In order to install Office 365 and Excel in specific on your MacBook to make use of "Evaluate Formula" option, which is not currently supported by the Excel on Mac OS, you need to take some further steps.

This tutorial consists of 5 main steps to be taken:
1. Making a Microsoft account
2. Installing Oracle VirtualBox Manager
3. Making a new virtual machine
4. Installing Window 10
5. Installing Office 365

Each one can be done by following the provided steps.

In short, they will be built on top of each other, starting from Oracle VirtualBox and you will need your Microsoft account for the transitions:
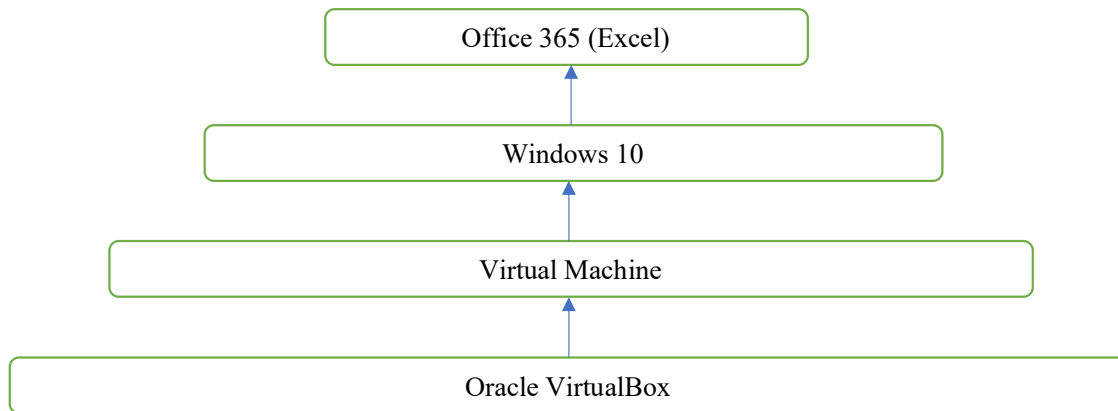
Making a Microsoft account

First step is making a Microsoft account while being enrolled as a student, to show your affiliation with UCI and to purchase a free version of **Windows 10** and **Microsoft 365.**
Go to https://www.oit.uci.edu/help/microsoft/software-for-students/office-365-pro-plus/ and follow the steps.
In the end, you should have a username and password. The username will look like
UCInetID@personalmicrosoftsoftware.uci.edu, with your assigned UCInetID.

Installing Oracle VirtualBox Manager

1. Go to https://www.virtualbox.org and click on "**Download**"

2. Choose "**OS X hosts**" and download installation file

3. Double click on "**VirtualBox.pkg**"

4. Go to **Applications** and run "**VirtualBox.pkg**"
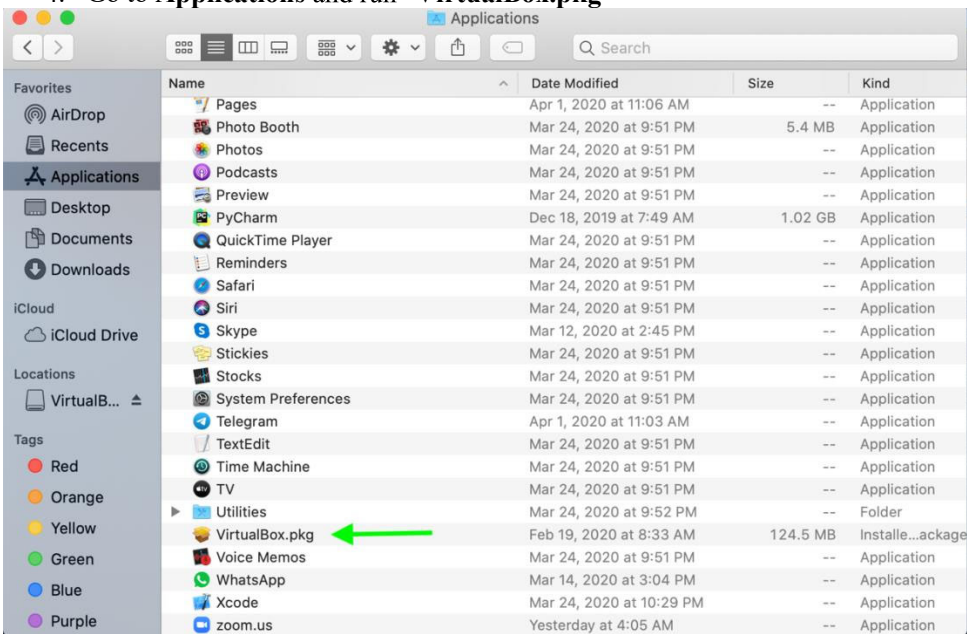
5. Allow virtual box to be installed and follow the installation process

Click on "**Continue**"

Click on "**Install**"

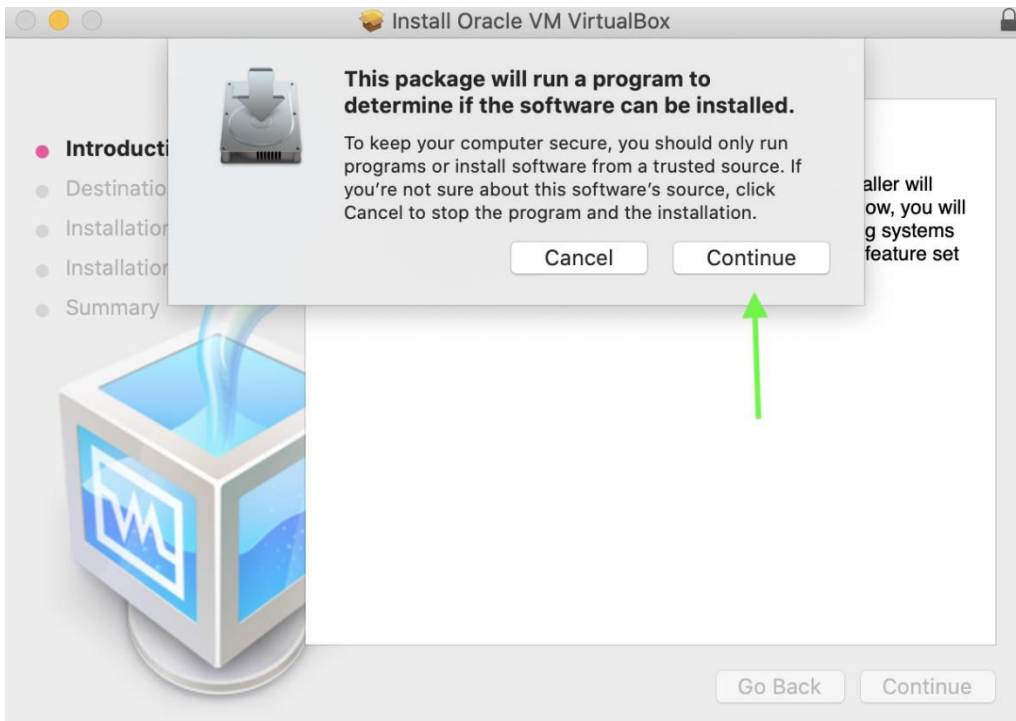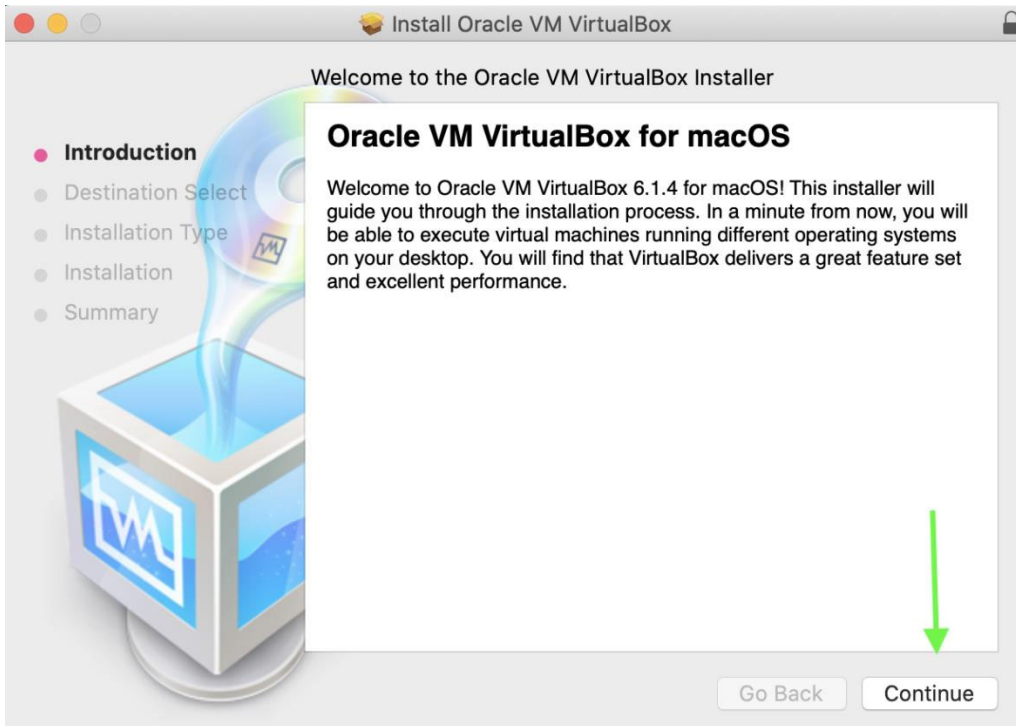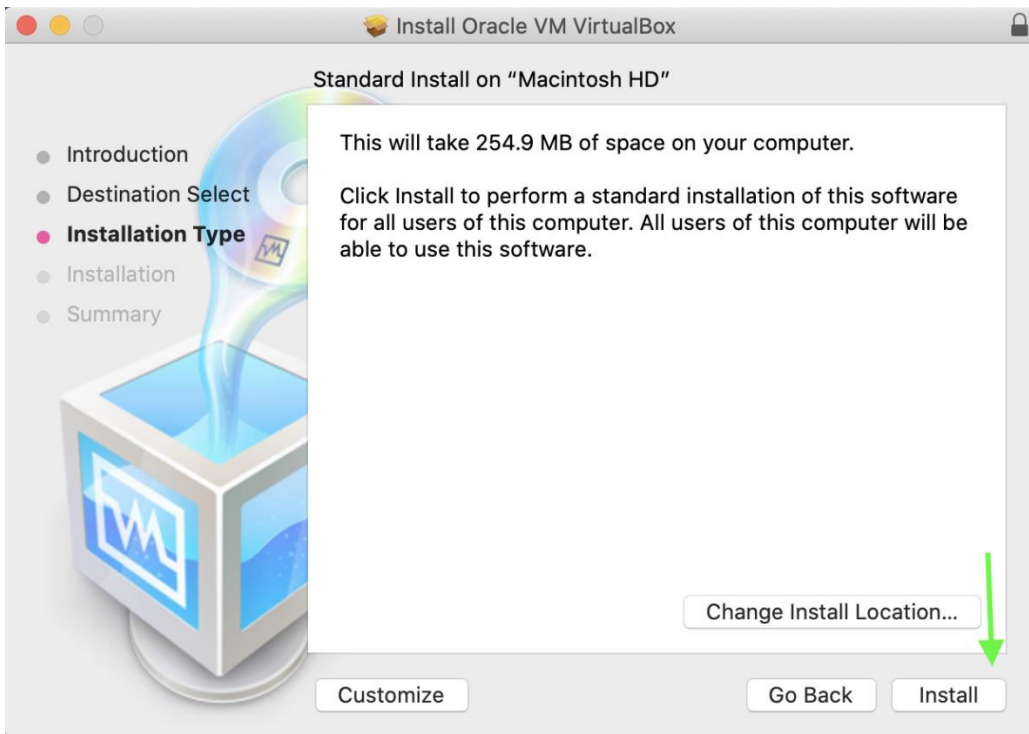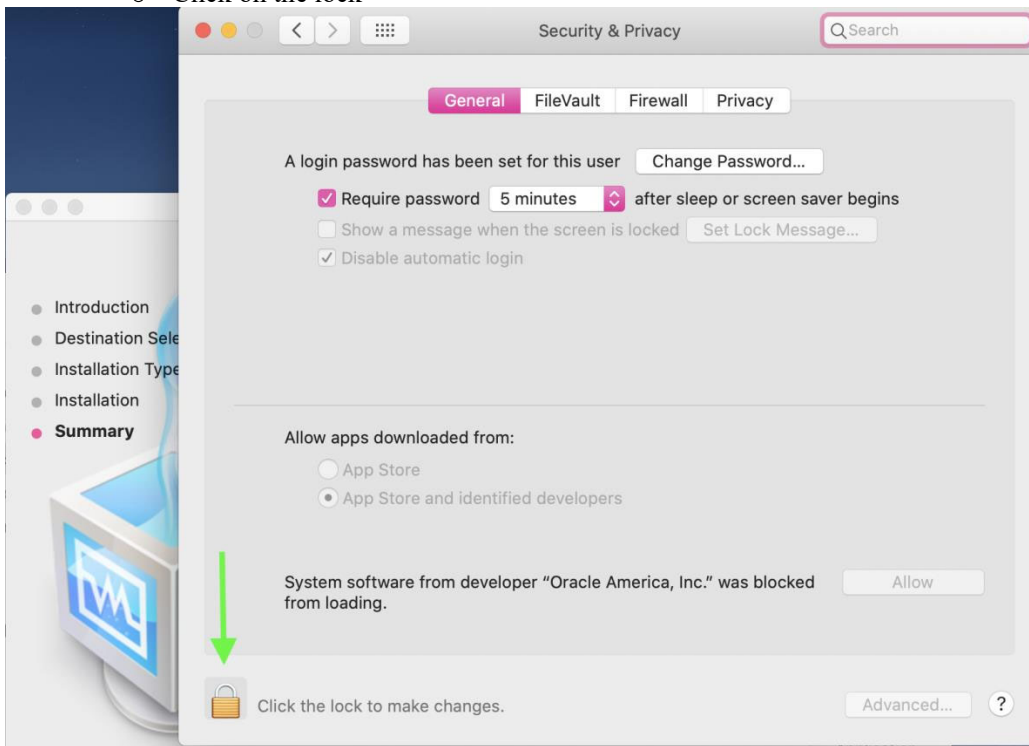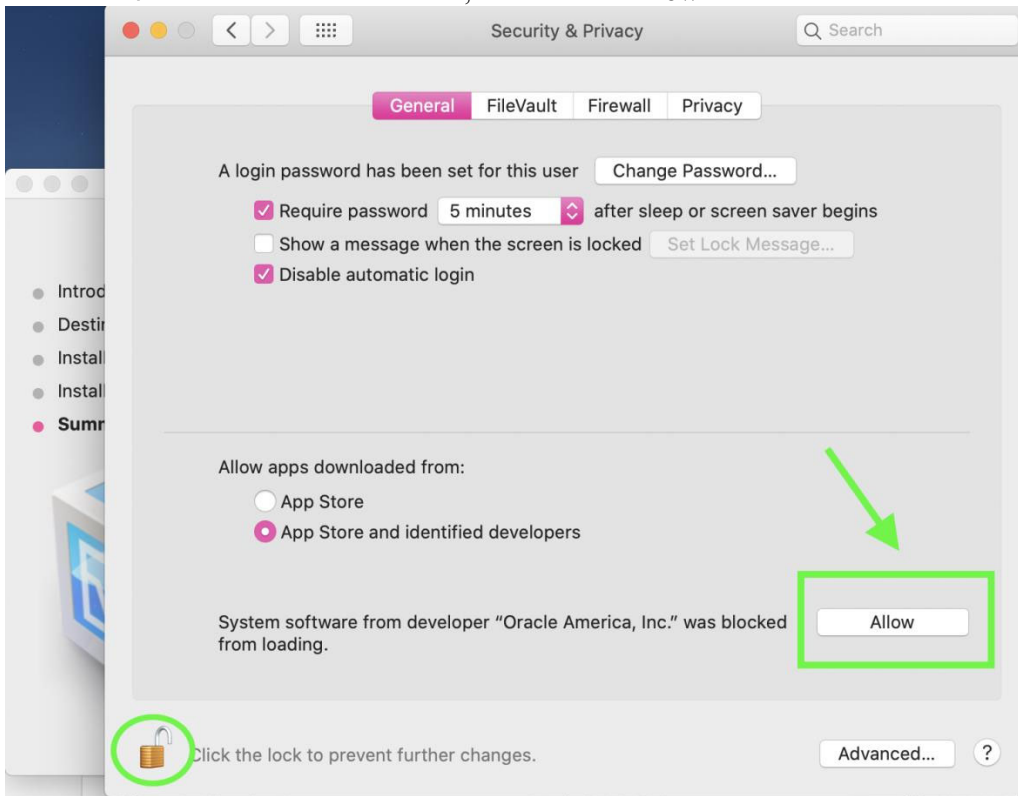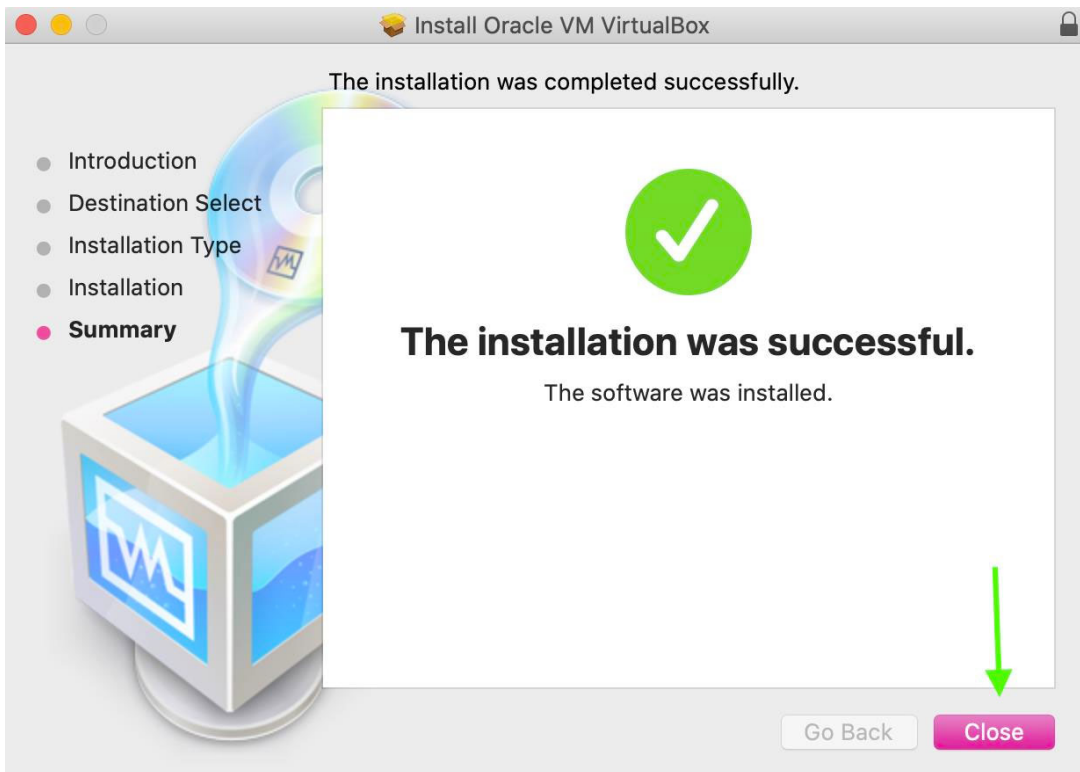- You might need to make some privacy changes and grant permission for installation, if this was the case, in the pop-up window:
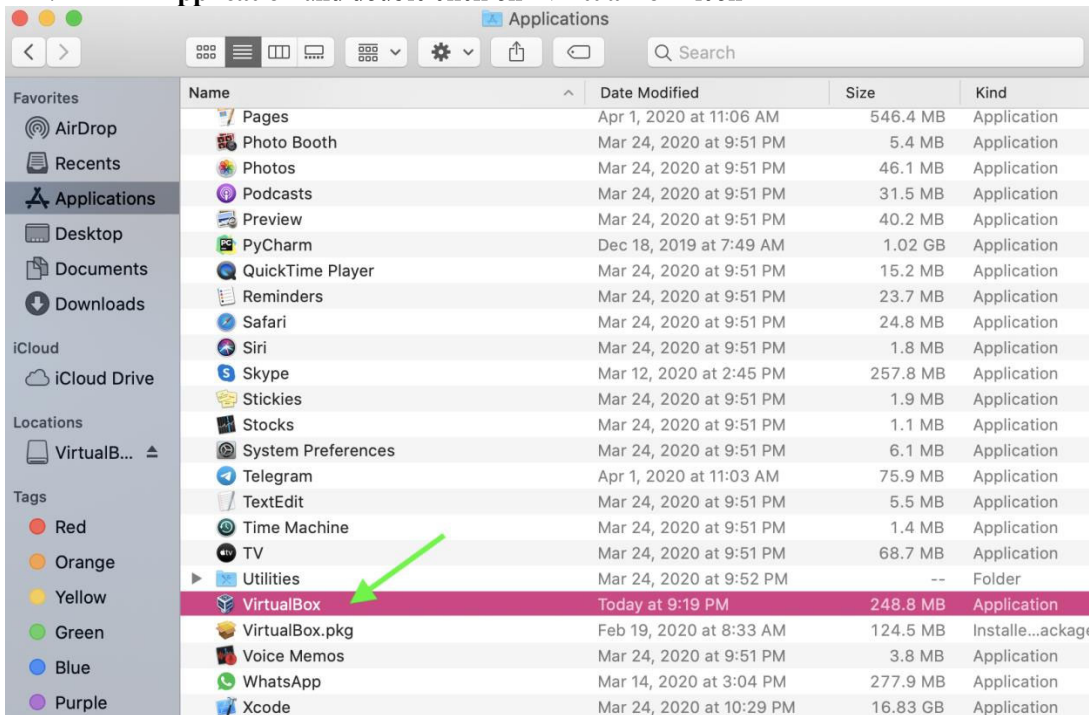 - Click on the lock

