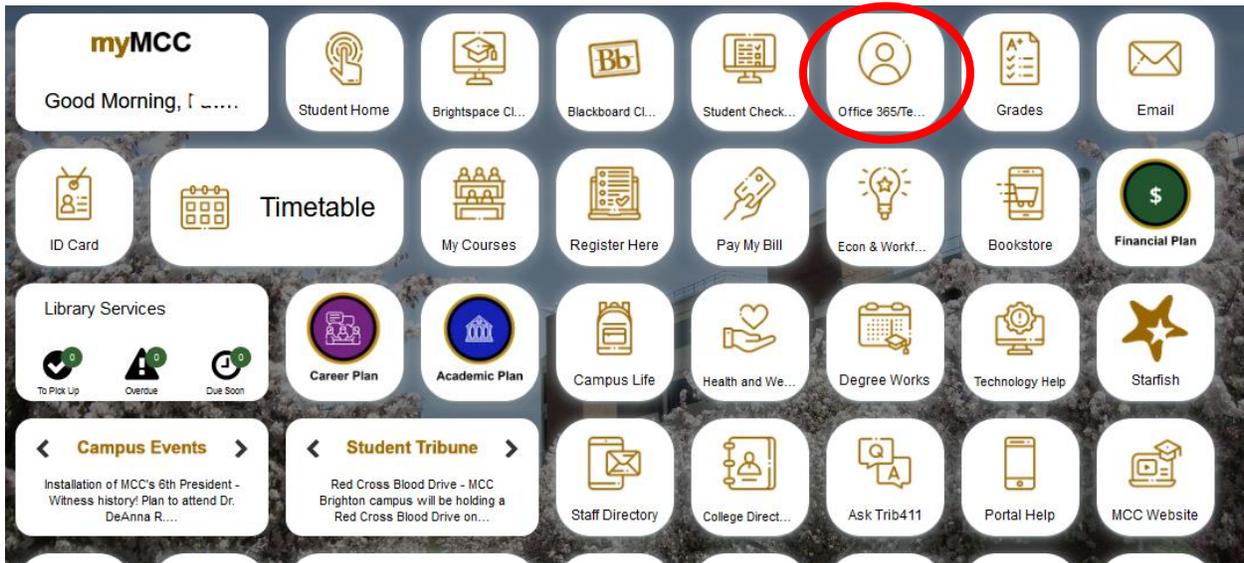


Installing Microsoft Office365

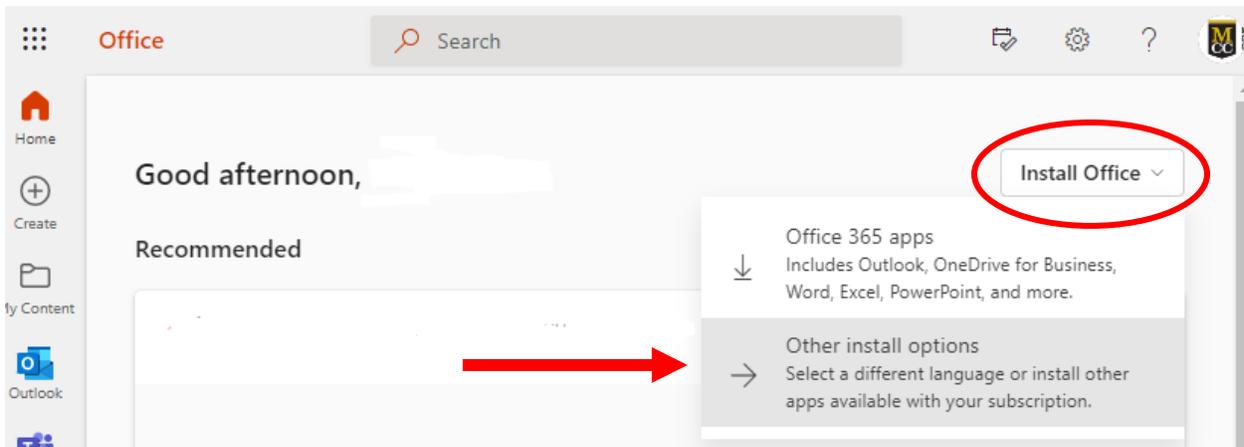
If your computer already has Microsoft Office installed, but it's telling you're your trial expired, you can click on Sign-in (or your name/personal email) in the upper right corner and sign in with your full student email address and password. If you don't have these programs, follow the directions below. Chromebook users can get the apps from the Play store and sign into them with their MCC credentials.

