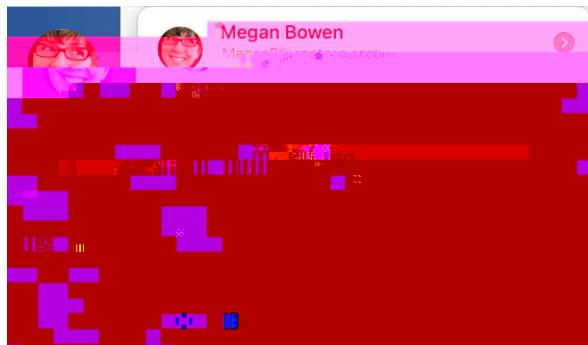
## Create something

Begin with a [blank document](#) to get right to work. Or save yourself a bunch of time by selecting and then customizing a template that resembles what you need. To return to these options at any time, select [File > New](#).



## Stay connected

Need to work on the go and across different devices? Sign in to easily access your recently used files anywhere, on any device, through seamless integration between Office for Mac, OneDrive, OneDrive for Business, and SharePoint.



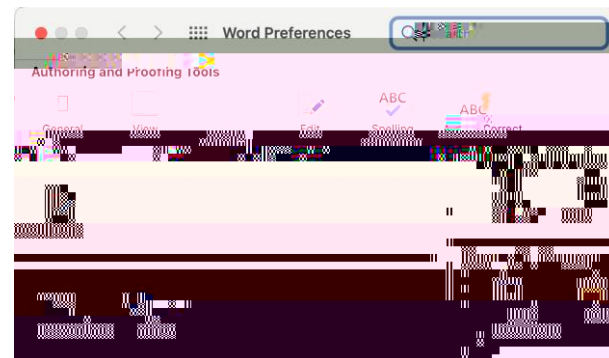
## Find recent files

Click [File > Recent](#) to view a list of recently used documents and any files that you may have pinned to your list. You can also click [File > Recent > Show Recent Files](#) to view a list of recently used documents and any files that you may have pinned to your list.



## Set your preferences


Click [File > Preferences](#) to view a list of preferences for Word. You can also click [File > Preferences > Word Preferences](#) to view a list of preferences for Word. You can also click [File > Preferences > Word Preferences > Authoring and Proofing Tools](#) to view a list of preferences for Word.

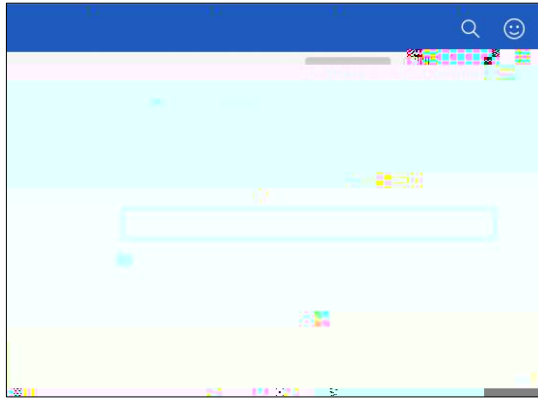




# Word for Microsoft 365 for Mac

## Share your work with others

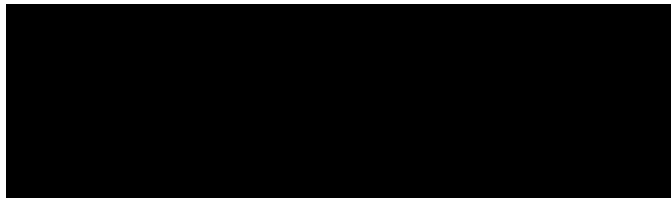
Select the  button in the top right corner to invite others to edit your document as a file attachment from your preferred email service.





## Get other Quick Start Guides

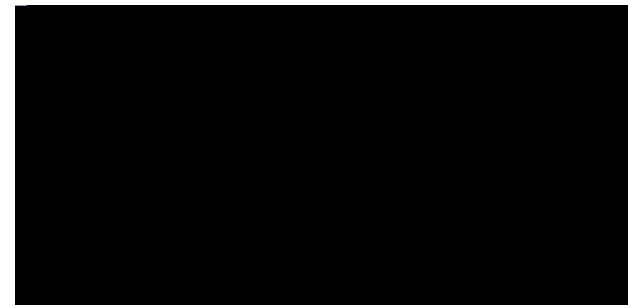
Visit [Microsoft.com](#) to download our free Quick Start Guides for Mac versions of Excel, PowerPoint, Outlook, and OneNote.

If you have any feedback about our guides, please submit your comments at the bottom of the download page. Thank you!



## Get help with Word

On the menu bar, select  to search for the Word features and commands that you need help with, or select Word Help to browse through popular  you, use the feedback form at the bottom of each of our Help articles.



## Send us your feedback

Love Word for Mac? Have an idea for improvement? Select the smiley face icon in the upper right corner of the app window to send your feedback directly to the Word development team.

