

HOW TO LOGIN TO OFFICE 365 AND DOWNLOAD OFFICE 2016 ON A PC



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This document explains how to download and install Office 365 for students on a PC. If you have any issues please contact the Help Desk at 440-366-4351 or helpdesk@lorainccc.edu.

Below are the Office products that are available to students



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Skype for
Business



OneDrive
for Business

- **Office 2016**
Microsoft Word, Excel, PowerPoint, Outlook and OneNote
 - includes up to 5 installs on PC, up to 5 installs on MAC and up to 5 installs on mobile devices for Office
- **One Drive**
Cloud-based data storage - 1TB
- **Sway**
Create and share interactive reports, presentations, and more
- **Video**
Upload, share, and play back video messages
- **Skype for Business**

The following Office products will be locally installed on your computer

- Access 2016
- Excel 2016
- Microsoft OneDrive
- OneDrive for Business
- OneNote 2016
- Outlook 2016
- PowerPoint 2016
- Publisher 2016
- Skype for Business 2016
- Word 2016

The following Office products are online applications

- Sway
- Video

Prior to Downloading & Installing Office 365

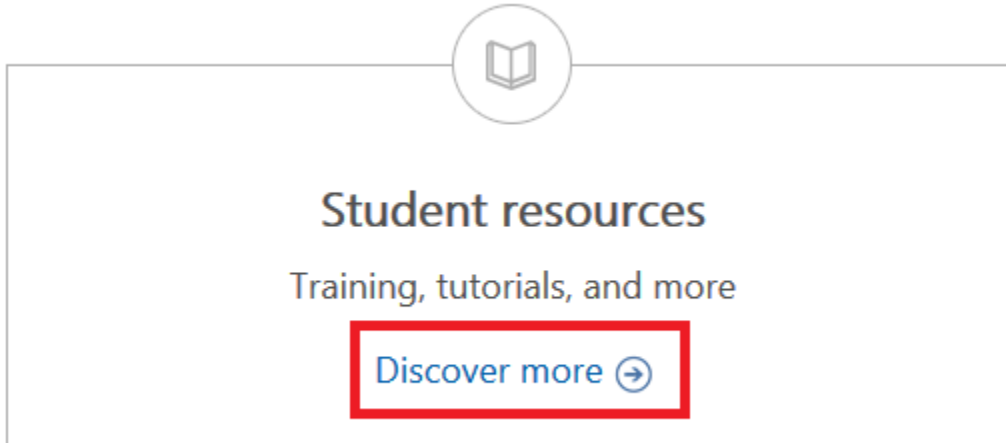
- 1) Remove all Microsoft Office installations from your computer prior to installing Office 365. If Office 365 detects any other Office installations on your computer during the installation process it will not proceed. A message will display letting you know that you already have a version of Office installed on your computer and that you will need to remove it in order to proceed with installing Office 365.
- 2) Older versions of web browsers may not work properly when using office.com/students. You may need to upgrade your browser before installing Office 365.
- 3) Office 2016 is compatible with the following operating systems:
 - a. Windows 7
 - b. Windows 8
 - c. Windows 8.1
 - d. Windows 10
- 4) Office 2016 cannot be installed on a Chrome Book

*Please note: In order to download and install Office 365 you must be an activate student. You will not be able to install Office 365 until your course or courses for the semester have started.

****Please Note: Microsoft reserves the right to change the wording of all links and content on <https://office.com/students>. If any of the links or wording differs from what is listed in this document still follow each step listed. The links will still work the same way as what is listed in this document.***

How to Download Install Office 365

- 1) Go to office.com/students
- 2) You will be taken to the following page
- 3) Scroll down and click on **Discover more** under **Student resources**



- 4) Under **Training and tutorials** click on **Getting started with Office**

Training and tutorials

- **Getting started with Office**
- Office training tutorials
- Make your school life easier with OneNote training
- Windows tutorials
- Free IT training
- Get certified

5) Under **Download and install** click on **Install Office on your PC or Mac**



Outlook



OneDrive

Download and install

Install Office on your PC or Mac

Where to enter your product key

What's new in Office 365

[MORE >](#)

6) Click on **PC step-by-step**

[Quick install](#)

[PC step-by-step](#)

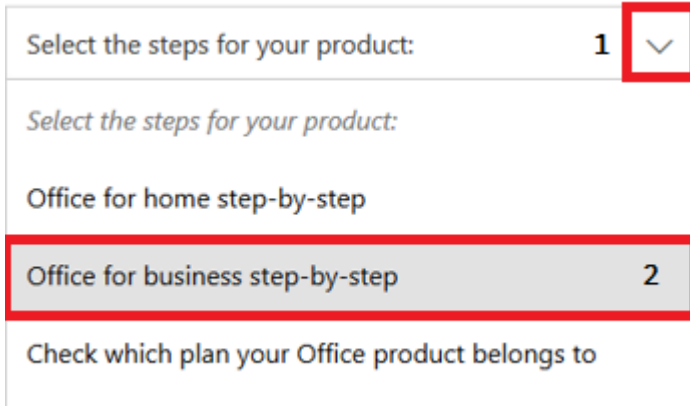
[Mac step-by-step](#)

[Need help?](#)

Using the drop-down below, select the step-by step instructions for your Office product to help you install or reinstall Office 365 or Office 2016 on a PC, laptop, or 2-in-1 computer. These steps also include the options for how to install Office in a different language and how to install the **64-bit version**.

Tip: The steps below differ if your Office product is part of an *Office for home* or *Office for business* plan. If you're not sure which steps to follow, select **Check which plan your product belongs to** from the drop-down.

7) Click on the arrow next to **Select the steps for your product** and click on **Office for business step-by-step**



Select the steps for your product:	1	▼
<i>Select the steps for your product:</i>		
Office for home step-by-step		
Office for business step-by-step	2	
Check which plan your Office product belongs to		

8) Follow the steps listed on Microsoft's website to complete the installation