

HOW TO LOGIN TO OFFICE 365 AND DOWNLOAD OFFICE 2016

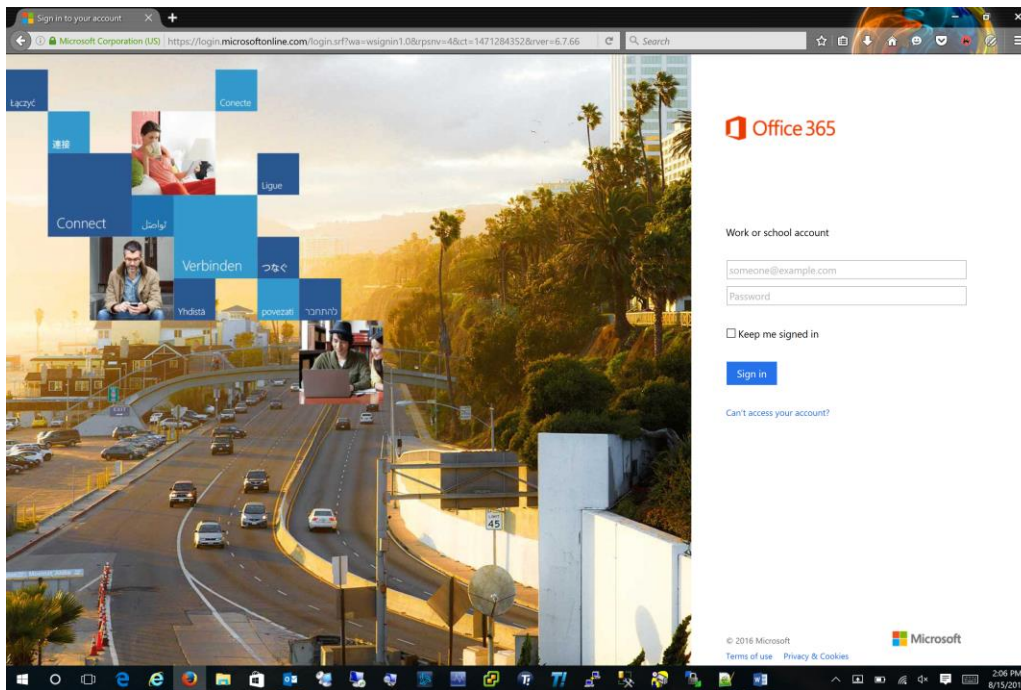
Document Version: 2



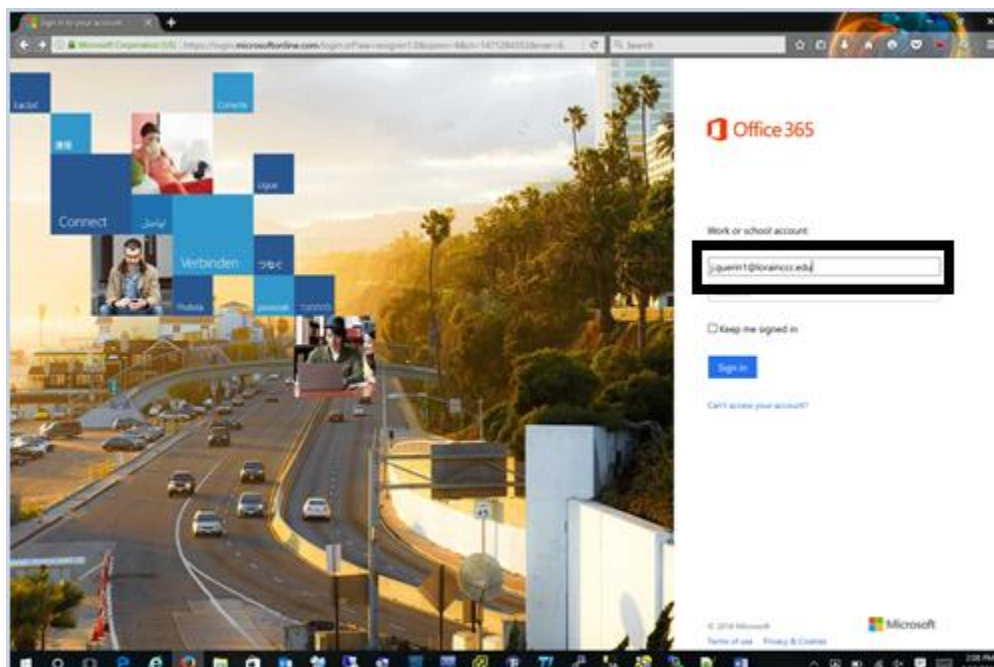
