INSTALLING OFFICE 365

HOW TO DOWNLOAD AND INSTALL OFFICE 365 (WORD, POWERPOINT, EXCEL)

- 1. Open your web browser and navigate to office365.com.
- 2. Click "Sign in" at the top-right, and log in with your college email address. (example: john.doe@nwciowa.edu). *Tip*—If it asks, choose *"Work or School Account"*
 Search Office
 Image: Sign in
- 3. Now, at the top-right, click "Install Office 2016."

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Good morning, User					
Search online documents	Q				

4. Download the file to your computer, and open it. It will begin to install automatically. Just wait for it to finish, and you're done!

