

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



Lorain County Community College
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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

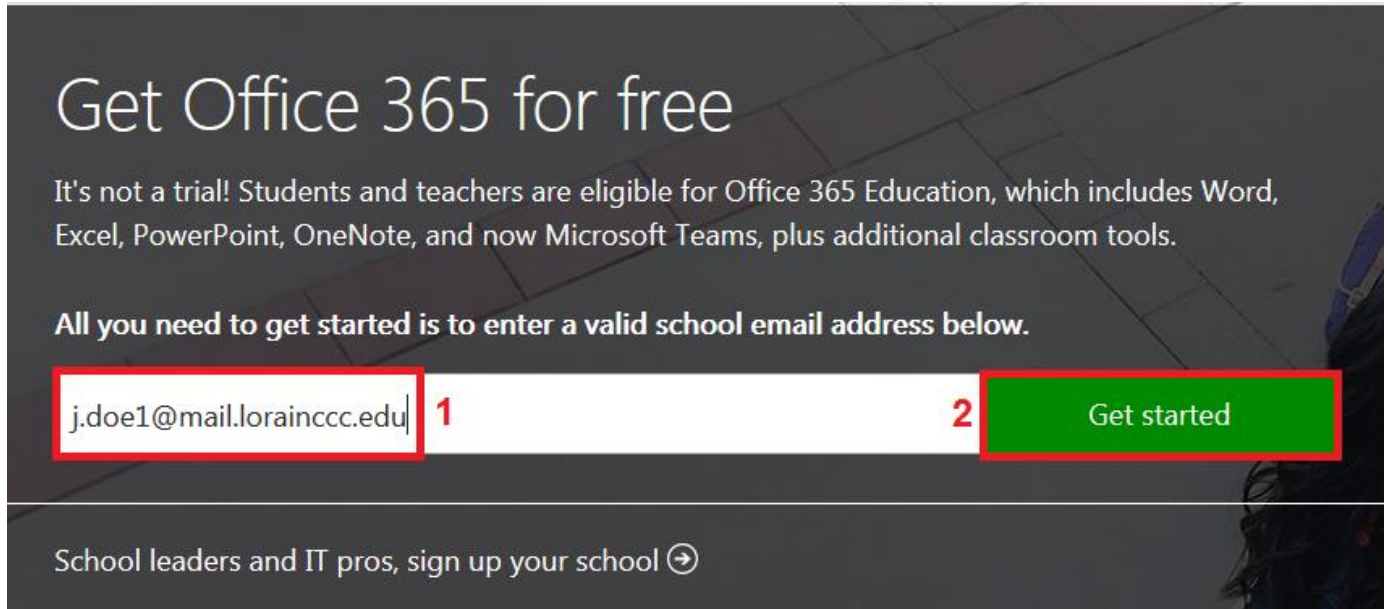
- 1) Remove all Microsoft Office installations from your computer prior to installing Office 365. If Office 365 detects any other Office installations on your computer during the installation process it will not proceed. A message will display letting you know that you already have a version of Office 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 <https://products.office.com/en-in/student/office-in-education>
- 2) Enter your student email address and click on **Get started**



- 3) Click on **I'm a student**

Are you a student or a teacher?

We'll provide the Office 365 tools you need in the classroom and online. If you're an IT admin, [enroll your school](#).

I'm a student →

I'm a teacher →


4) Click on **Sign in**

You have an account with us

To get your free Office, sign in with your Office 365 user ID and password.



5) Log in with your student credentials and click on **Sign In**

 **Lorain County
Community College**

Spring Semester – Register Now or Add a Class
It's not too late to enroll or add a class for Spring Semester. Seats are still available in classes that begin February 19, March 19, and April 2. Additional credits are FREE after you pay for 13 credit hours. Learn more and see the list of classes at www.lorainccc.edu/latestart.

Do you struggle with hunger and food insecurity?
Please share more about your experiences in a brief survey so LCCC can better meet your needs. Please [take the survey now](#).

New Schedule Planning Tool Now Available
Schedule Planner is now available in MyCampus. This new tool allows you to identify classes you need, block off times you're busy, and generate schedule options that fit your life. Learn more at www.lorainccc.edu/scheduleplanner.

Lorain County Community College Login

User name:

Password:

Sign In

Canvas Users (students and faculty)
The Canvas login screen has changed.
Please enter your user name and password to sign in.

LCCC Employees
This login screen may also be used to access remote email and the WordPress editor.

All users will automatically be routed to the appropriate system.

6) Click on **OK, got it**

No need to sign up

You already have a license for Office 365 Education.



7) Click on **Install Office apps**. Then click on **Office 2016**.



- a. If you receive the below message it means that an Office license was not assigned to your account. Please call the Help Desk at 440-366-4351 or helpdesk@lorainccc.edu.



8) The download will begin