Lorain County Community College

9/7/2016

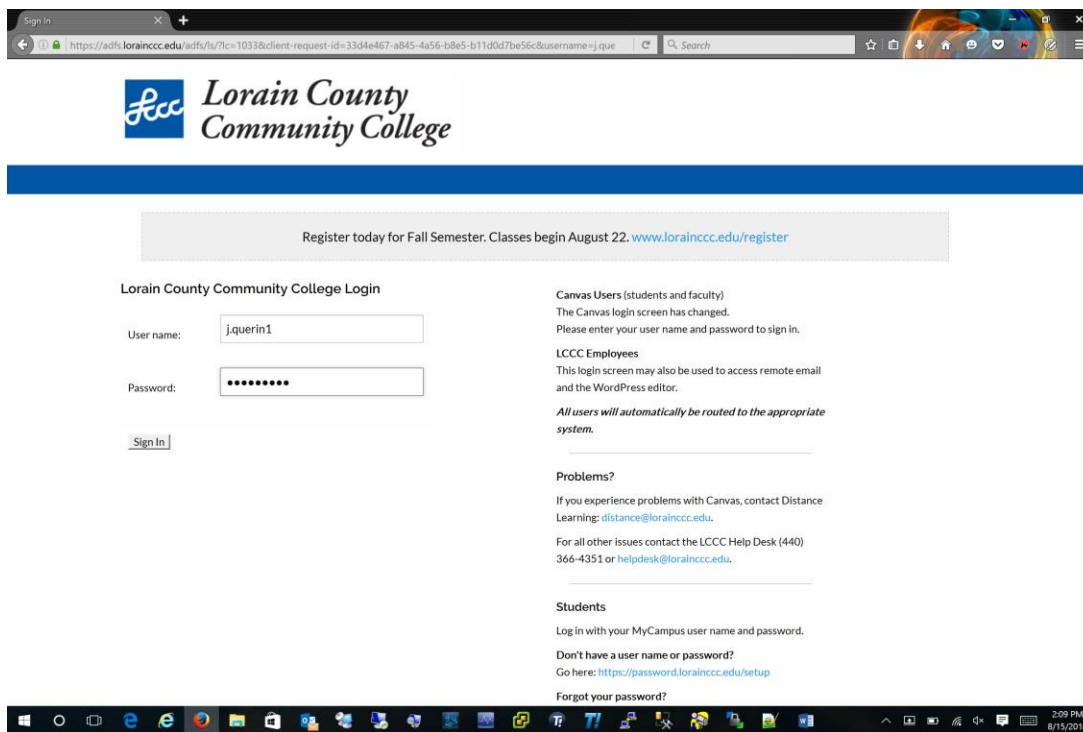
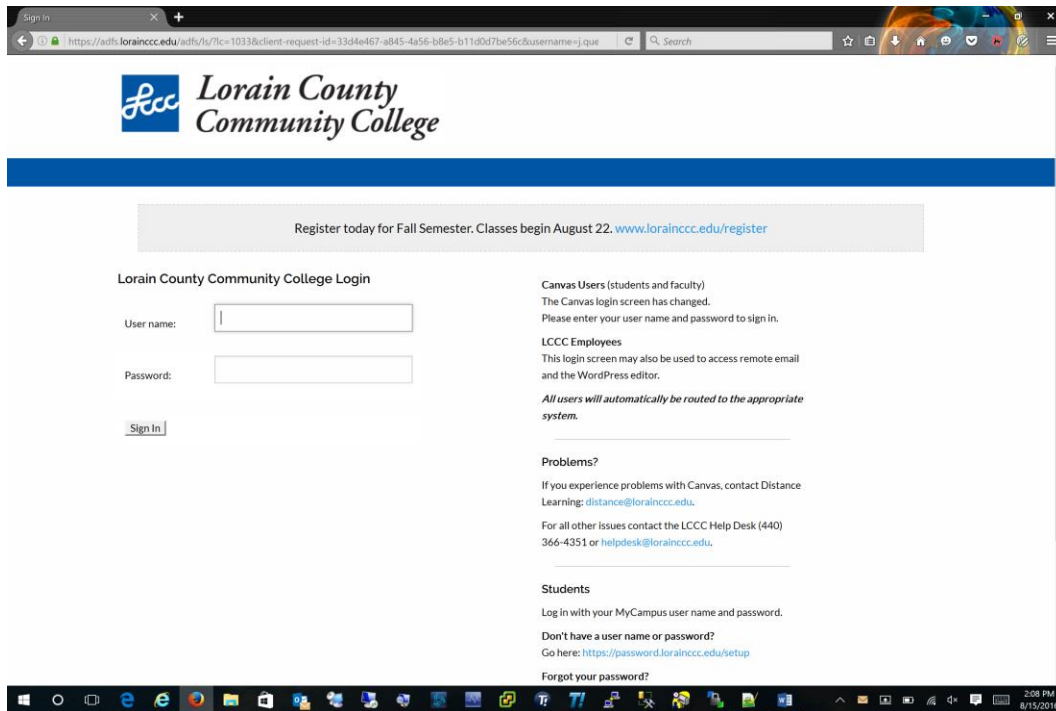
1.) Go to <https://portal.office.com>.