o   You can see it is unlocked, now click on **Allow** button
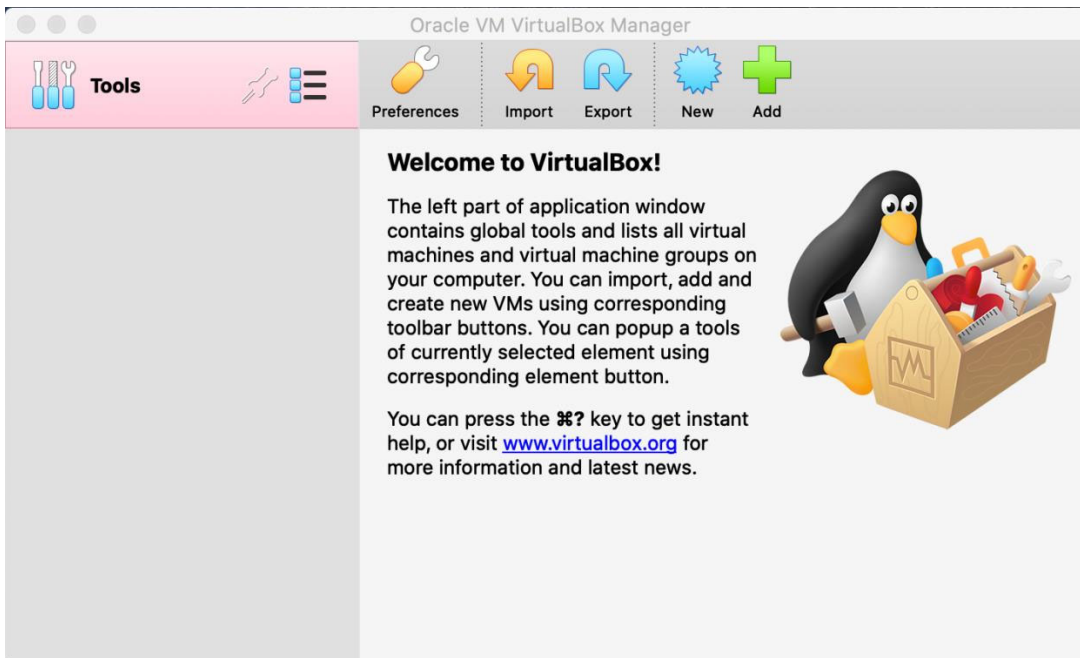

6.   Installation is successful, you can click on **Close** now

7. Go to **Application** and double click on "**VirtualBox**" icon

8. If you can see **Oracle VM VirtualBox Manager**, you are all set for now ☺ and can move to next step.
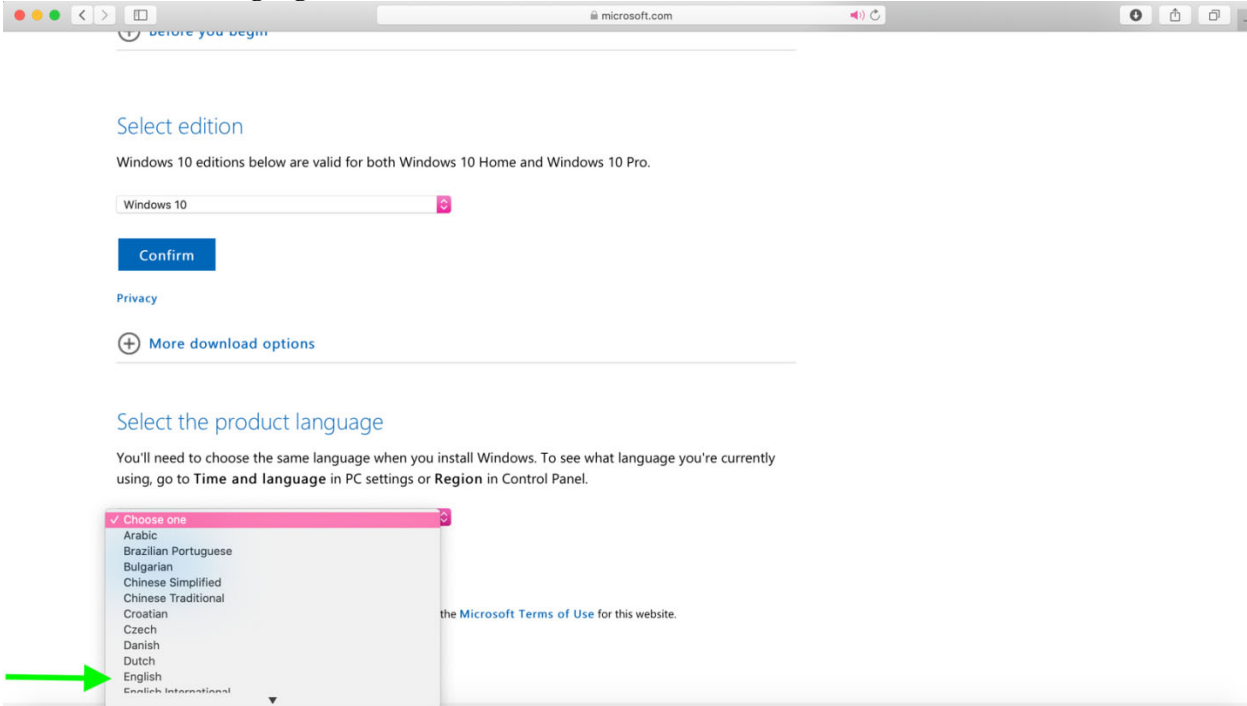
Making a new virtual machine

You should first make a new virtual machine named "Windows 10" and then go through the standard windows 10 installation experience.

1. Go to https://www.microsoft.com/en-us/software-download/windows10ISO to download the ISO file of windows 10 and choose the given **edition**.

2. Select the **Language**

3. Choose the **64-bit version** and wait for the ISO file to be downloaded

4. When the download was completed, you can see it in your **Download** folder in **Finder.**

5. Now it is time to make a new virtual machine named "**Windows 10**", so open the **VirtualBox.**

6. Click on "**New**" to create a new virtual machine.
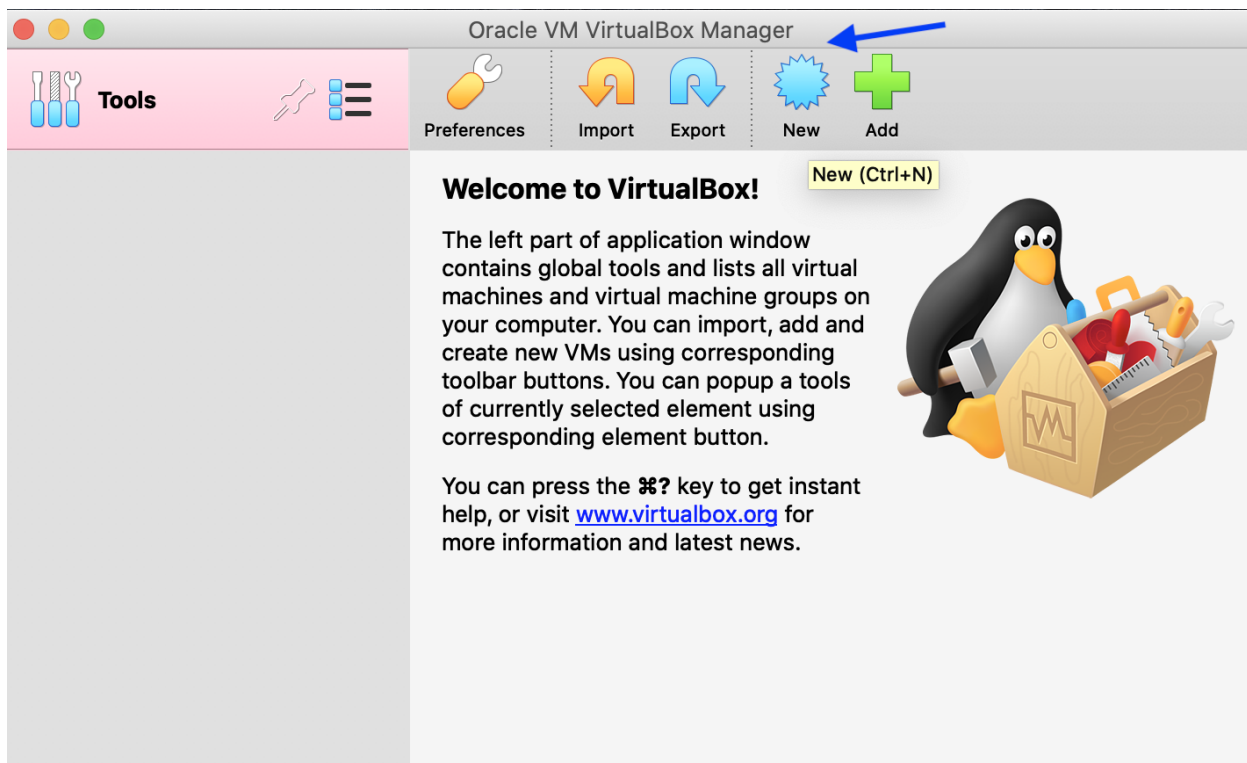
7. Assign "Windows 10" as the name, you can call it whatever you want, and then click **Continue**.
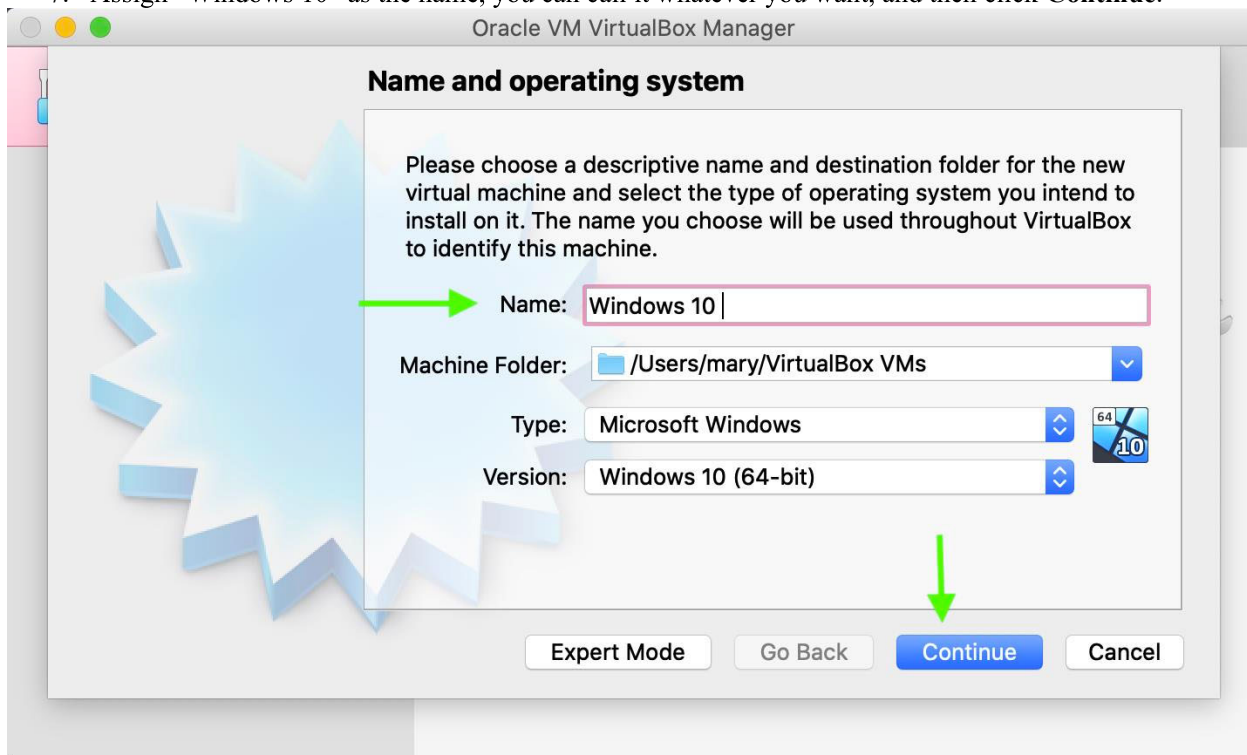
8. You can choose any memory size within the range or go with the recommended size as can be seen and click **Continue**.
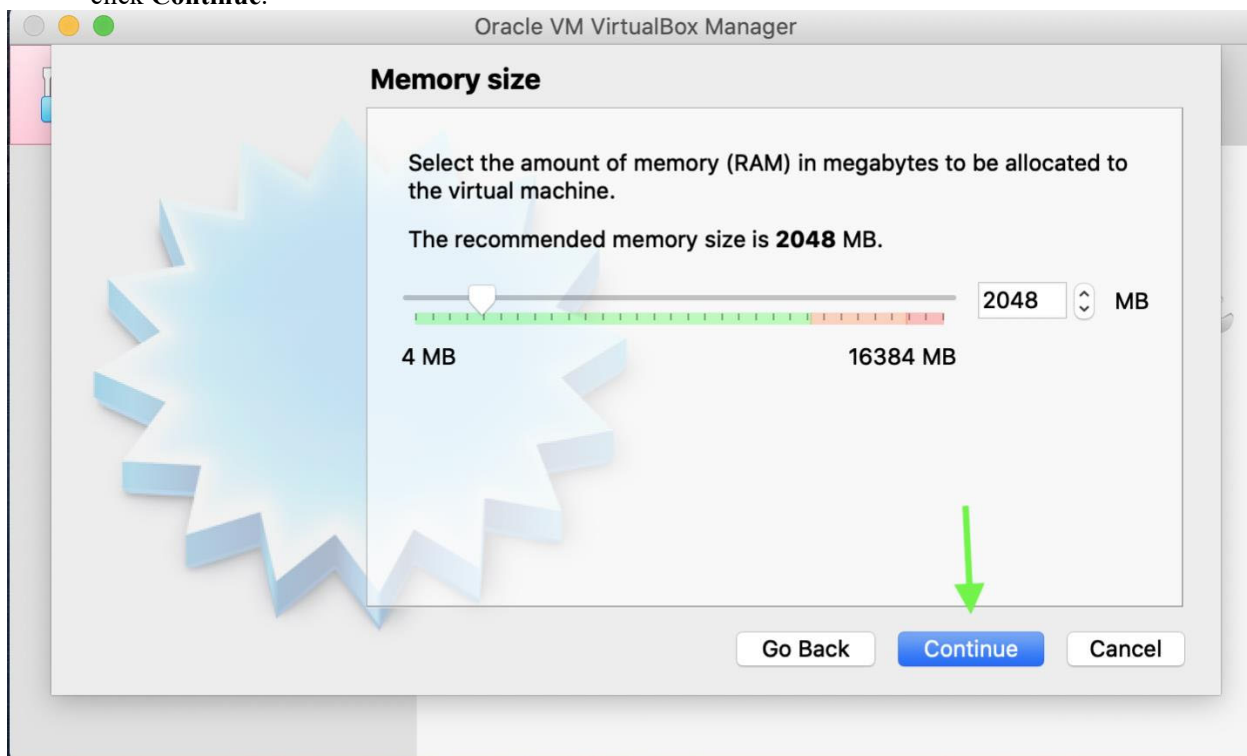
9. Choose **Create a virtual hard disk now** and click **Create**.

