



INSTALLATION INSTRUCTIONS



If you don't have Office at home, MCC students now have FREE access to Microsoft Office 365.

You must have **Windows 7 or higher** for Office to run. **Uninstall ALL older versions of Office before installing Office 2016/365.**

Follow the instructions below to take advantage of this excellent benefit. Please keep in mind that Microsoft changes their web pages frequently. Therefore, these steps could change a bit. Just read each screen carefully. I can't recreate the instructions because my account has already been created.

- ❶ Open <https://products.office.com/en-us/student> in Internet Explorer or Mozilla Firefox.
- ❷ Enter your MCC email student address in the box. Click the "Get started" button.
- ❸ Click "I'm a student". Follow onscreen instructions.
- ❹ Log in to your student email account at <https://mail.google.com/>.
- ❺ You should receive an email with a subject line similar to "Time to complete Office 365 Education signup". Again, the wording of this could have changed since I signed up.
- ❻ Open the email. Click on the link entitled "Complete Office 365 Education signup".
- ❼ Fill out the registration information. Click "Start" at the bottom of the screen.
- ❽ It may take a moment or so to load the "Install Office 2016 on Your PC" screen. Once it loads, look for the orange "Install now" button. Uncheck the items above it if you'd like. Click Install now.
- ❾ Continue following on-screen instructions as necessary to complete the installation. It should be a fairly automated process that requires very little intervention from you. Keep your password in a safe place!!
- ❿ After the installation finishes, sign out of Office 365 by clicking your name in the upper right corner and clicking "Sign out". To return to the account, log in at <https://portal.office.com>. You can install this on up to 5 devices.

If you do not wish to install this software on your computer, you are always welcome to use computers in the MCC Library or CATS Lab to complete assignments.

NOTE: MCC also has free certification for Microsoft Office. You won't cover everything for it in CIS 110 or CIS 111, but you can do some studying on your own to prepare. **So, make your résumé sparkle while you have this awesome, FREE opportunity!!** For more details, visit <http://3mit.com/mcc/mos/>.