Log into myMCC with your full MCC email address and password at <https://mymcc.monroec.edu>

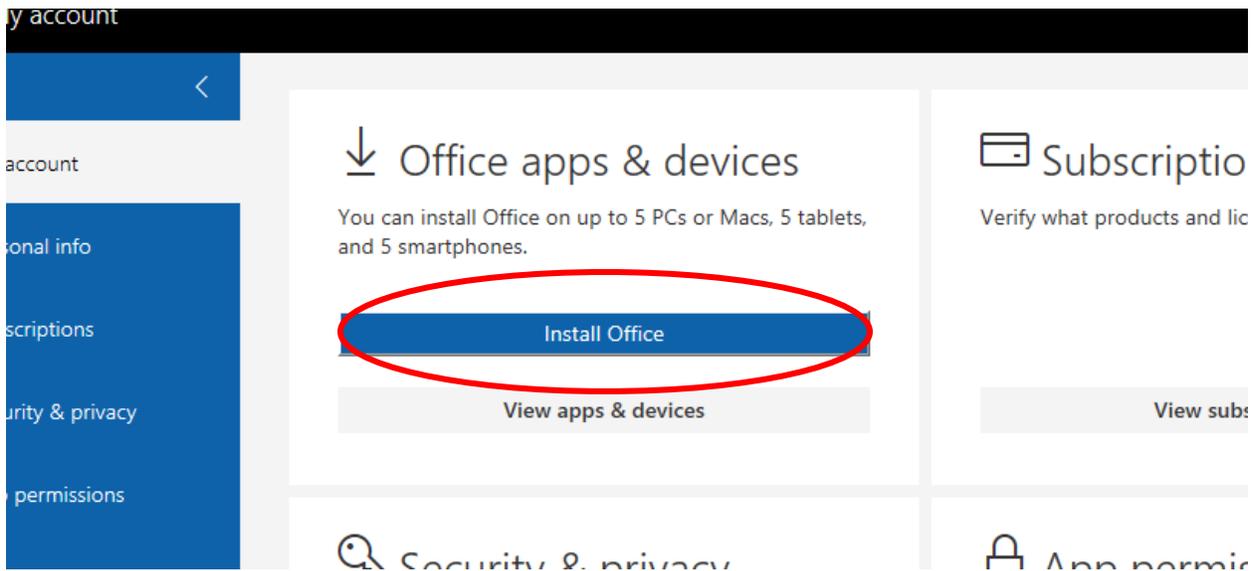
Once the tiles load, click the Office 365/Teams tile (the fifth tile in the default layout).



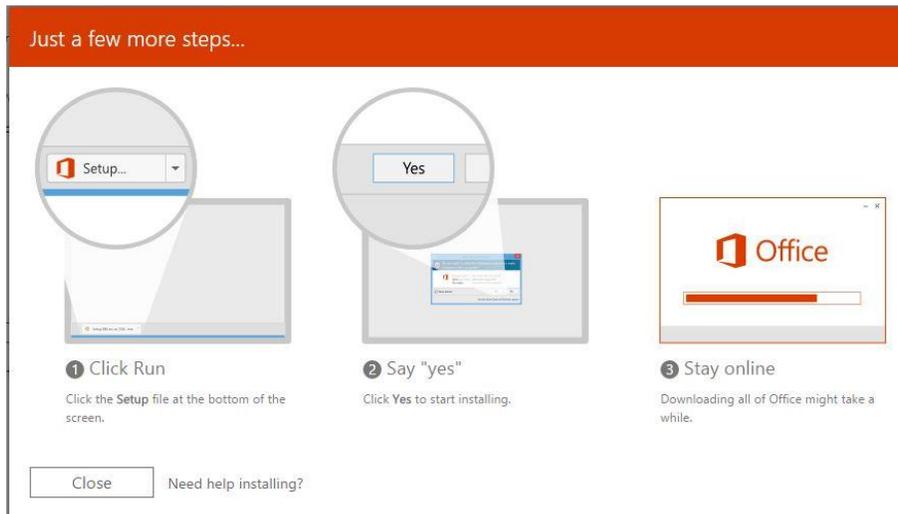
Click the **Install Office** button on the right (as well as the **second option from the dropdown menu**) to begin downloading the installer.



Click **Install Office**, and it will begin downloading the installer file (you may need to prompt it to save).



The install process will show you an image depicting the next steps for after the download has finished. Launch the file from your browser or downloads folder and it will walk you through each step after.



You must keep the computer turned on and connected to the internet during the download and installation process. The install process can take between 5 minutes and an hour, depending on your computer's speed.

Once you launch an application (Word, for instance), **it will request you to sign in** with your student email and password (you may be re-routed to the MCC-specific version of the login page after this).