10. Choose **VHD** as the virtual hard disk file type and click **Continue**.

11. Choose **Fixed Size** storage and click **Continue**.

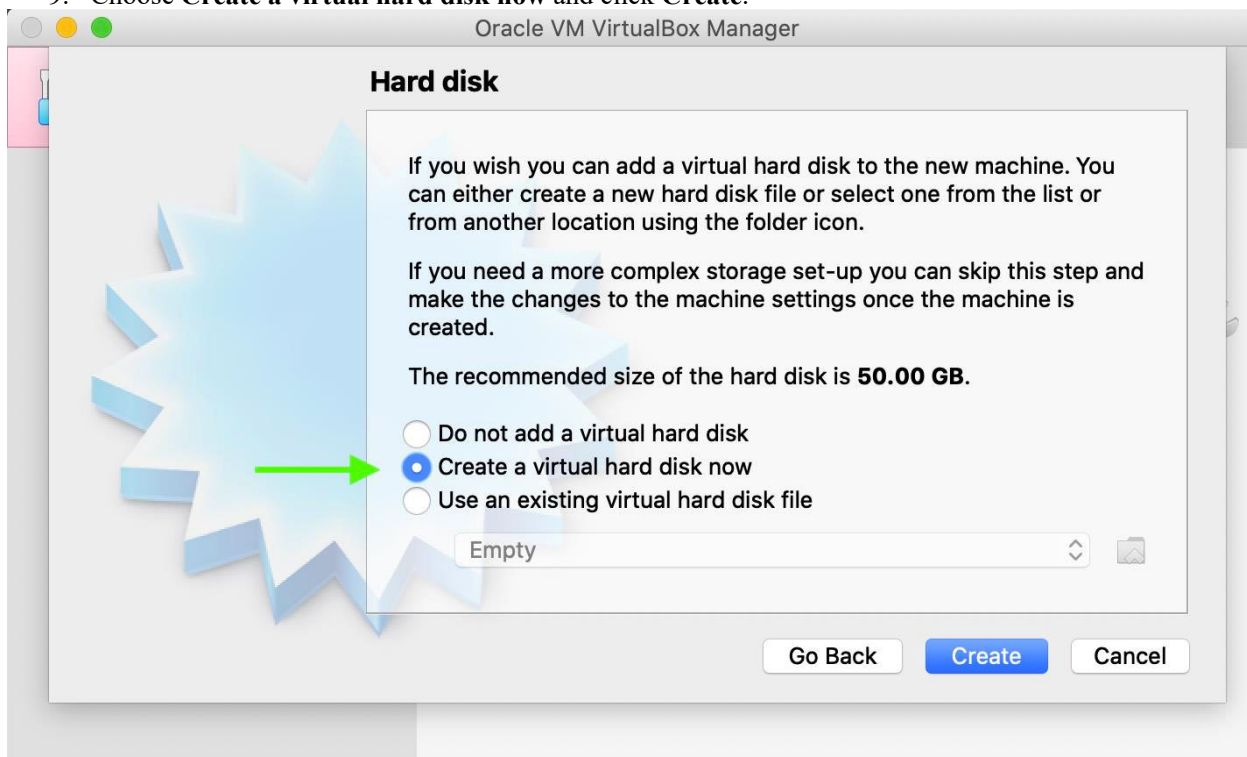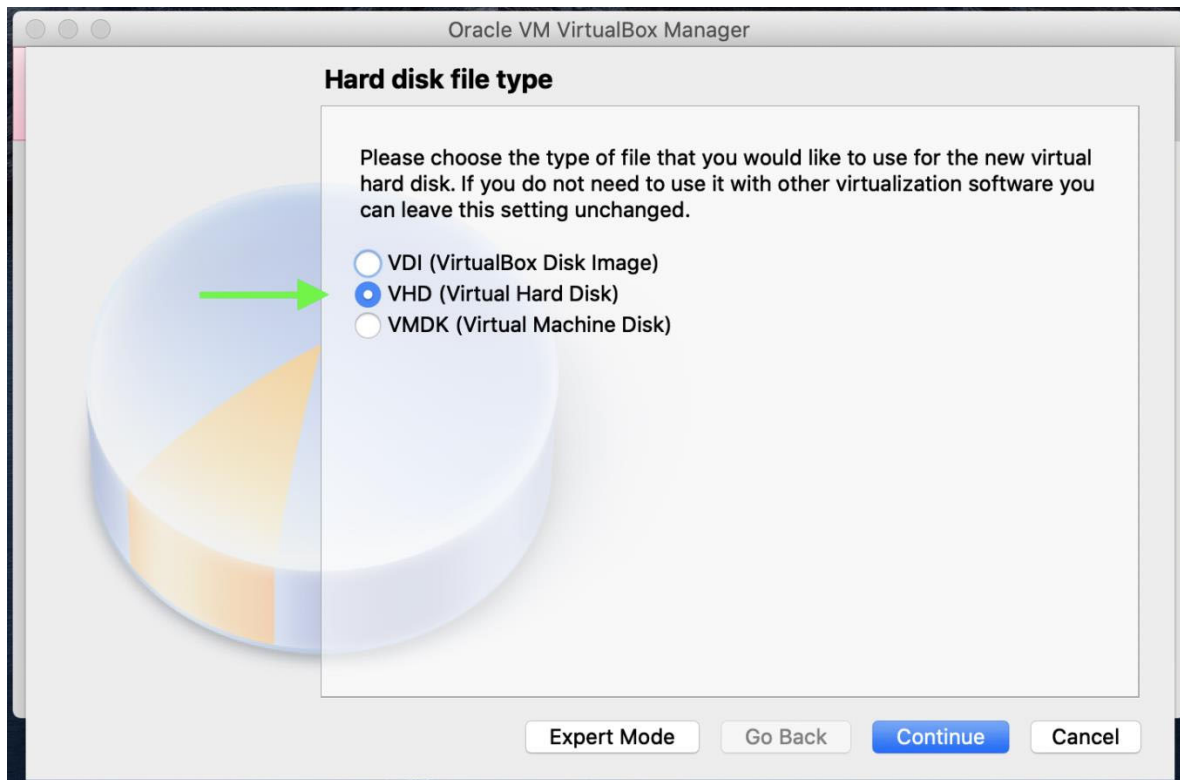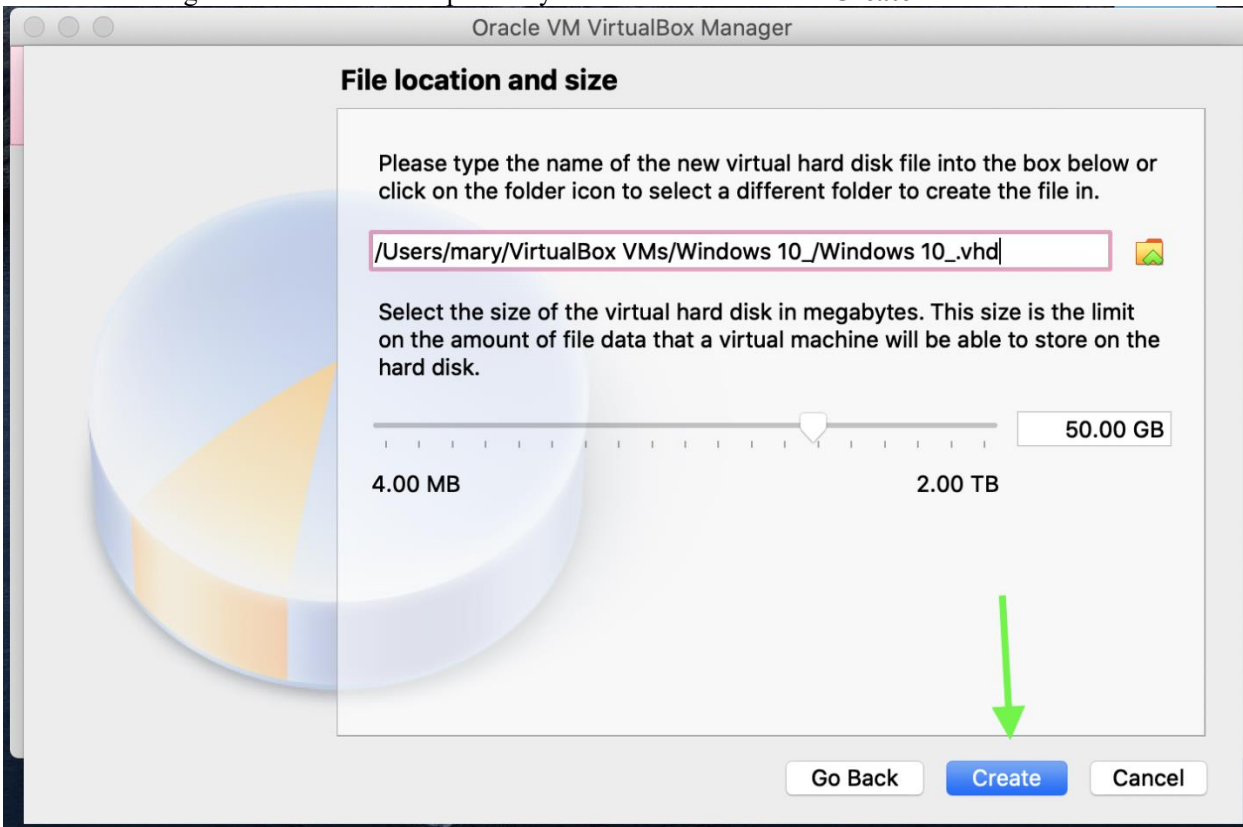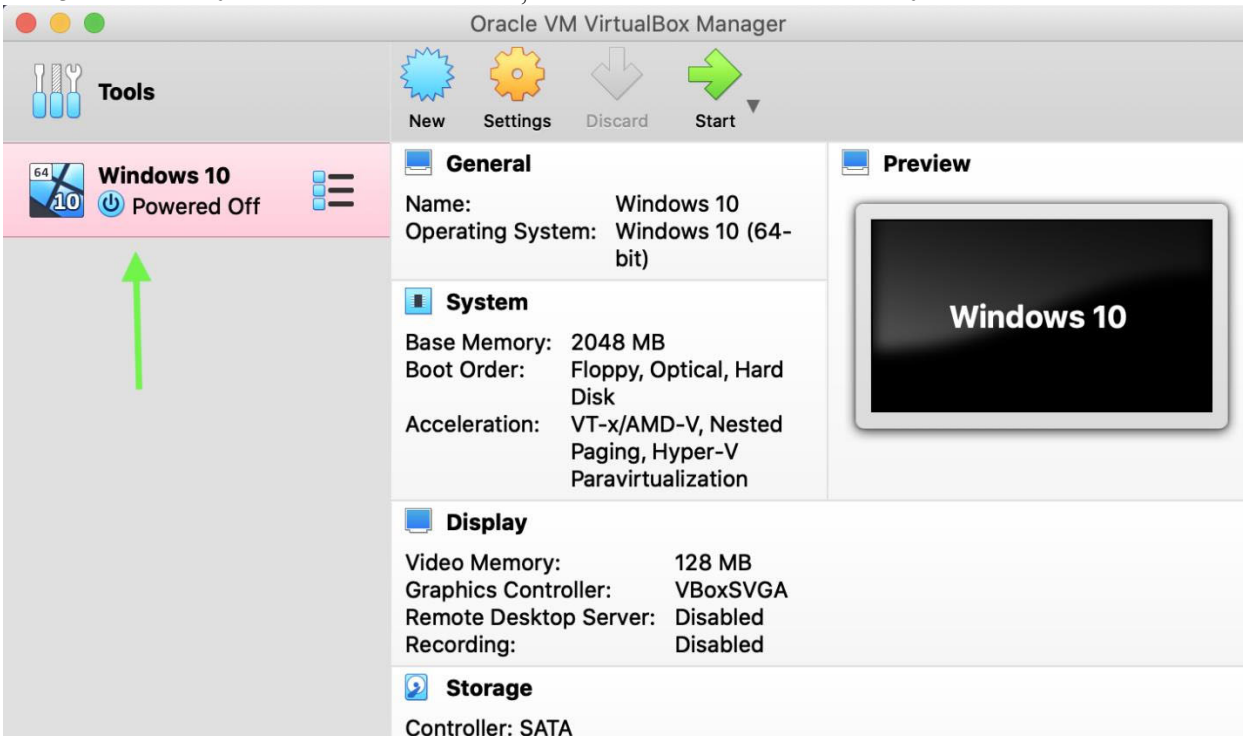12. File location and size can be changed here. We go with the recommended size which is 50GB but you can change it based on the free space on your machine. Then click **Create**.
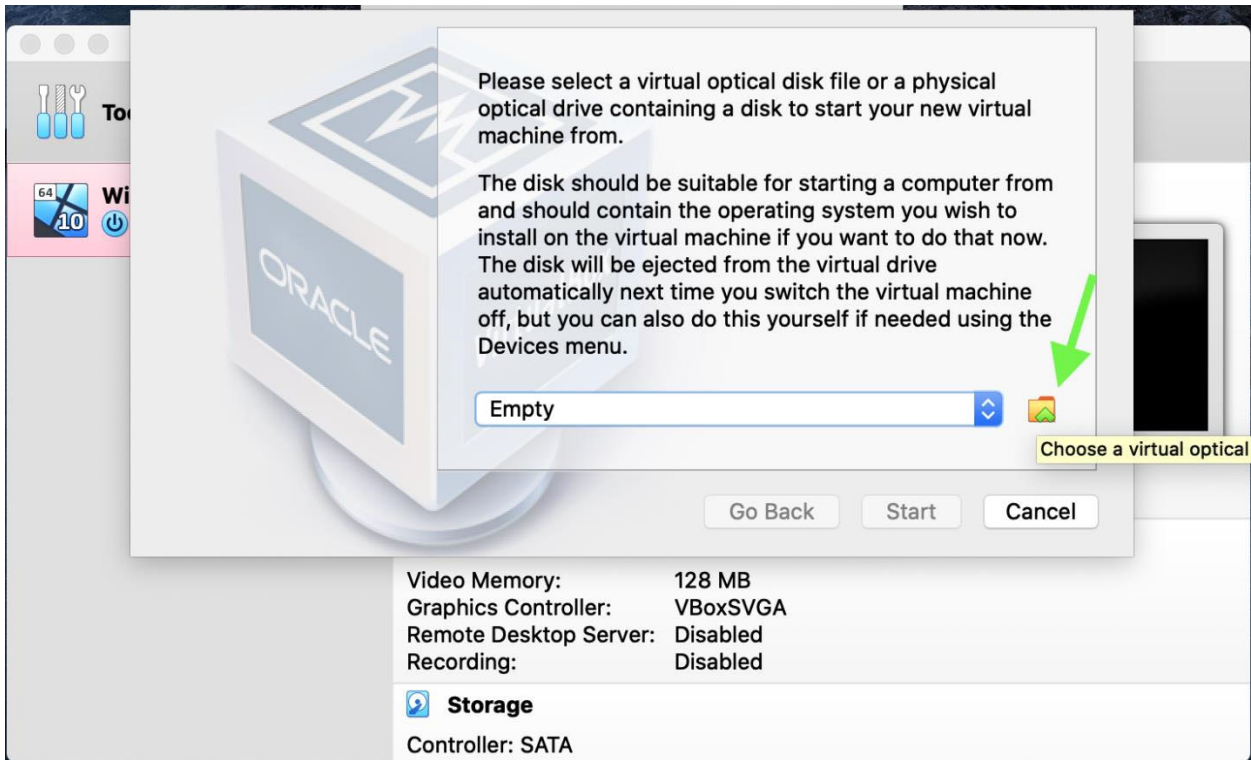