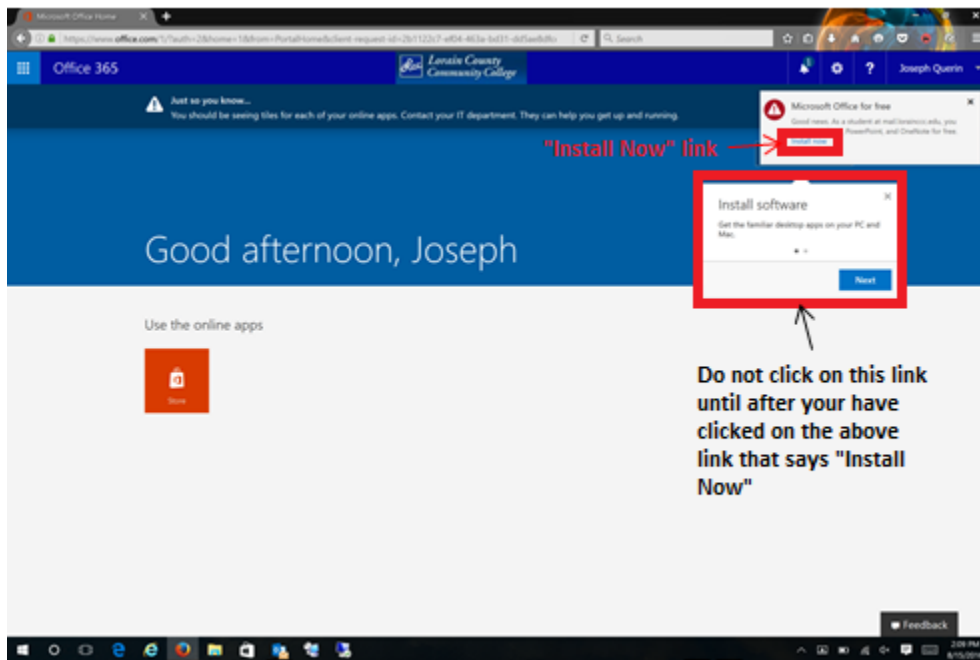
- 2.) In the email address field enter your LCCC Student Google Email address
 - a. Ex. j.smith1@mail.lorainccc.edu
 - b. Once you click out of the email address field you will get redirected to the LCCC login page



