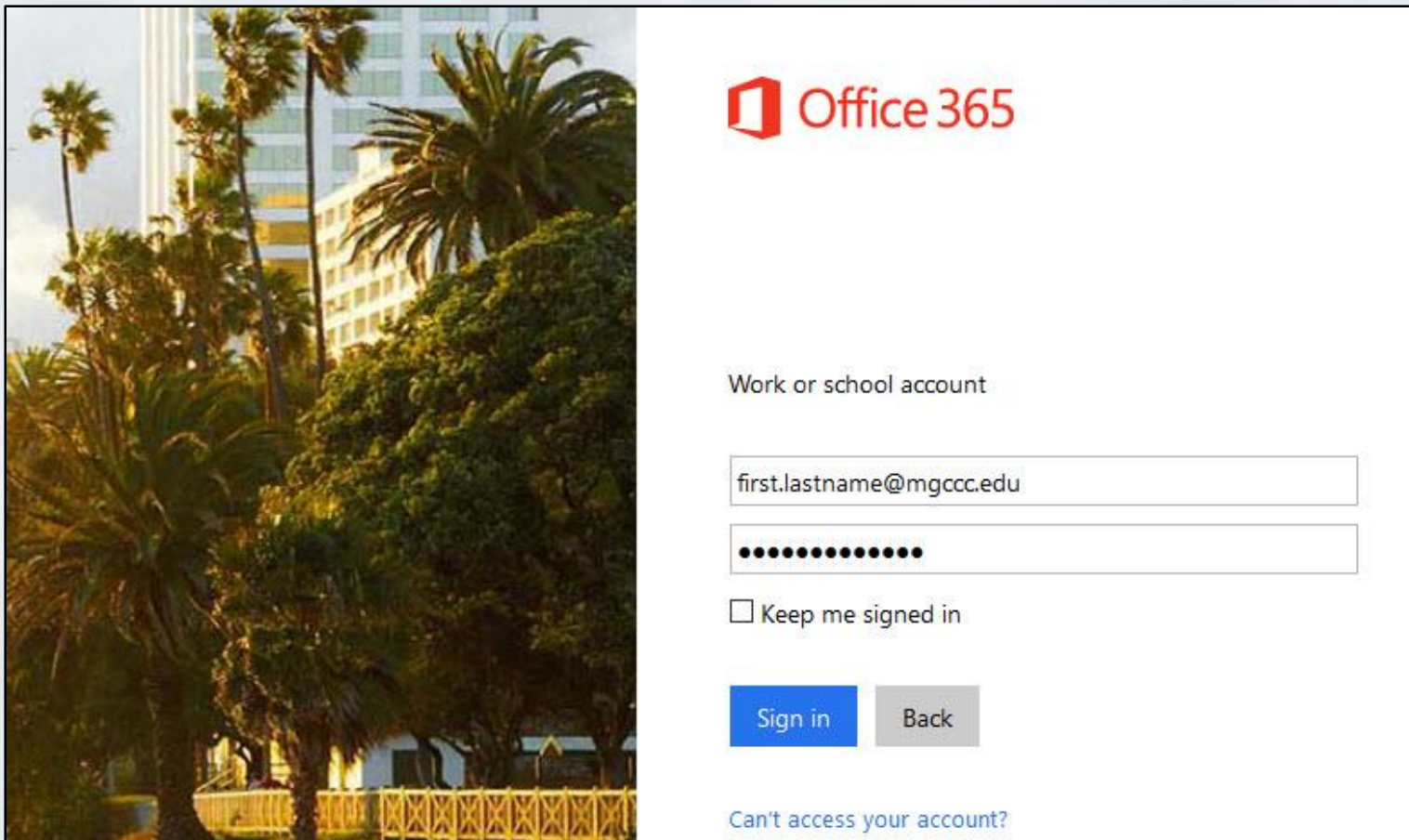


Microsoft Office 365

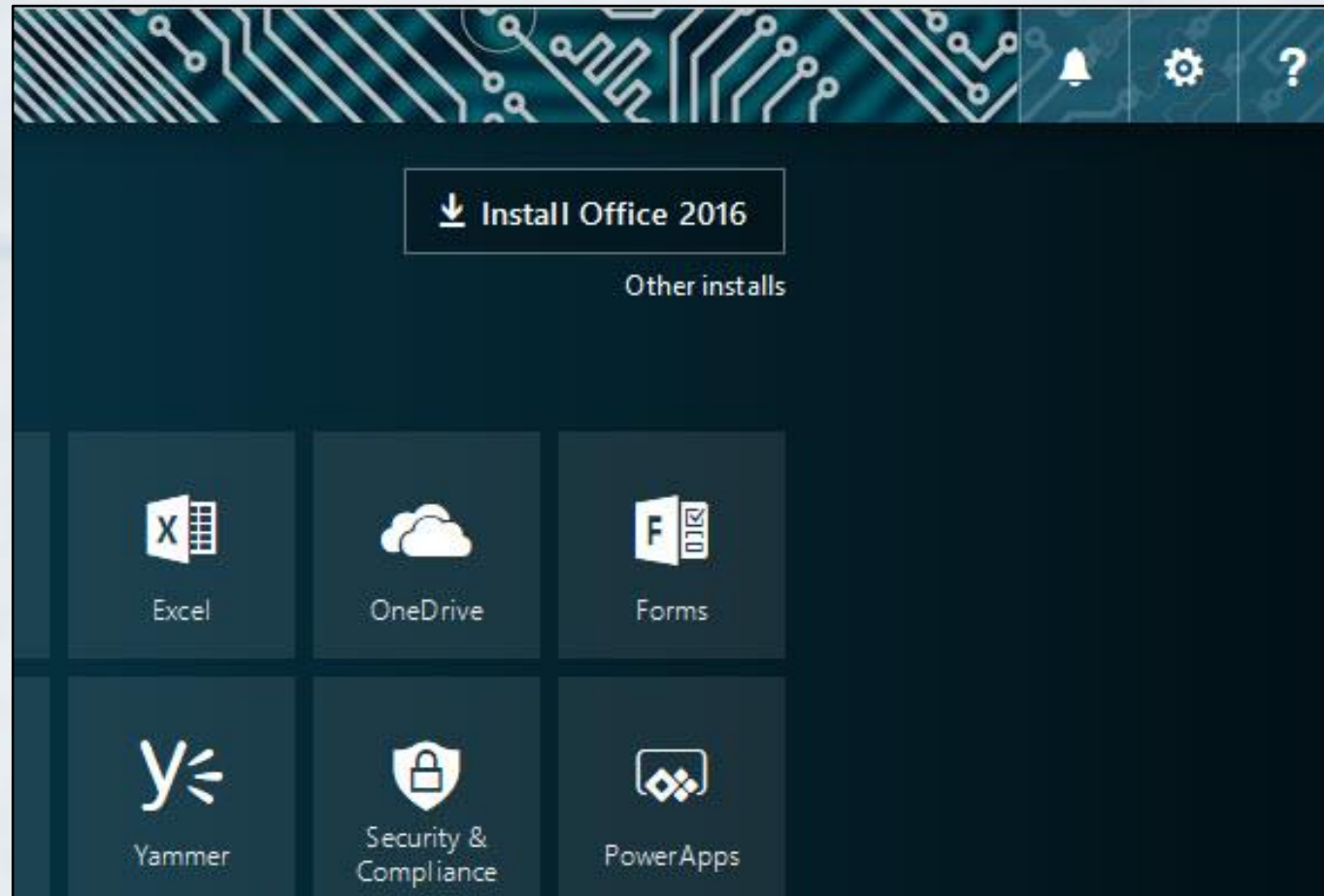
Downloading Office 365 for Personal Use



Go to the college website www.mgccc.edu and click on the Employee Email link.



Enter your Windows/Email login information and click Sign in. Must use your full email with @mgccc.edu



Locate the “Install Office 2016” button, click to start the download.

Just a few more steps...



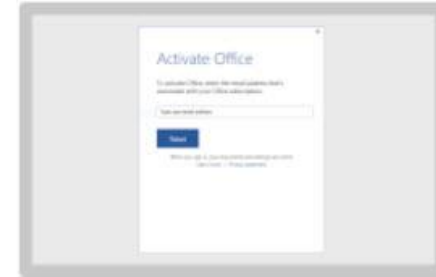
1 Click Run

Find it at the bottom of the screen or press Alt+N.



2 Say "yes"

Find it at the bottom of the screen or press Alt+N.



3 Stay online

After installation, start Office and sign in with the account you use for Office 365: jeffery.matthews@mgccc.edu.

Close

Need help installing?

You should see this popup with further instructions



Allow Office to make changes to your device.

Follow the onscreen instructions to complete setup. Office 365 should only be install on personal devices and not on any college system.



"Making a Positive Difference..."