13. Windows 10 virtual machine is created, we should now install windows 10 on it.
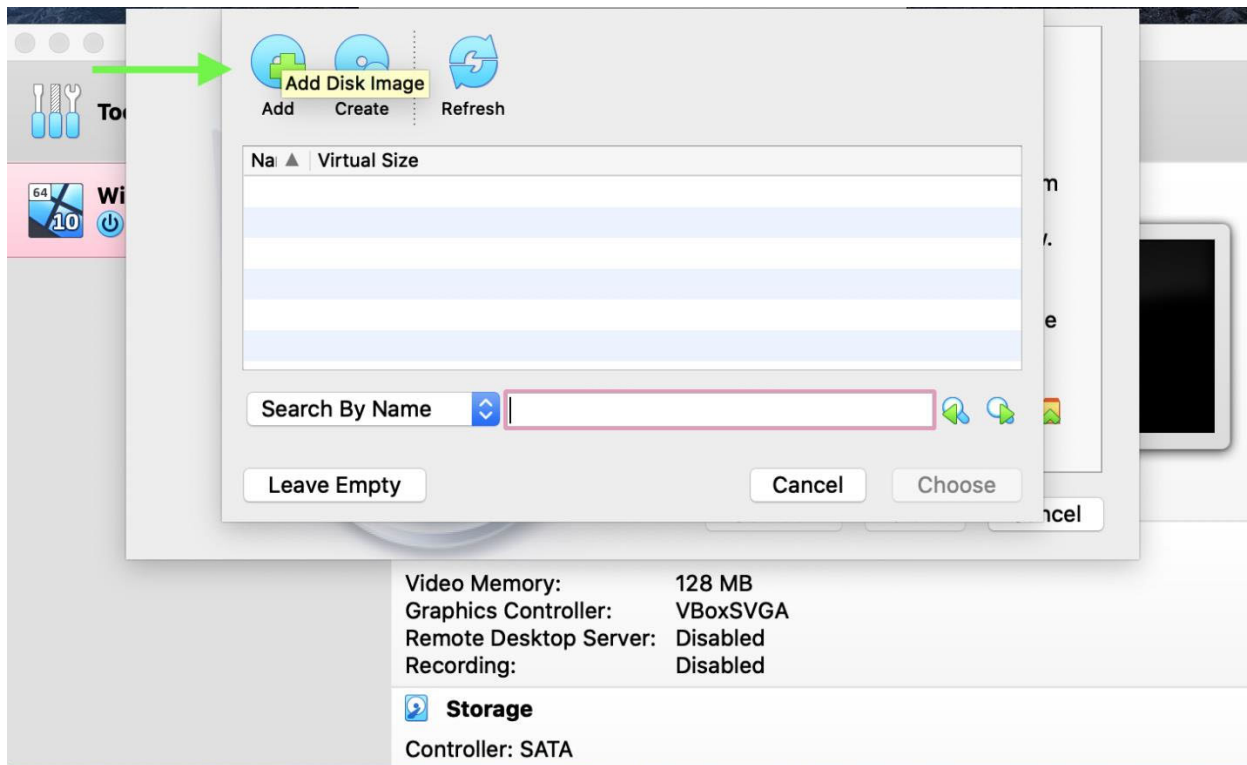
Installing Window 10

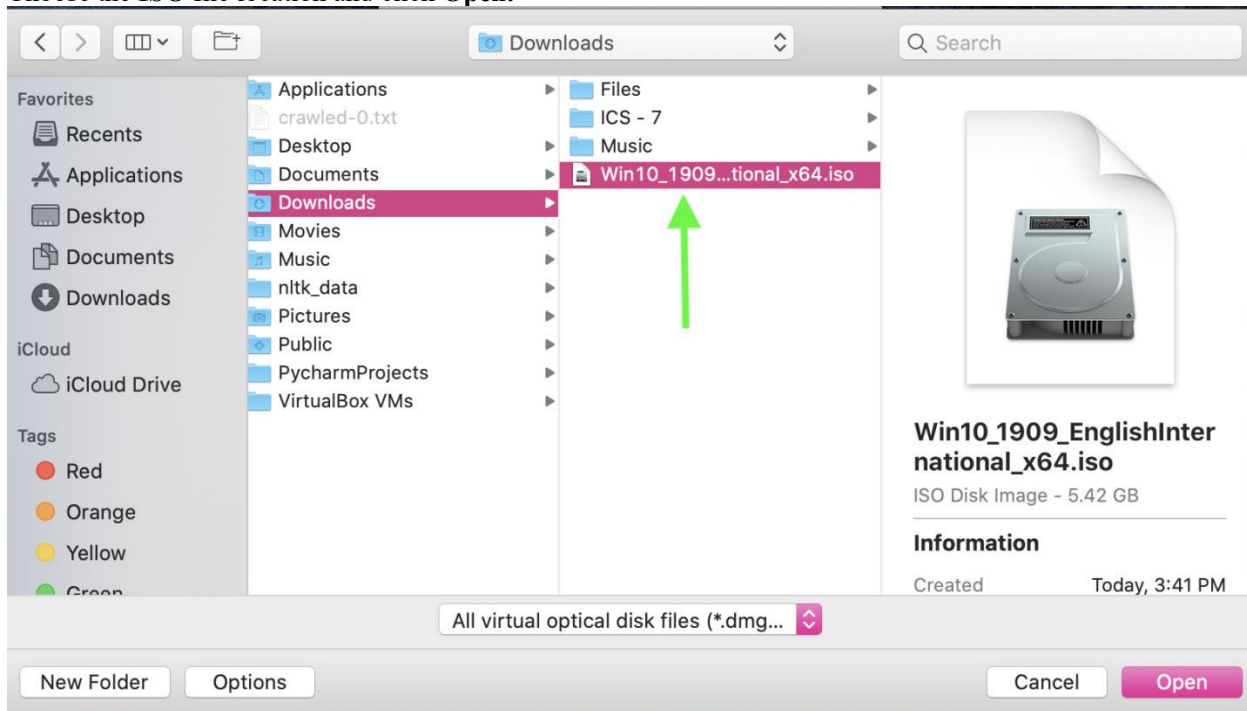This is a typical Windows 10 installation process.

1. in **Oracle VirtualBox Manager**, select **Windows 10 machine** and click **Start**. In the window shown, you should choose the location of Windows 10 ISO file we downloaded in the previous step. Click on the icon shown.
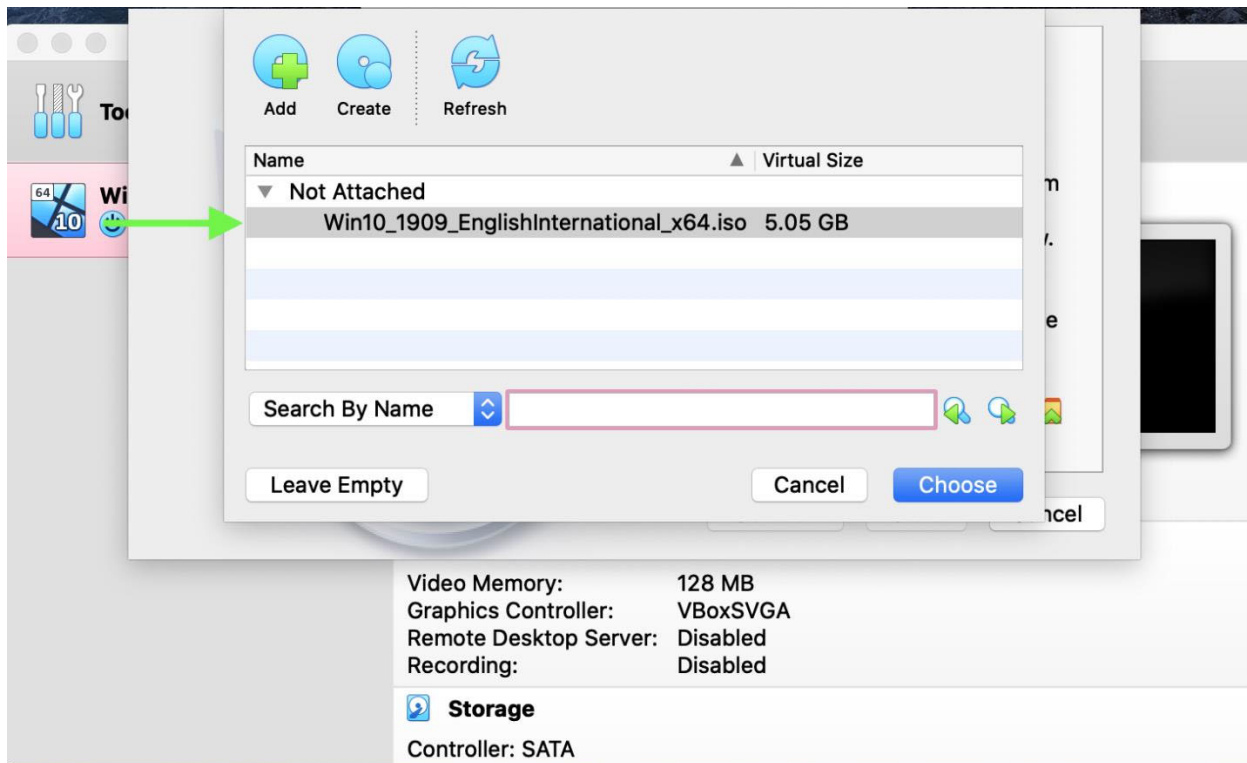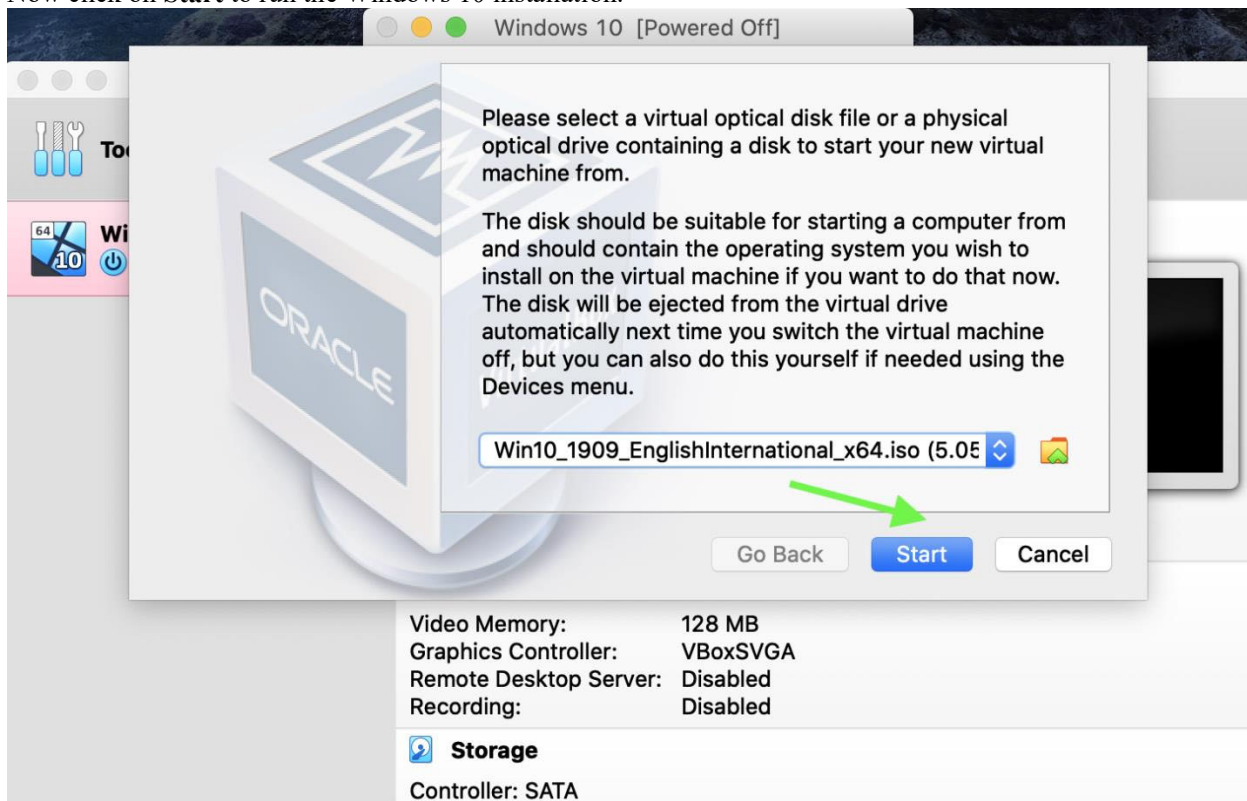

Now click on **Add Disk Image**

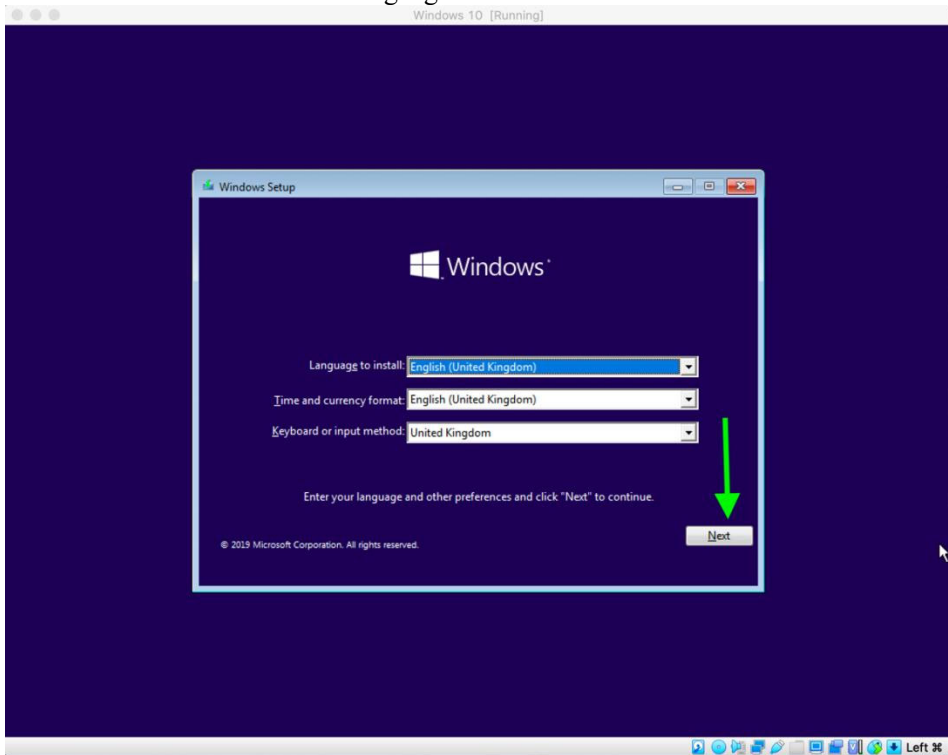Choose the **ISO** file location and click **Open.**