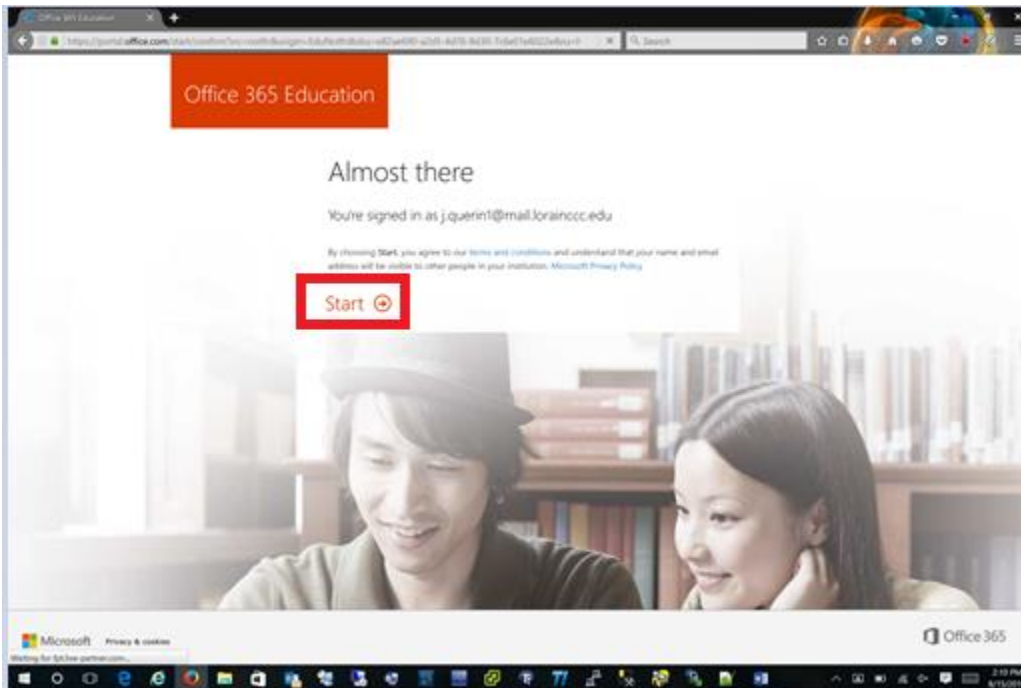
- 3.) At the LCC login page enter your MyCampus username and password and click the 'Sign-In' button. *If you have any issues signing in please try clearing your web browser cache or try using a different web browser.



- 4.) Now that you are logged into Office 365 you will see a prompt to get your Microsoft Office for free in the upper right hand corner of the window.
- 5.) Click the 'Install Now' link.
 - *Do not click on the second pop up that says "Install Software". If you click on this link you will receive a message that says "Contact your system administrator". This means that you will need to go back to the previous step and click on the "Install Now" link.
 - *The "Install Now" link activates your Office 365 license. It may take a couple of minutes before the "Install Now" link appears.
 - *Internet Explorer is the preferred web browser to download and install Office 365.
 - *Your pop up blocker will need to be disabled before your start to download Office 365.



