Installing Office 365

1.Open any internet browser

2.Go to office.com

3.Click on Sign in
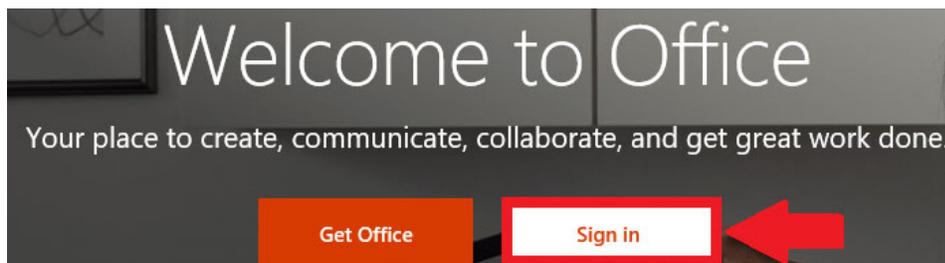
A. Enter your district email.

Make sure to use username@sbccd.cc.ca.us

For students, use student email format

f.lastname####@student.sbccd.edu

B. Enter your password. Same password used to sign into computers, email or Web Advisor. *For student's, password is the same as Web Advisor, Canvas and email.*


C. Select if you want to "Stay signed in?" Yes, or No.
If you are on a public computer you should select NO.

4. You can use all available apps from here or install on your computer by selecting the Install Office tab. ***Only install on your personal computer, DO NOT INSTALL on public computer.***
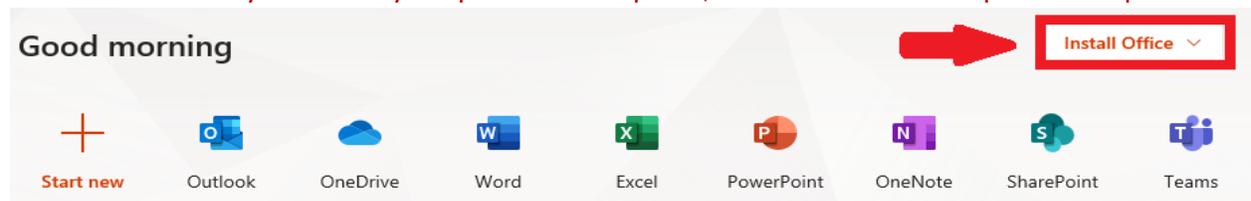
Installing Office 365

A. Select the top option to install Office 365   apps
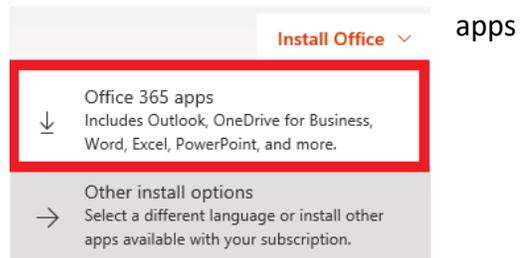
B. Office 365 will download once it is completed, you should have the option to run the install. You can find a saved copy of the install file in your downloads folder.

Click Run to the install.

The install may take several minutes, be patient.

Once completed you will get a message,

you can close the window.

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5. Office 365 is now installed and your apps can be found in your start menu.

You can right click apps and Pin to Start or taskbar [Pin to Start / Pin to taskbar] or you can drag icon to desktop.
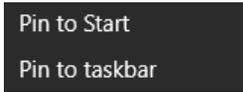
6. When you open any Office app for the first time you will be prompted to activate office.

Hello **Username**, welcome to Office

Sign in to activate Office with this account

Change account

Continue   A. Click continue.

Microsoft

Activate Office

username@sbccd.cc.ca.us   ✕

No account? Create one!
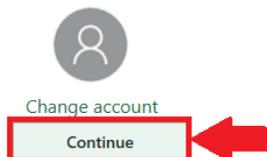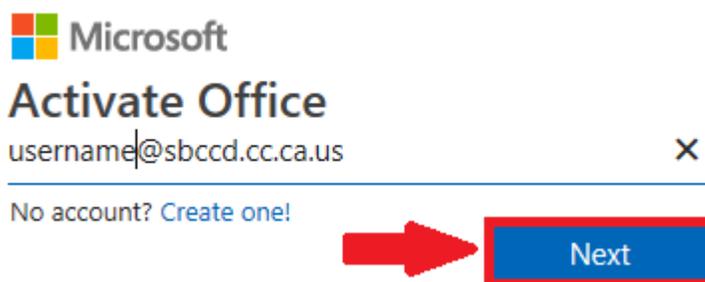
Next

B. Verify your email and click next

For students use student email format "f.lastname####@student.sbccd.edu"

C. You will be prompted to enter your password to activate Office. Enter your password, same password used to sign into computers, email or Web advisor. *For student's, password is the same as Web Advisor, Canvas and email.* Then click sign in.

Enter password

Password

Forgot my password

Sign in with another account   Sign in

You have now installed and activated Office 365.