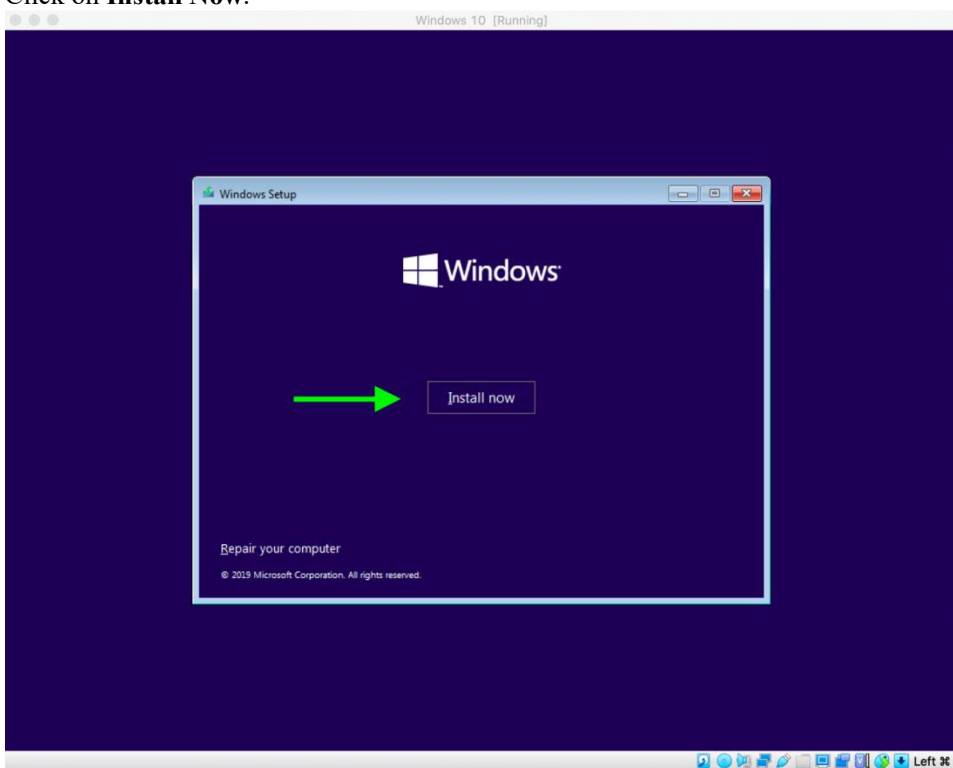Click on the **.iso** file and then **Choose**.

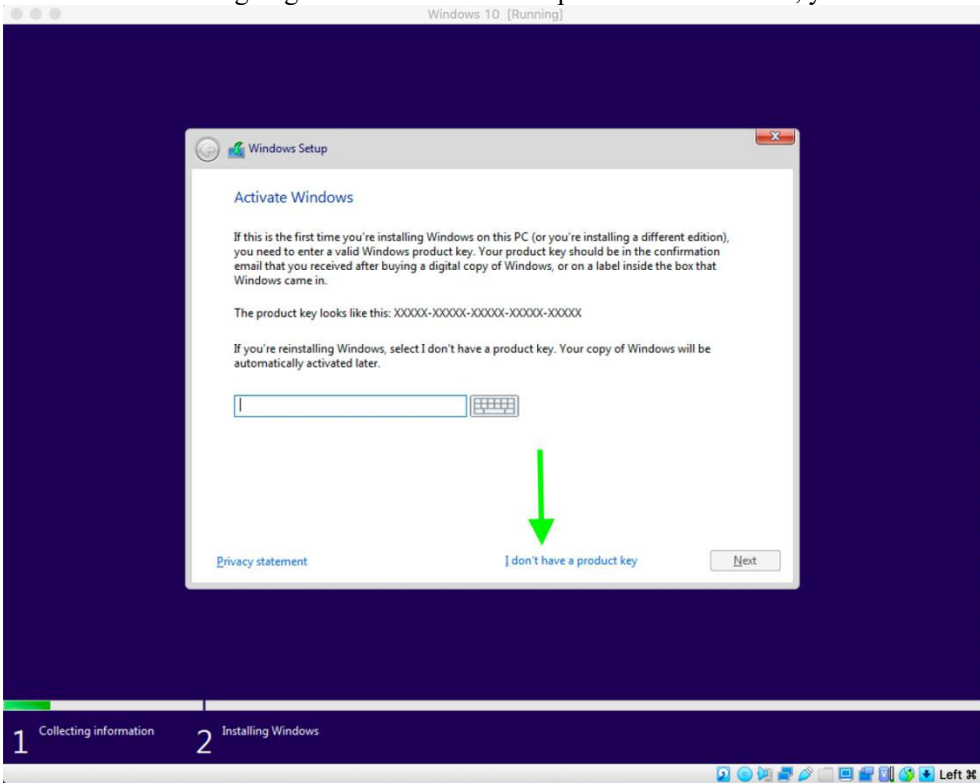Now click on **Start** to run the Windows 10 installation.

2. Choose the installation language and click **next.**
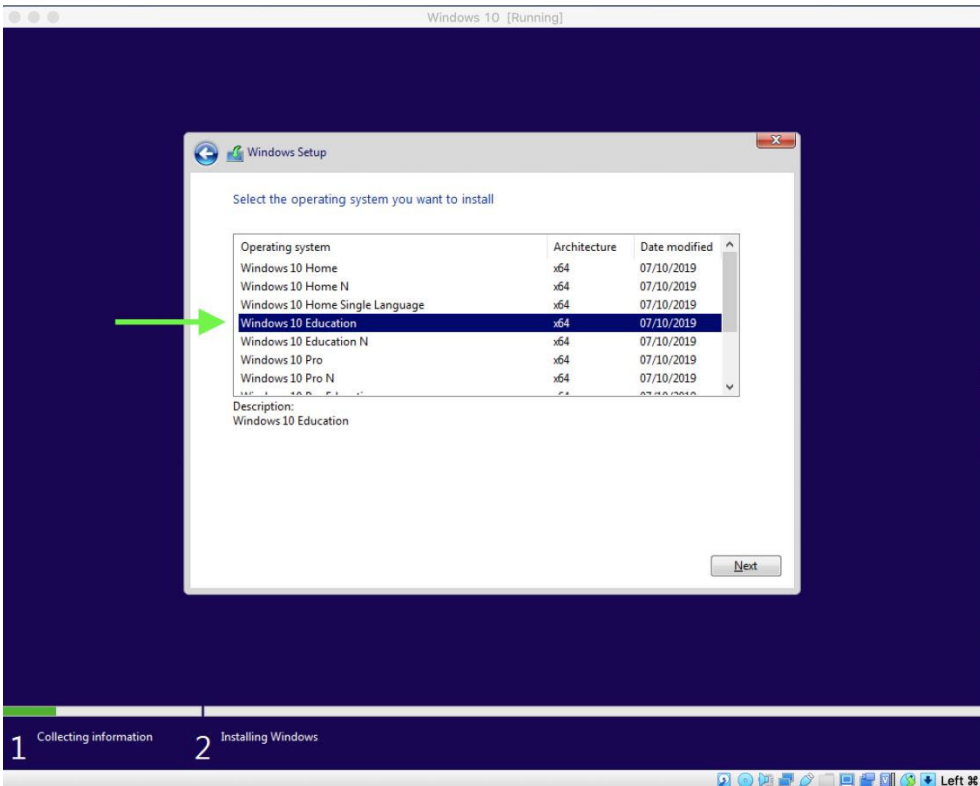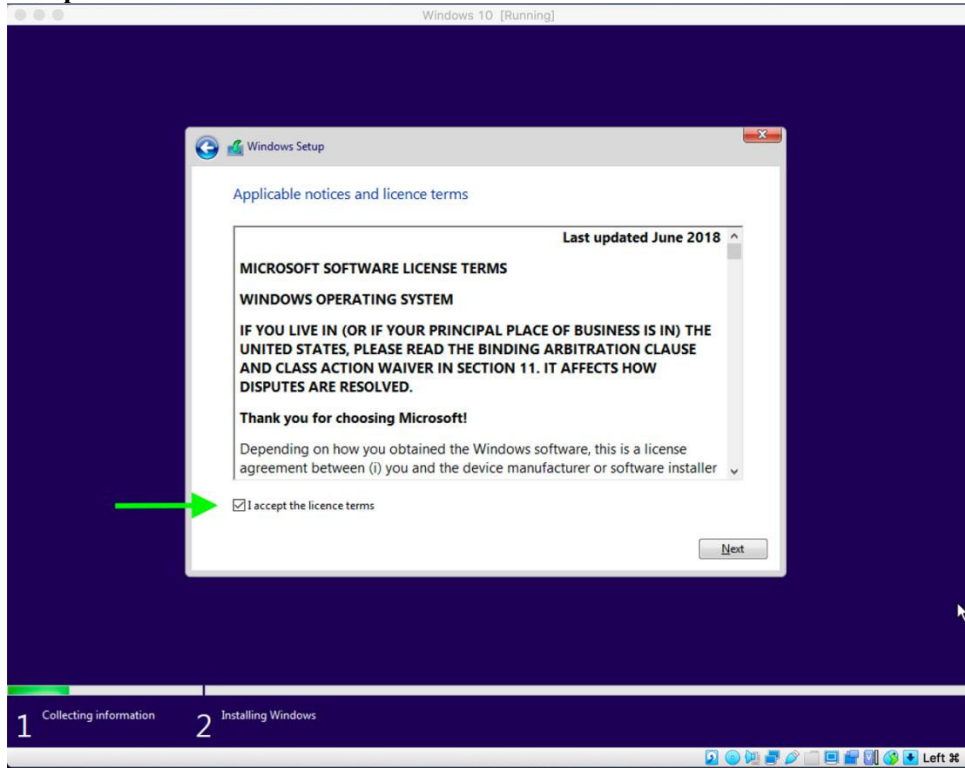

Click on **Install Now**.

3. Since we are going to use the free version provided for students, you do not need a product key for now.
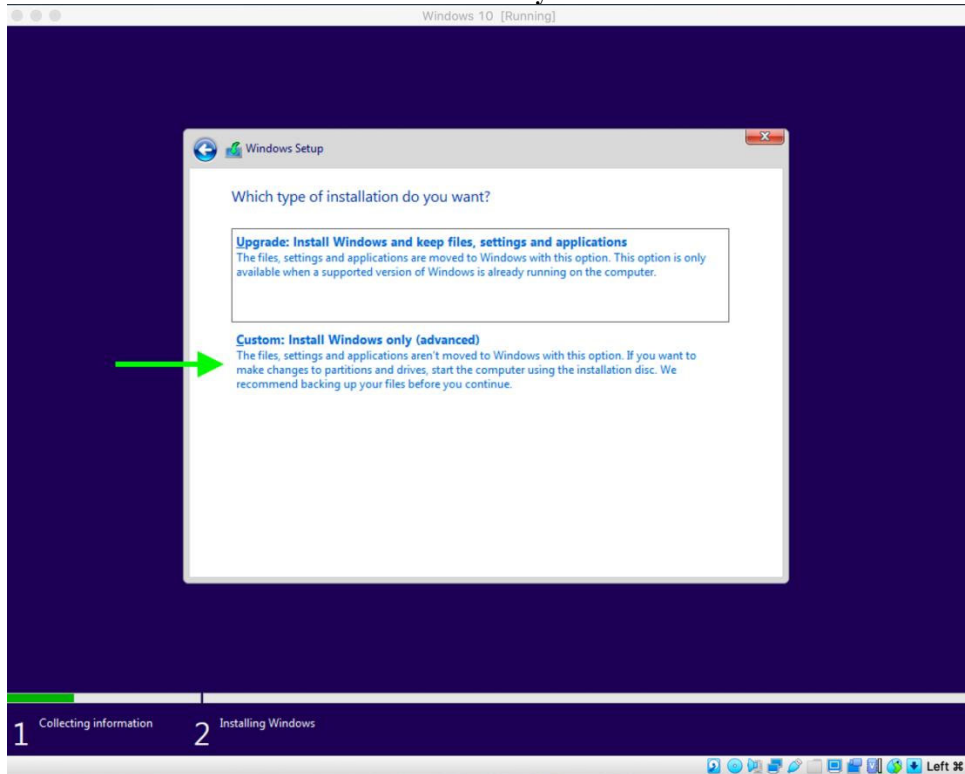

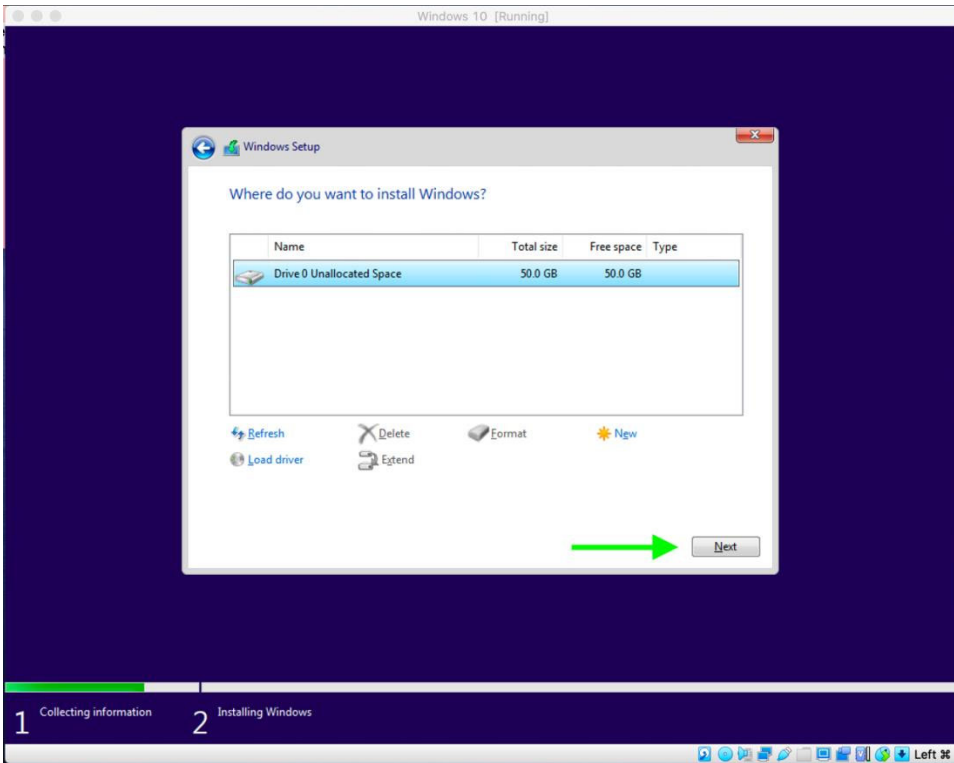Choose **Windows 10 Education** and click **next**.

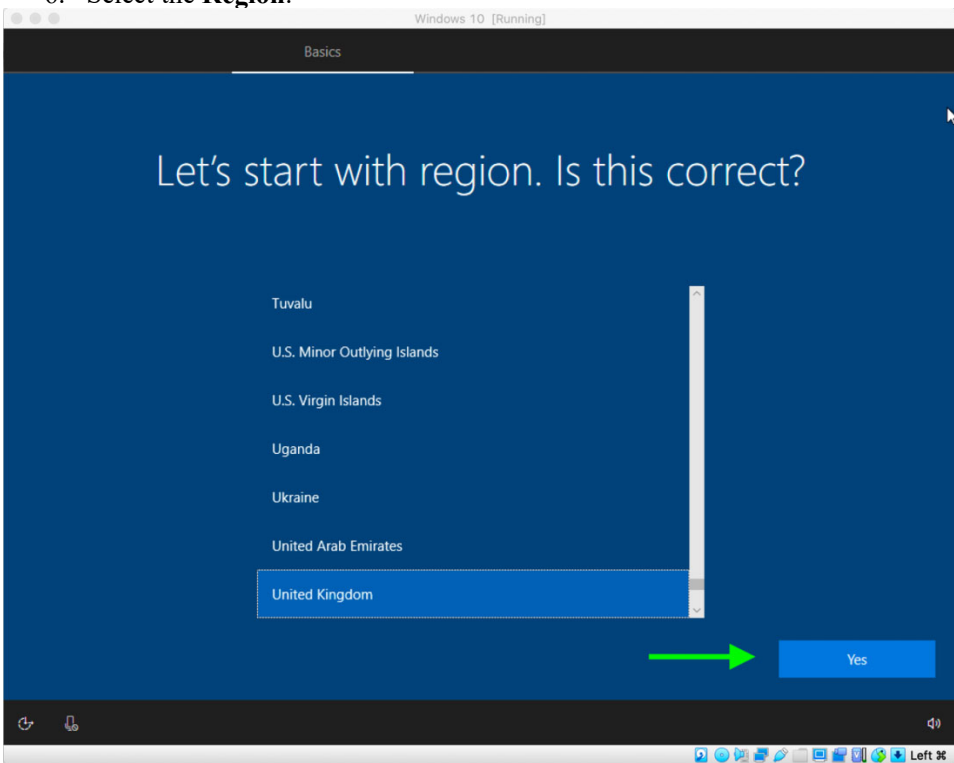**Accept** the license terms and click **next**.

