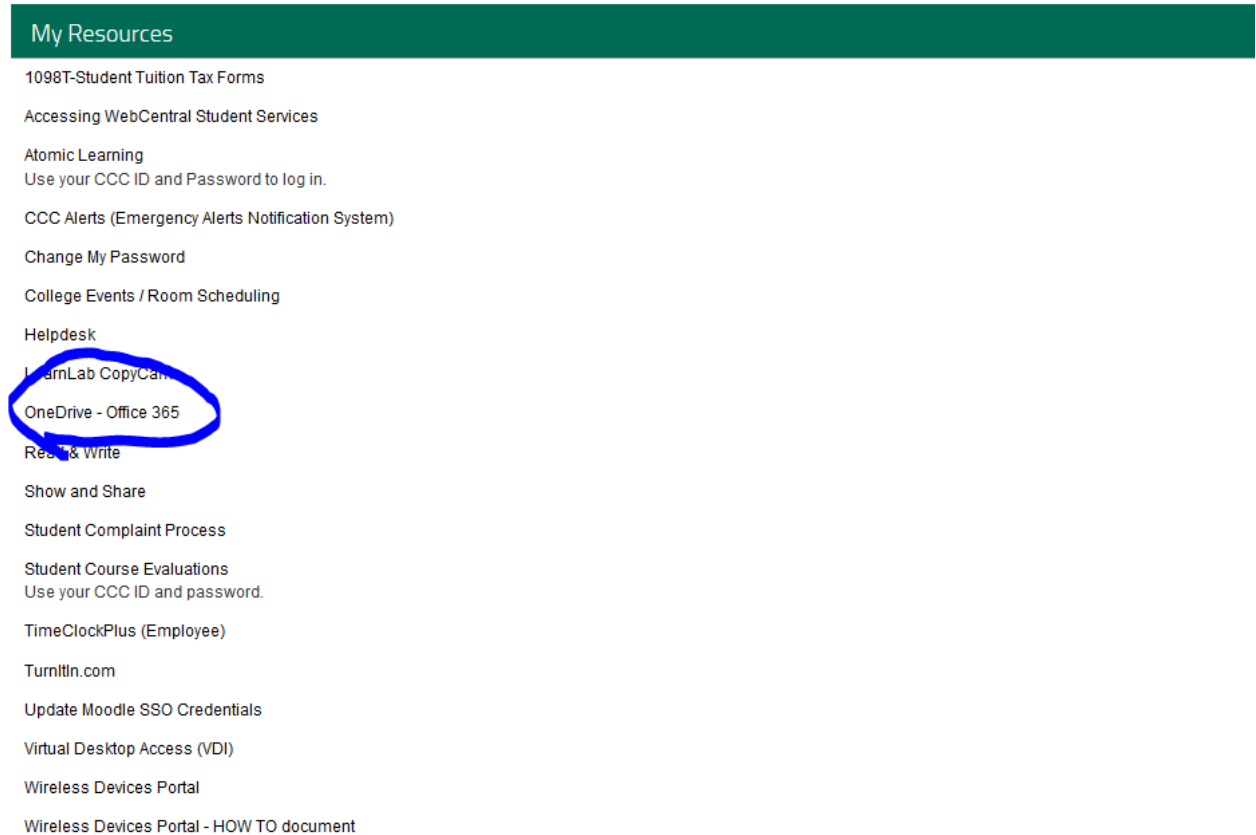


Installing Microsoft Office 365

1. Login to Webcentral, scroll down to the My Resources tab below the announcements, and click on “OneDrive – Office 365.”



My Resources

- 1098T-Student Tuition Tax Forms
- Accessing WebCentral Student Services
- Atomic Learning
Use your CCC ID and Password to log in.
- CCC Alerts (Emergency Alerts Notification System)
- Change My Password
- College Events / Room Scheduling
- Helpdesk
- LearnLab CopyCam
- OneDrive - Office 365**
- Read & Write
- Show and Share
- Student Complaint Process
- Student Course Evaluations
Use your CCC ID and password.
- TimeClockPlus (Employee)
- TurnItIn.com
- Update Moodle SSO Credentials
- Virtual Desktop Access (VDI)
- Wireless Devices Portal
- Wireless Devices Portal - HOW TO document

2. This will open a new tab in your internet browser and will ask for an email (CCC email) and password. Enter your email and it should automatically sign in WITHOUT a password.