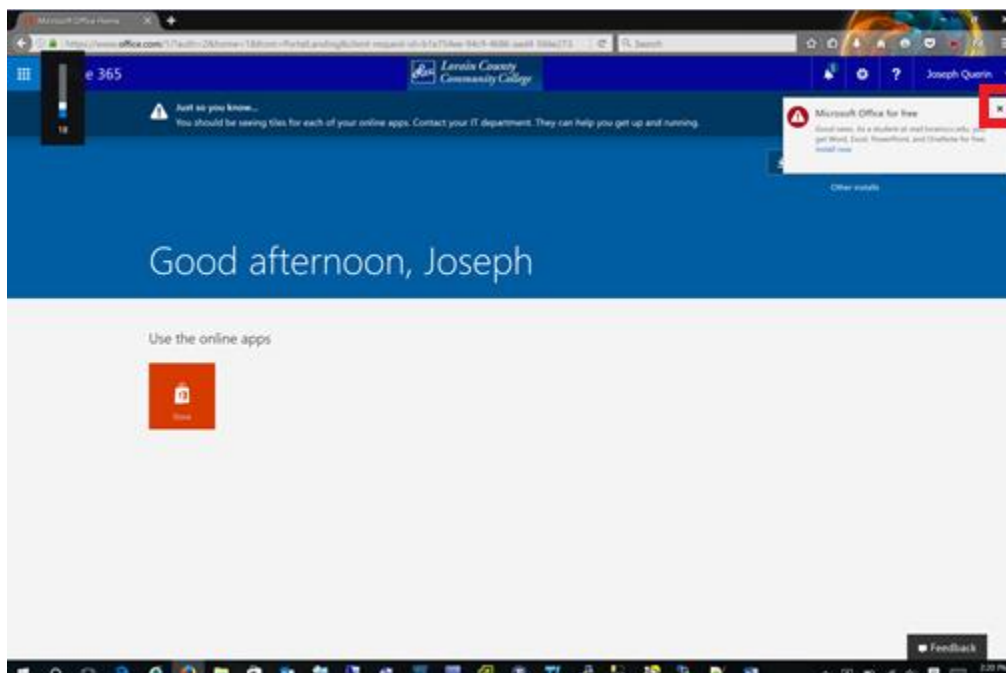
6.) Click the 'Start' link in the middle of the window.



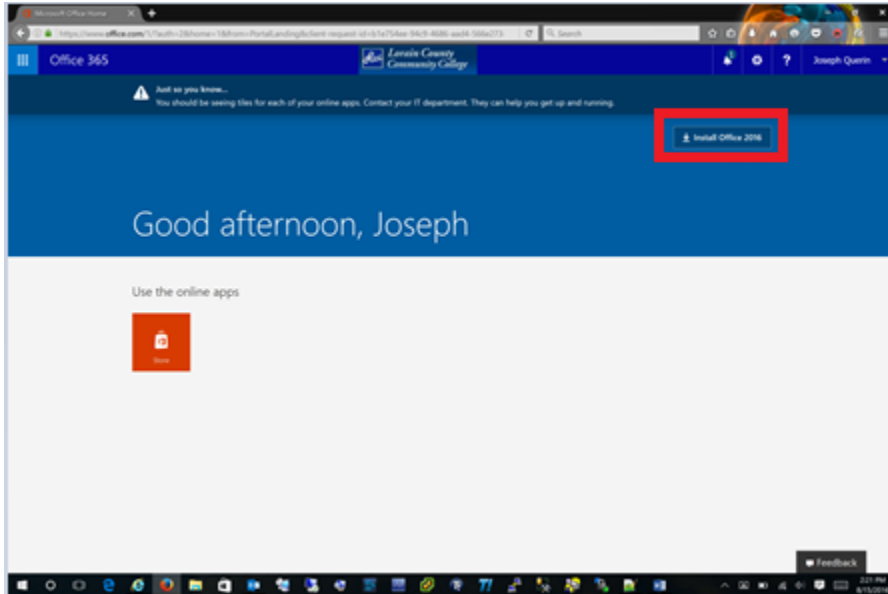
7.) After the page finishes loading you will be taken back to the main page when you first logged in.

8.) Underneath the 'Install Now' link window is the install link for Office.

a. Just click the 'X' in the upper right hand corner of the Microsoft Office for Free window



9.) Click the 'Install Office 2016' link to take you to the Office 2016 download page.



10.) Depending on the browser you use you will be prompted to either run the installer file or download and then run.

11.) Once you run the installer Office 2016 will install.