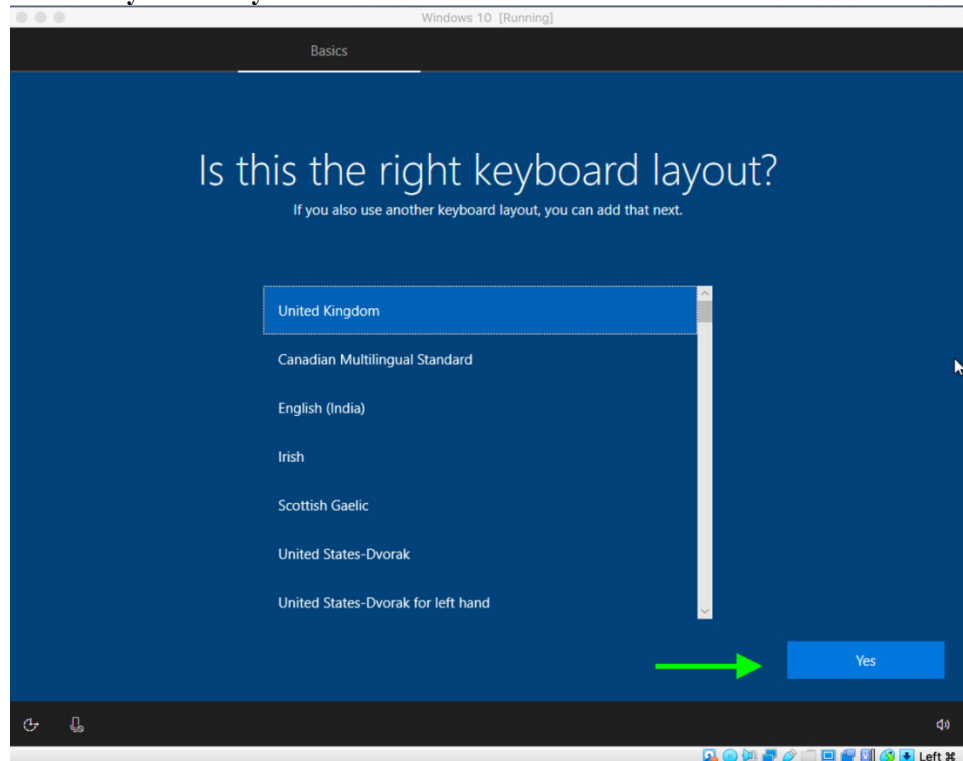4. Choose **Custom: Install Windows Only.**

5. Choose the Drive to be installed and click **next**.
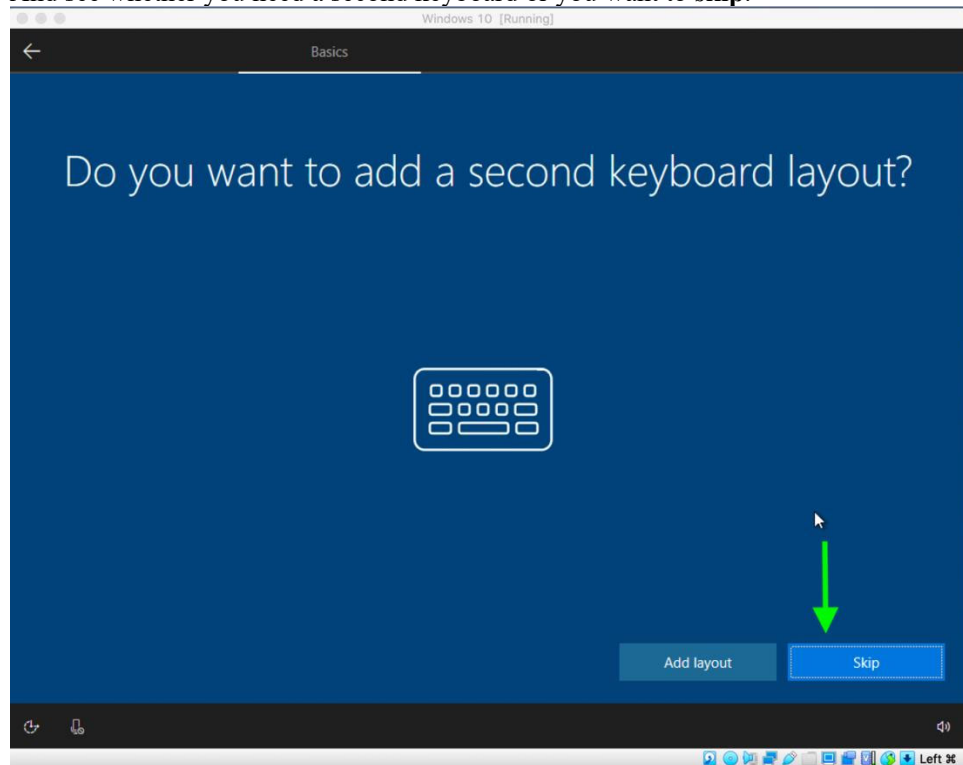

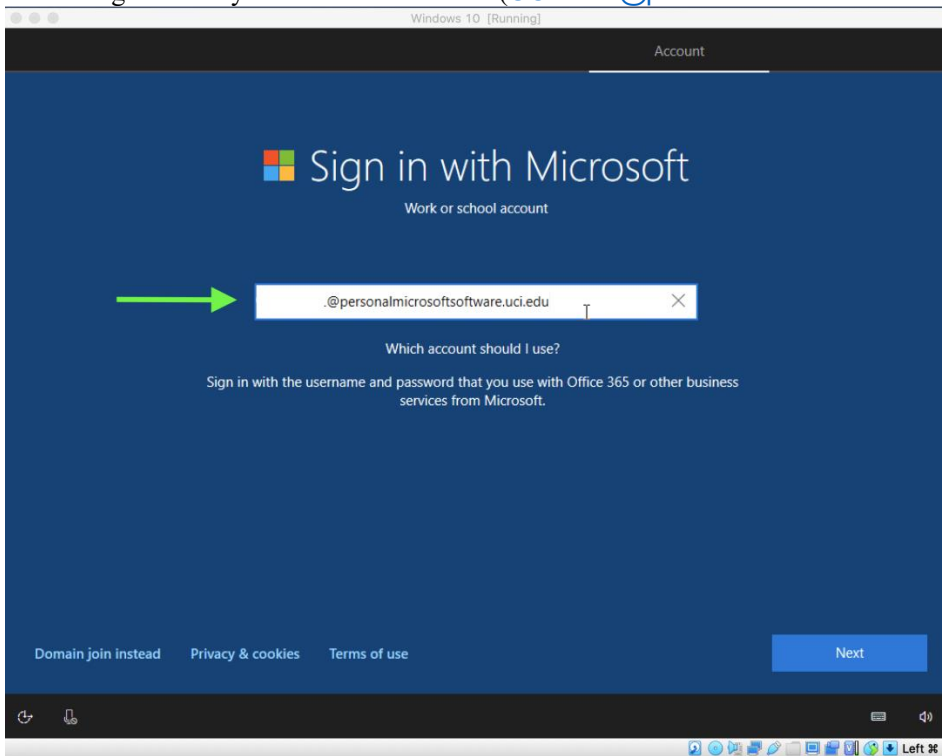
6. Select the **Region**.

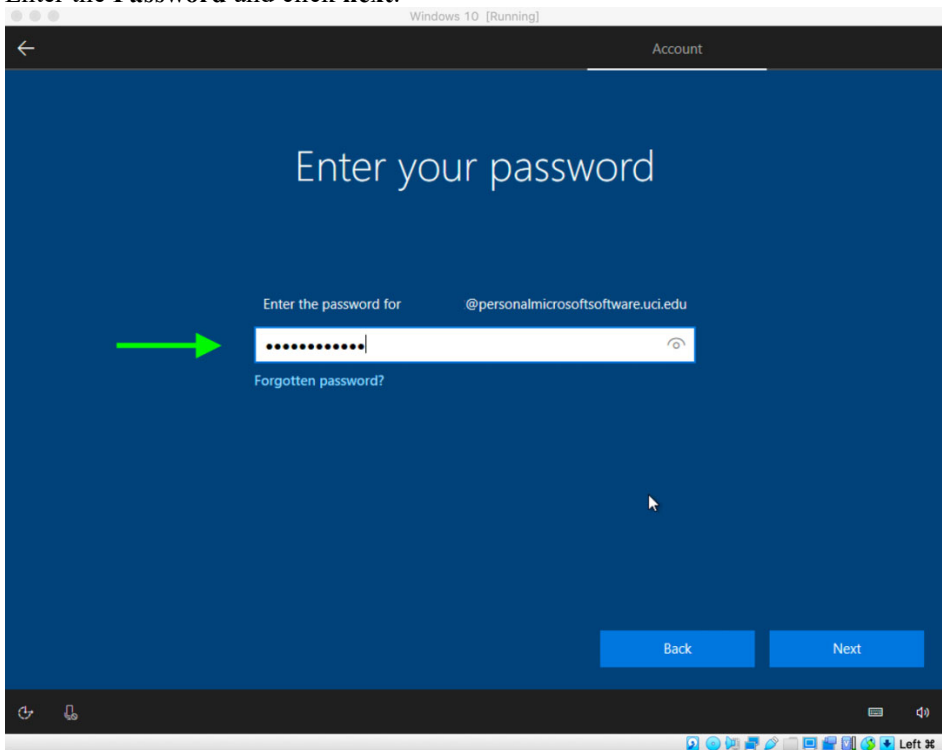Set the **Keyboard Layout.**

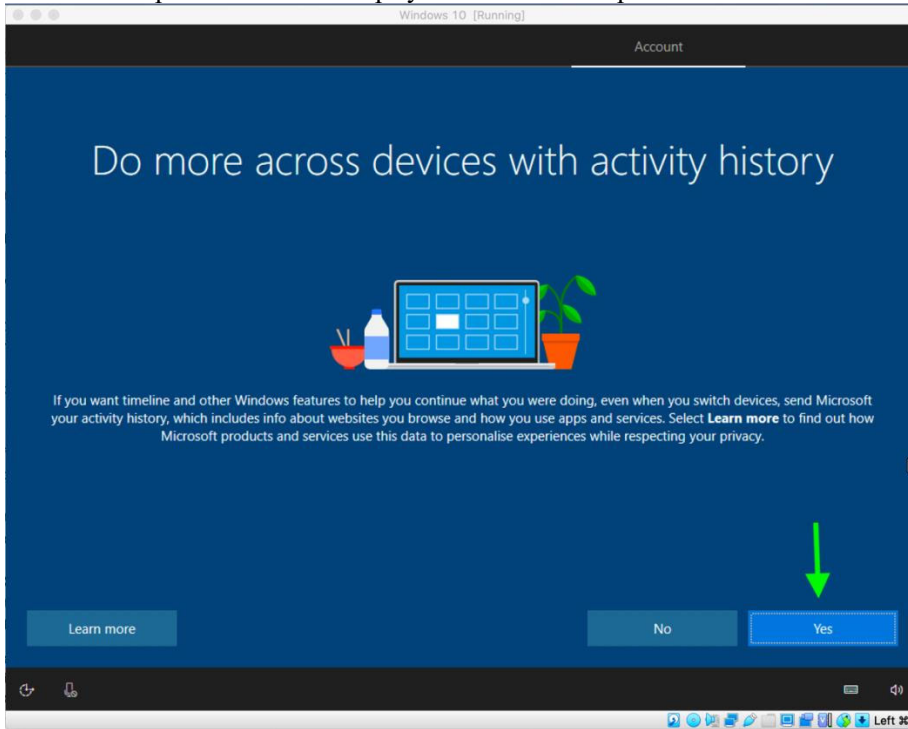And see whether you need a second keyboard or you want to **skip**.

7. In step 3, we skipped purchase key, because we wanted to register the free version for UCI students. Sign in with your Microsoft account (UCInetID@personalmicrosoftsoftware.uci.edu) and click **next.**
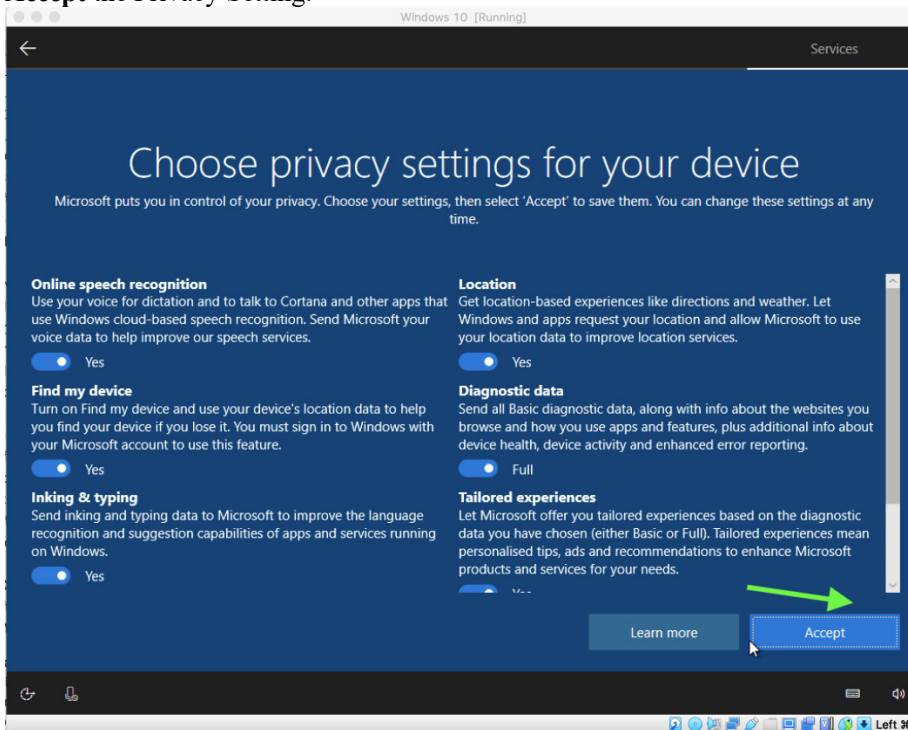

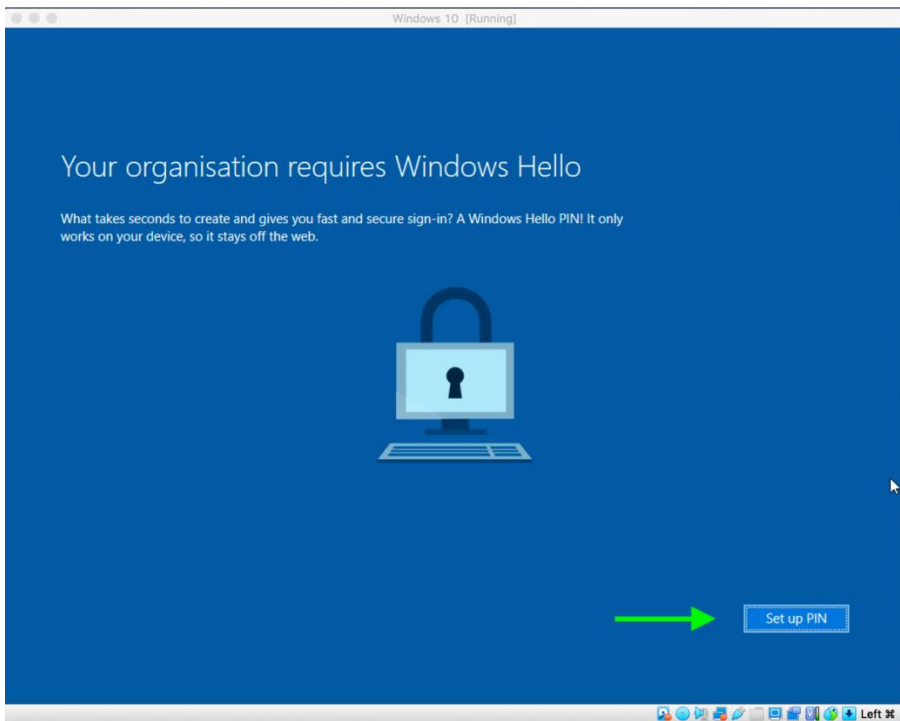Enter the **Password** and click **next**.