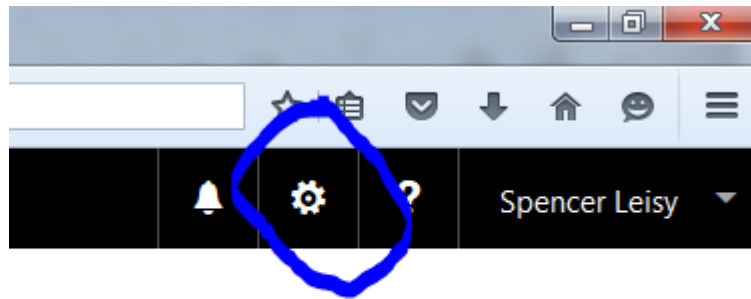
Work or school, or personal Microsoft account

Keep me signed in

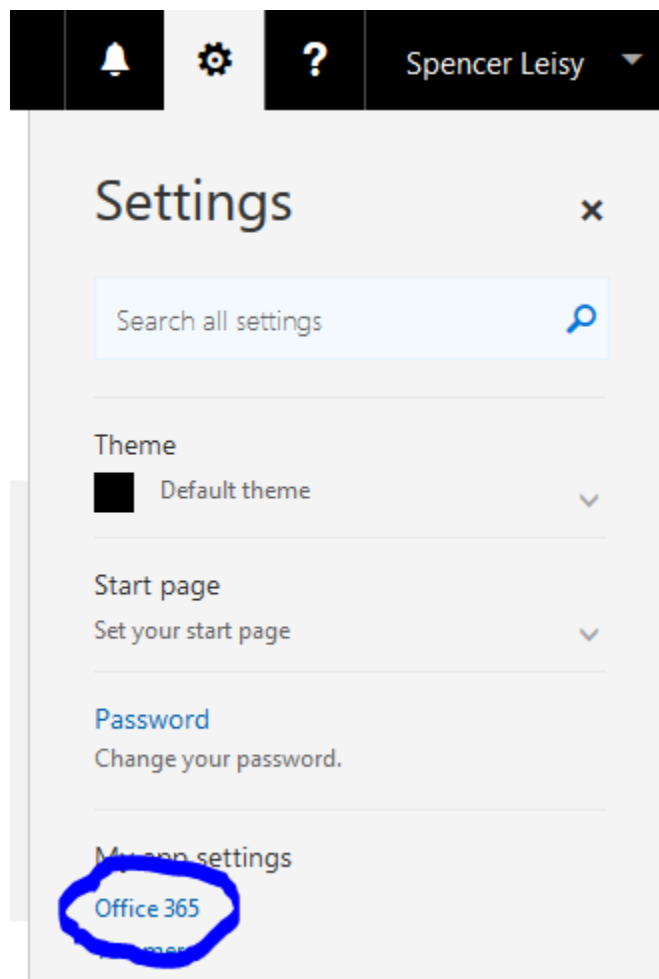
Sign in

[Can't access your account?](#)