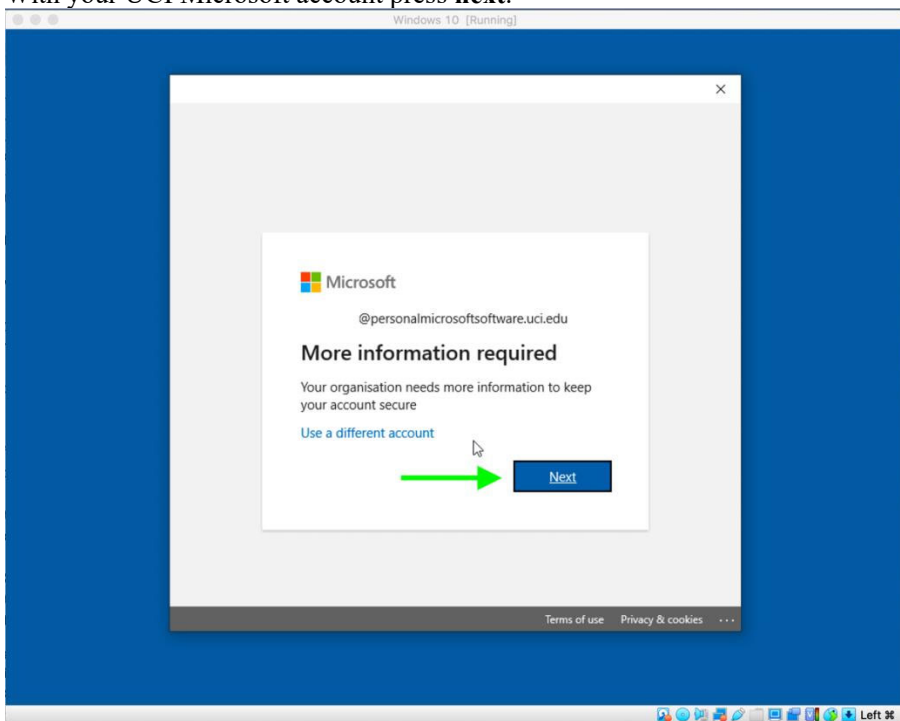8. A couple of additional steps you will see in the process.

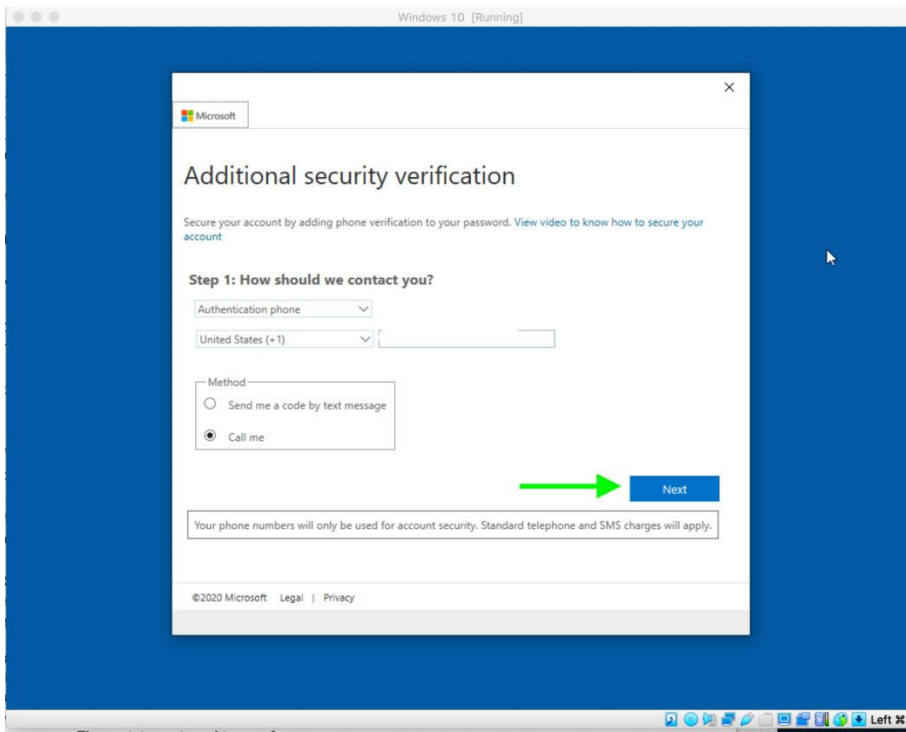

Accept the Privacy Setting.
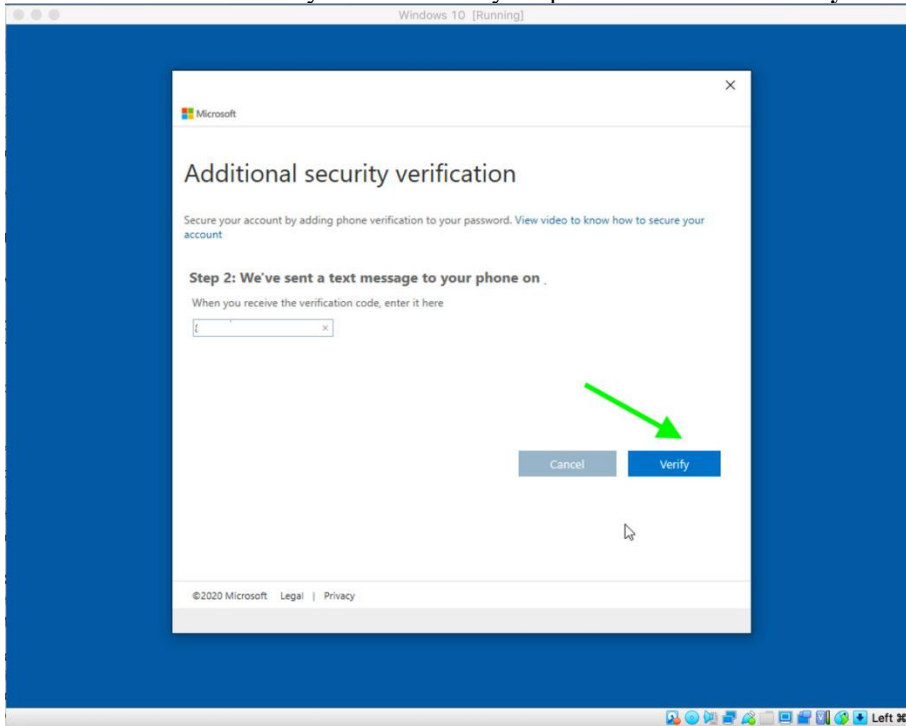

9. Click on set up **PIN**

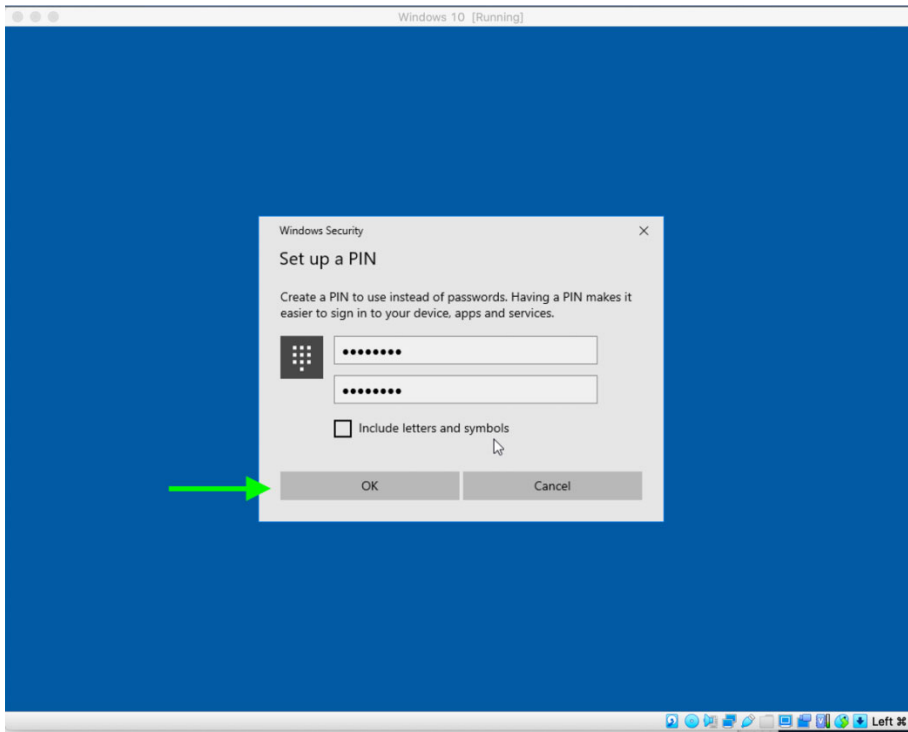With your UCI Microsoft account press **next**.

You need to enter your phone number for **Additional Security Verification** and then click **next**.
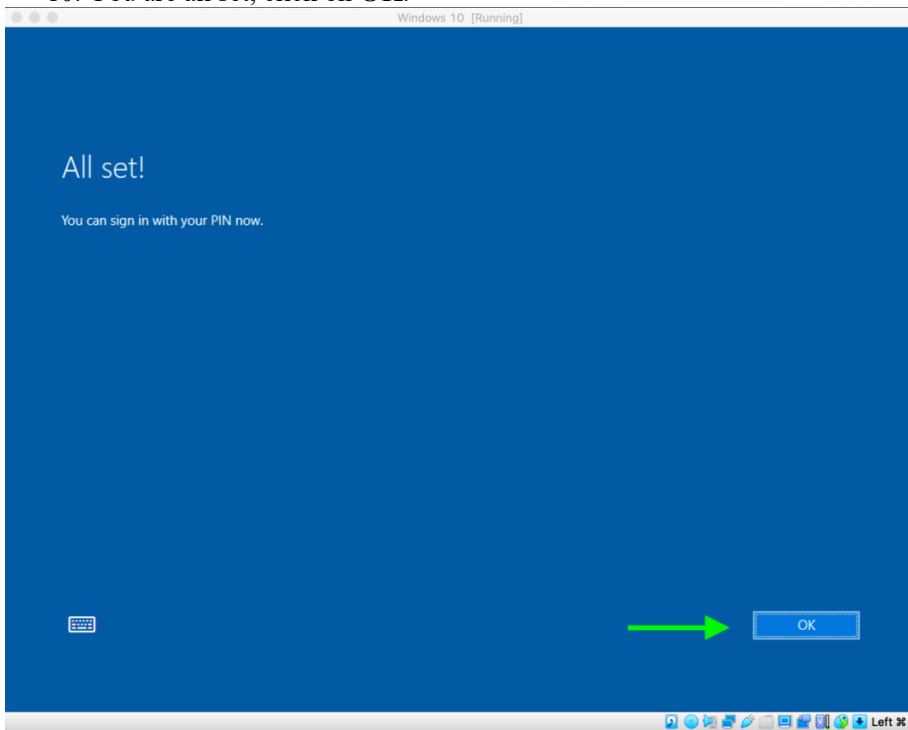
Enter the verification code you received on your phone and click on **Verify**.
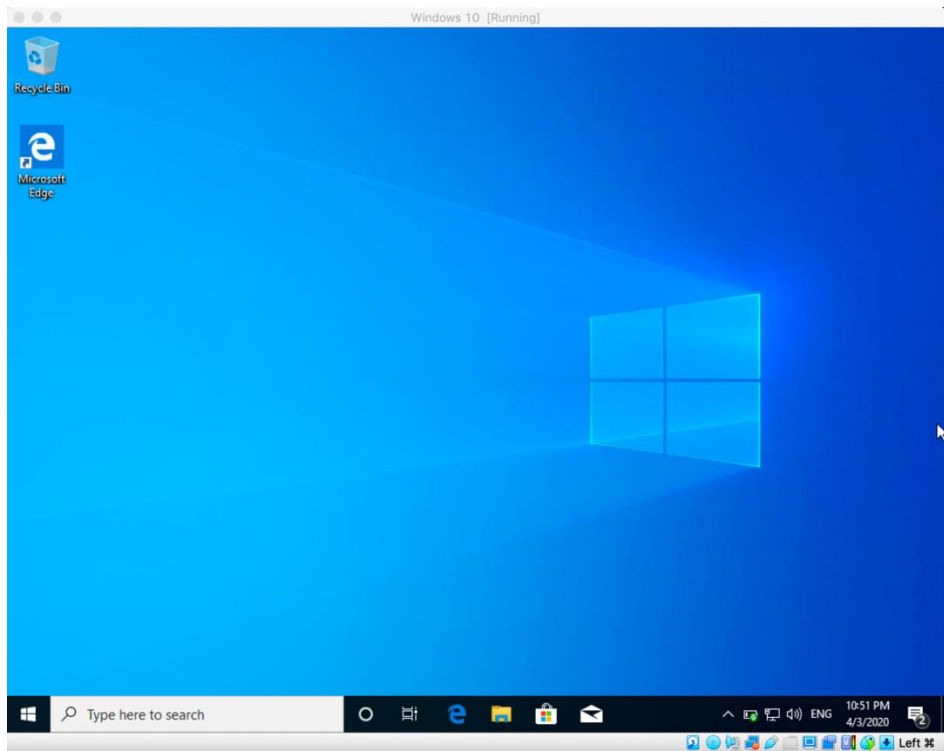

Set the **PIN** number and click on **OK**.
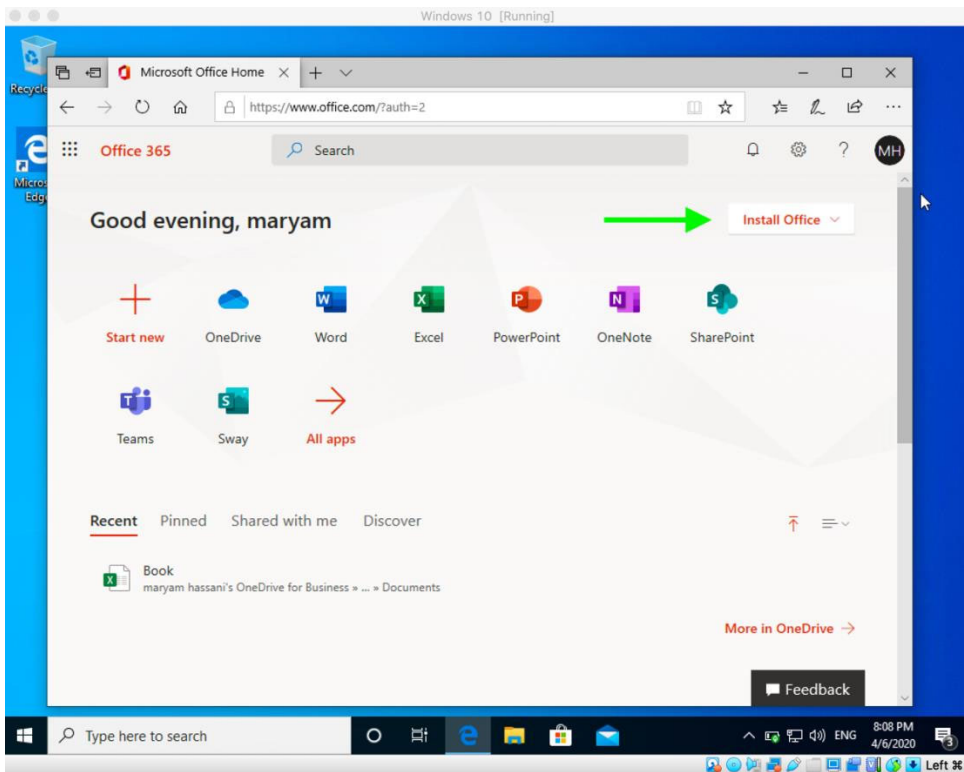
10. You are all set, click on **OK**.

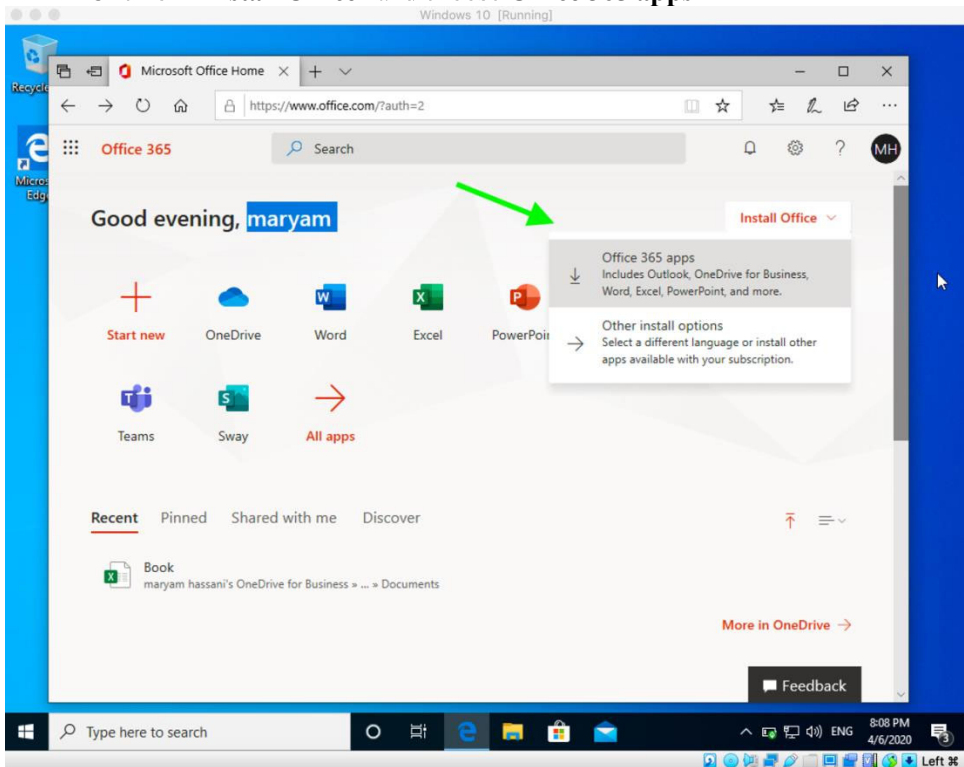You will now be entered to Windows Desktop.

You have accomplished so far. ☺ let's start the last step.
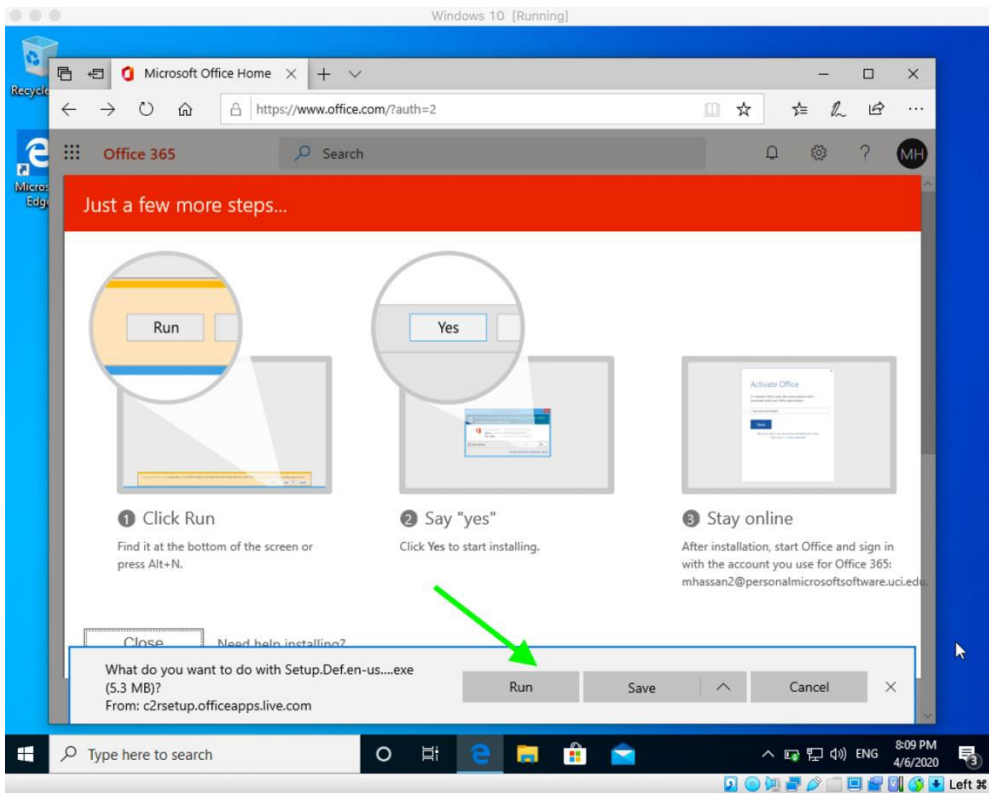
Installing Office 365

1. You already have the Microsoft account. Go to https://www.office.com and enter with your username and password. You can see **Install Office** on the upper right-hand corner of the page.
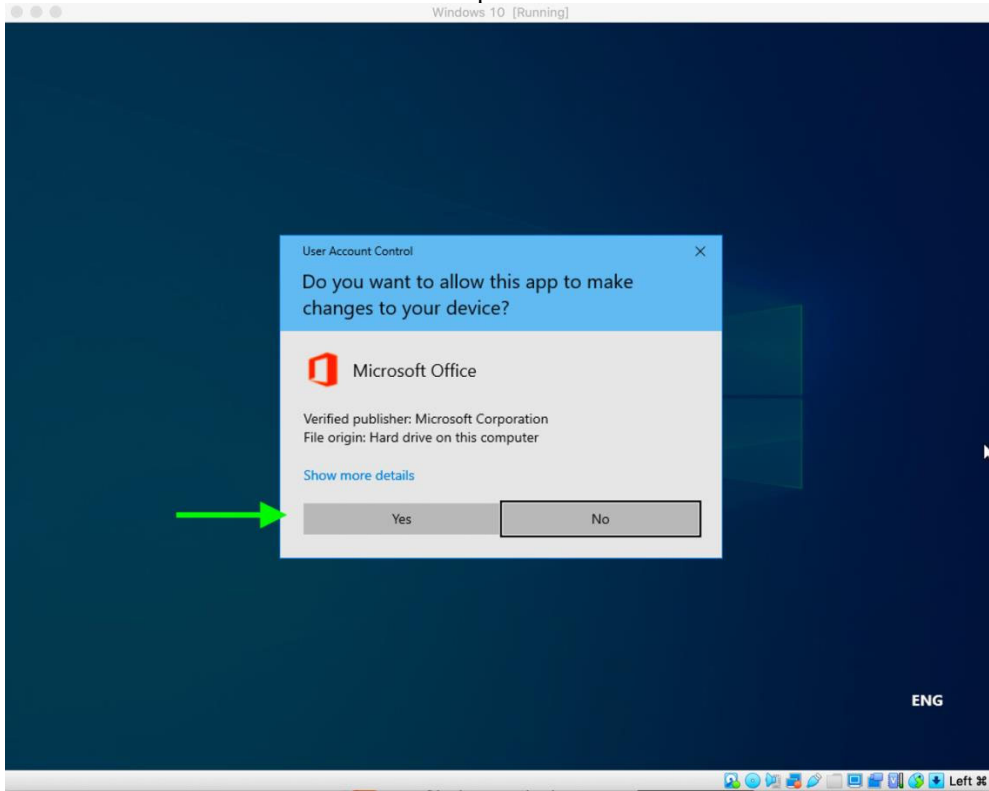
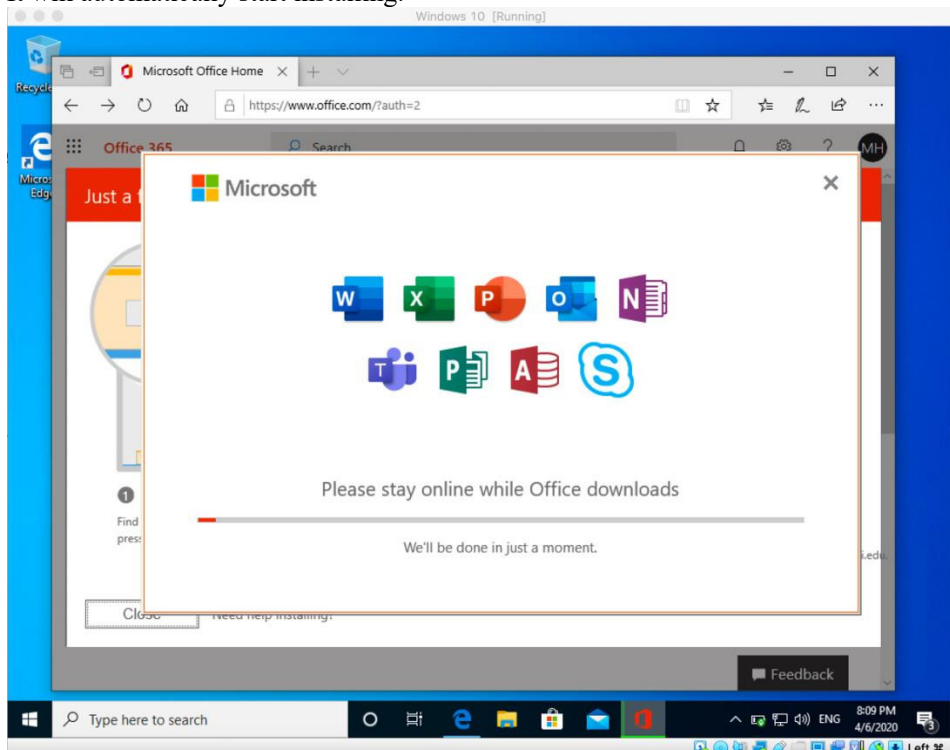2. Click on "**Install Office**" and choose **Office 365 apps**.

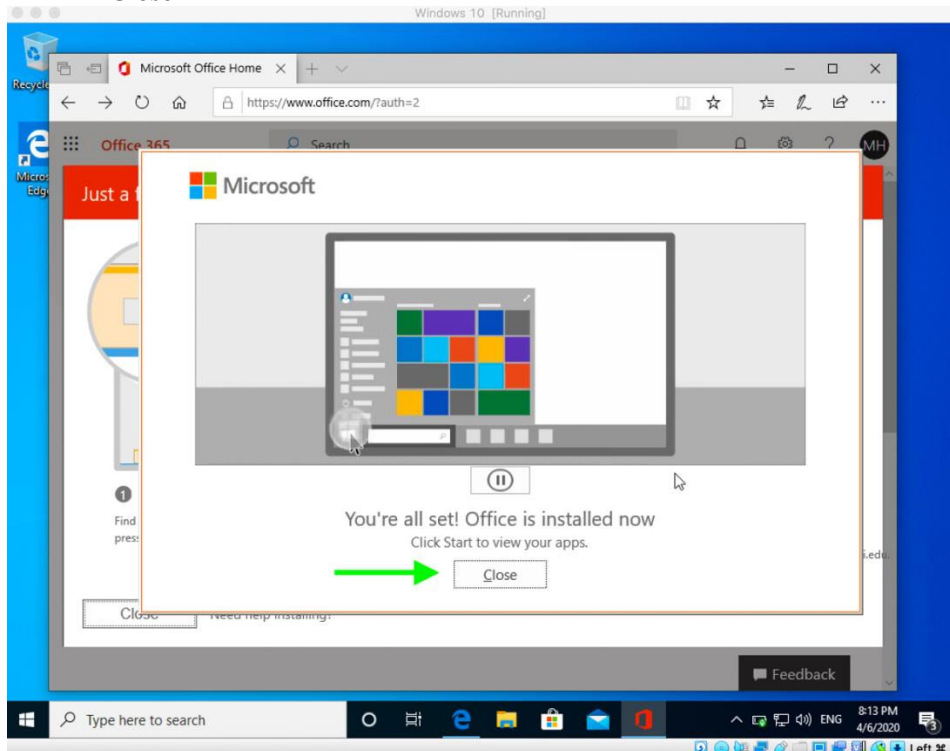
3. You can now click on "**Run**".

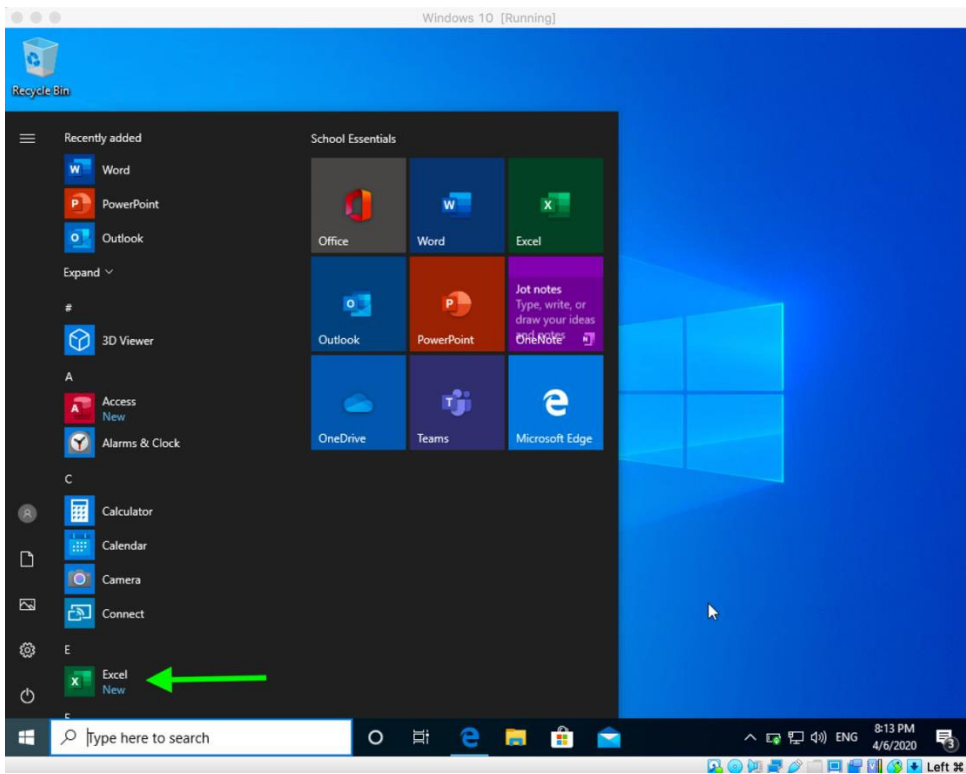4. Click on YES to allow installation process of Office 365.

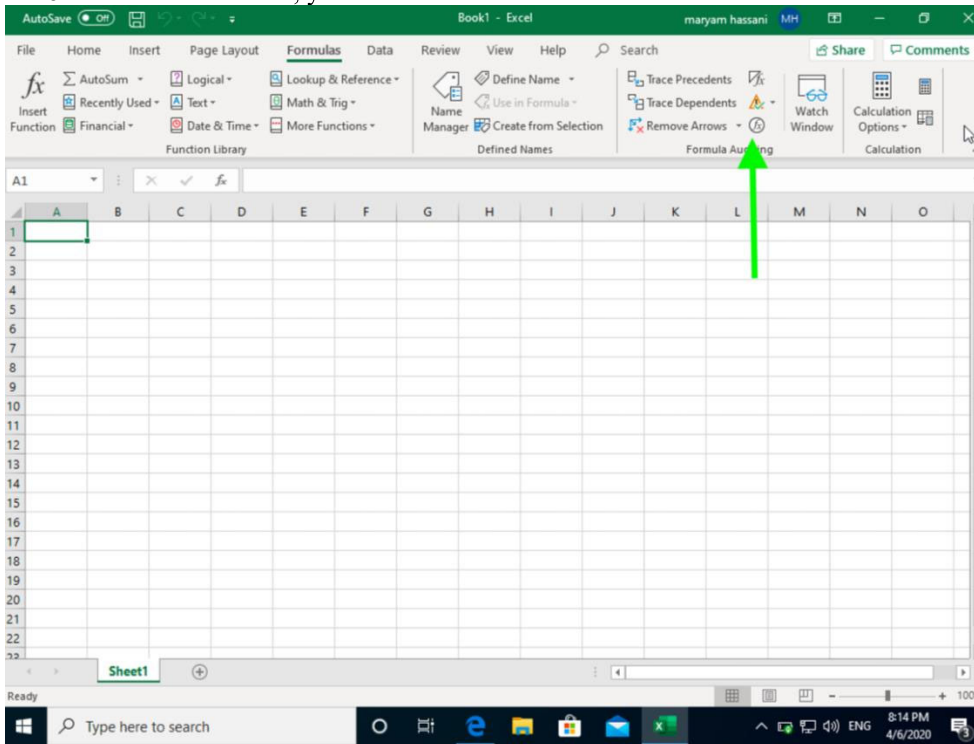It will automatically start installing.

Click on **Close** when done.

5. You can access Excel from "**Windows Menu**" on the bottom left-hand of the screen.

6. Welcome to Excel, you can access the "Formula Evaluation" tool as shown below.

You are good to go. Enjoy.