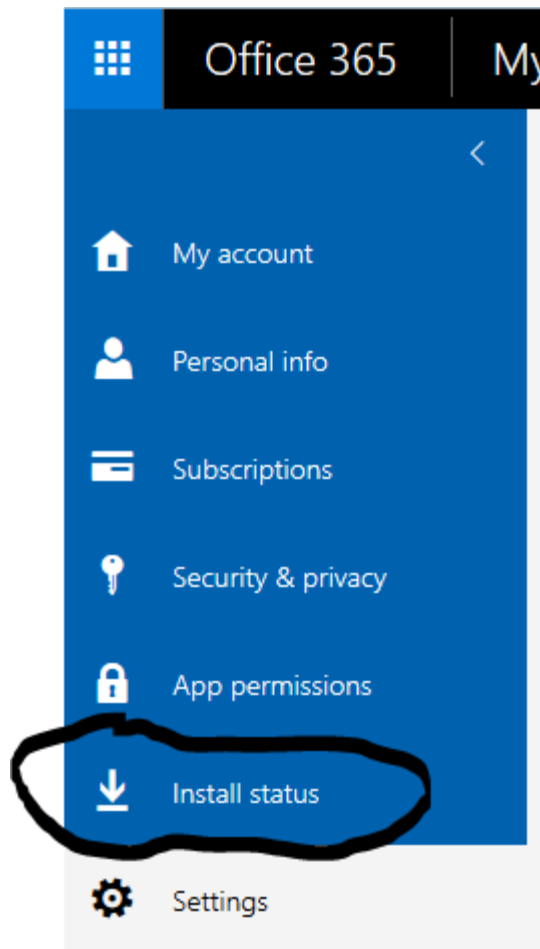
- From here “Let’s Get Social” Pop-up may appear. You may choose either to join or reject it. You will look in the top right hand corner of the screen and click on the Gear located there:



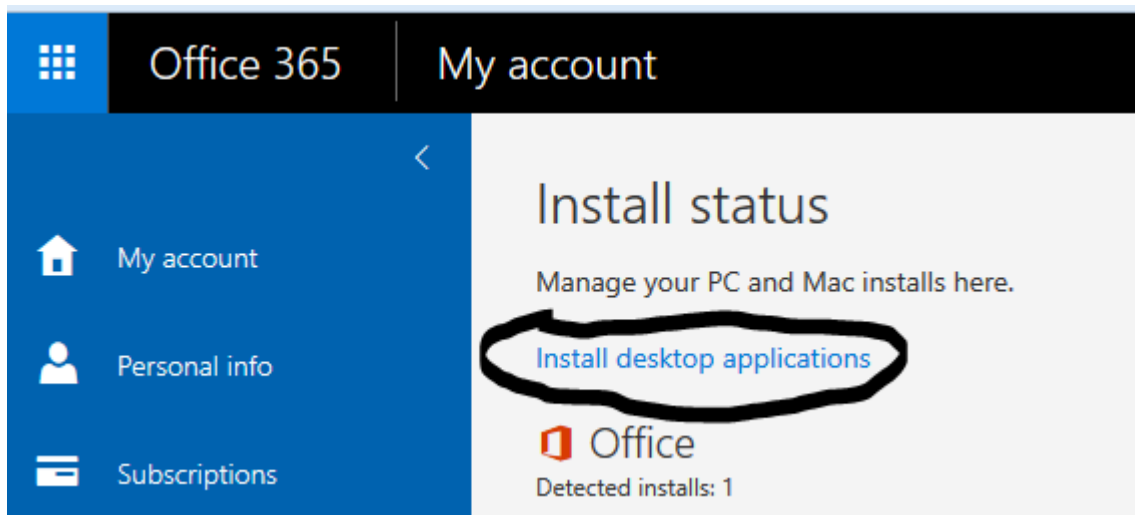
- You will then click on the link labeled “Office 365.”



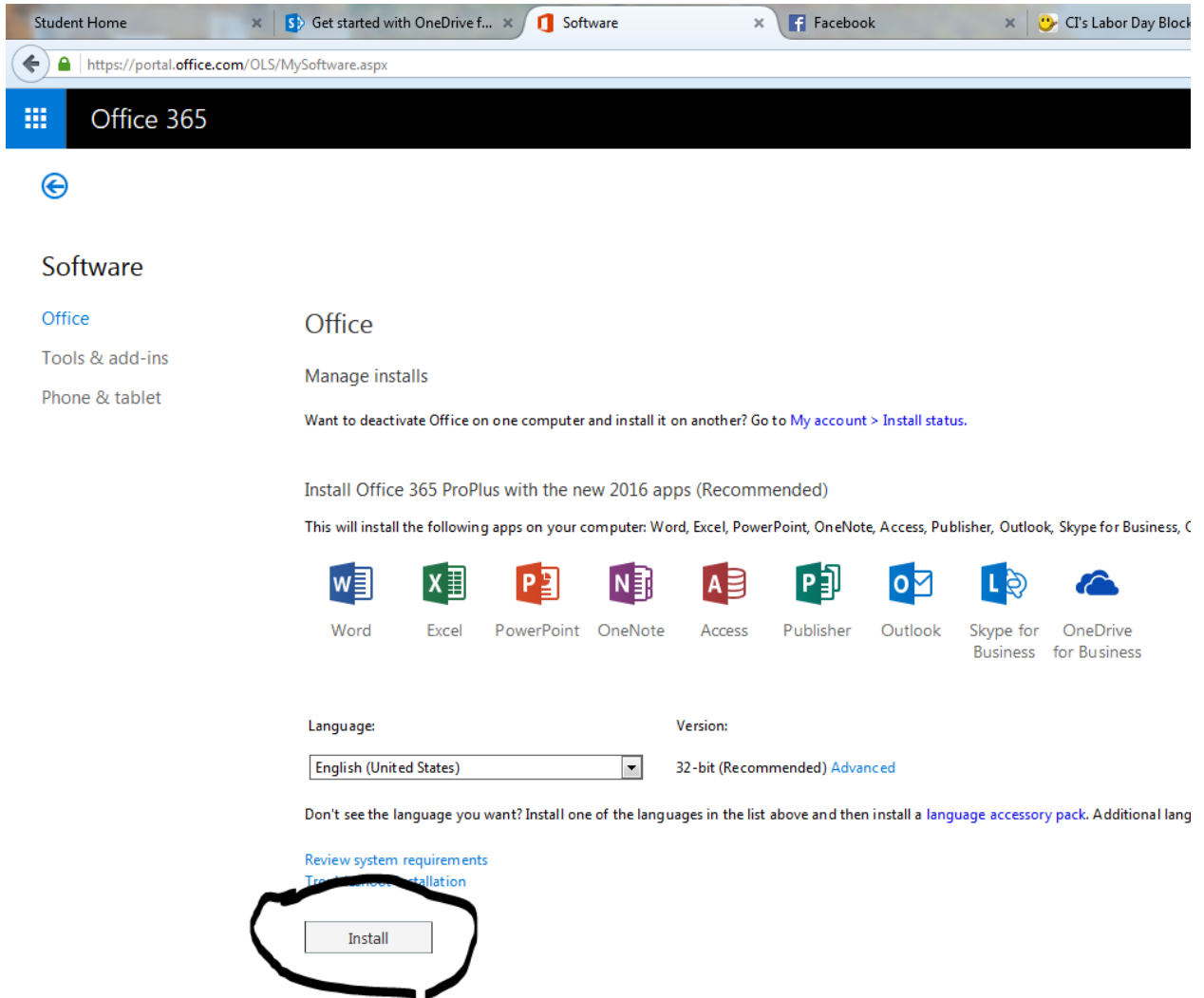
5. A sidebar will appear on the left side of the screen. Click on “Install Status.”



6. Click on the option labelled “Install Desktop Applications.”



7. From here a list of applications being installed will appear. Click the install button located at the bottom of the screen:



Student Home x Get started with OneDrive f... x Software x Facebook x CI's Labor Day Block

https://portal.office.com/OLS/MySoftware.aspx

Office 365

Software

Office

Tools & add-ins

Phone & tablet

Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account > Install status](#).

Install Office 365 ProPlus with the new 2016 apps (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, C

Word Excel PowerPoint OneNote Access Publisher Outlook Skype for Business OneDrive for Business

Language: English (United States) Version: 32-bit (Recommended) [Advanced](#)

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional lang

[Review system requirements](#)

[Troubleshoot installation](#)

Install

You may have to save a file, and then run the file to initiate the install. Click “Yes” all the way through and Microsoft Office will begin downloading. Expect it to take 10-15 minutes.