

## Microsoft Office 365 for Students, Faculty and Employees

Microsoft Office 365 products are available for download free of charge to current students and to PT/FT Faculty and Employees currently employed Delaware Tech. Outlook, OneDrive for Business, Word, Excel, PowerPoint and OneNote are for use on personally owned computers and devices. Download and install the latest version of Microsoft Office through the Office 365 portal as described below.

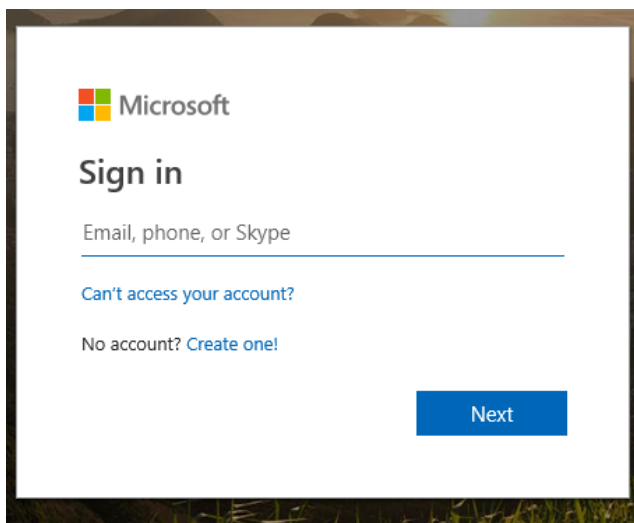
**Faculty and Employees, if you need Microsoft Office for a College-owned computer please submit a ticket to the [IIT Support Team](#)**

### Before you begin...

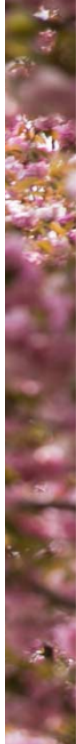
- Is Microsoft Office 2019 already installed on your computer or device? You will not need to download these applications again.
- For best results, uninstall older versions of Office before you install the current version (Office 2019)
- You must be continuously registered or employed at Delaware Technical Community College in order for Microsoft Office to continue working on your computer or device. This version of Microsoft Office 365 will stop working when you leave the College.
- You will need a reliable internet connection to download and install these files.
- These instructions only apply to Office 365 supplied by the College. If you purchase your own license of Office 365, we suggest that you do not use your dtcc.edu email address for that Office 365 subscription.

### Download and Install Office 365 onto your Personal Computer/Device

1. Go to <http://portal.office.com> and enter your Delaware Tech email address for the Sign In field (e.g. [student@dtcc.edu](mailto:student@dtcc.edu)) . Click Next.



2. You will be directed to a second sign-in screen. Log in with your Delaware Tech username and password.



Login with your Delaware Tech account

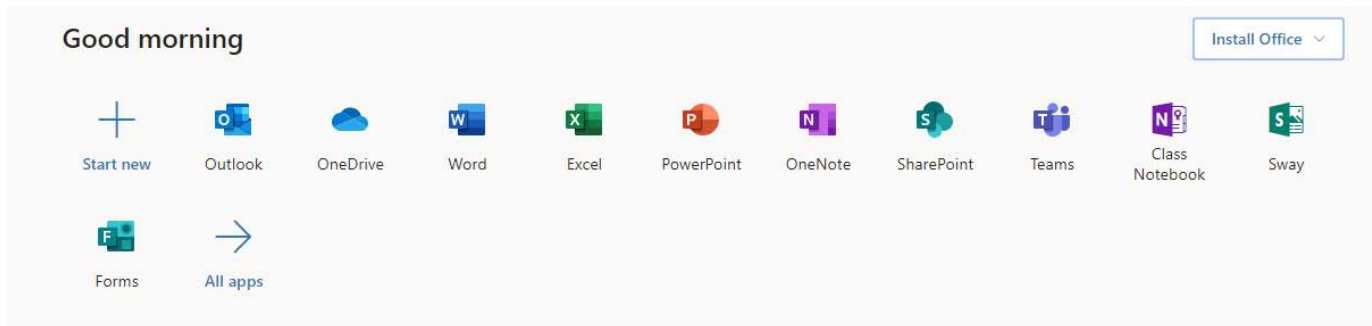
**Sign in**

Enter your Delaware Tech username and password. If you are having problems with your password, please visit our [Forgot Your Password](#) page or call a campus help desk:

- Dover: (302) 857-1911
- Georgetown: (302) 259-6285
- Stanton: (302) 453-3749
- Wilmington: (302) 657-5162

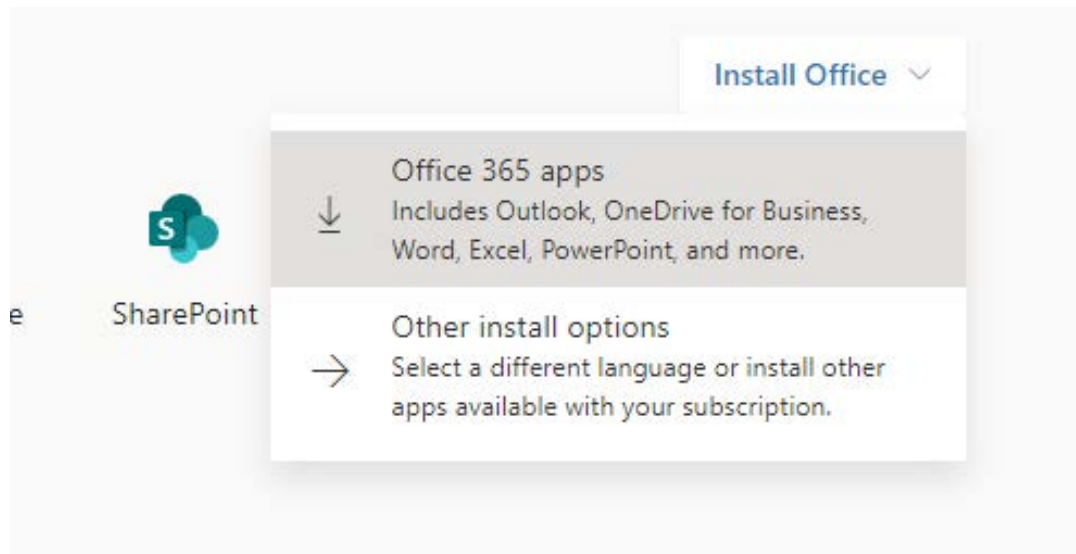
If you would like to visit a campus computer help desk, information is available on the [Tech Info](#) site.

3. The Office 365 portal will open and you will see the Office programs available for your operating system. Click the **Install Office** apps button on the right side of the screen.

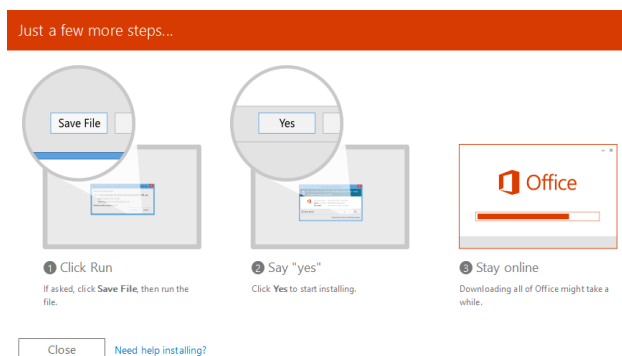


4. Select Office 365 apps to start the installation. Follow the instructions on the screen

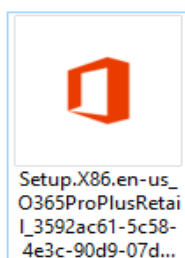
Note that 32-bit Office is recommended even for 64-bit versions of Windows. For 64-bit Office, click on Install Office Apps, and then select Other Install options.



Installation steps are summarized while setup files download in the background. Look for a progress bar or a message from your browser showing that download is complete.



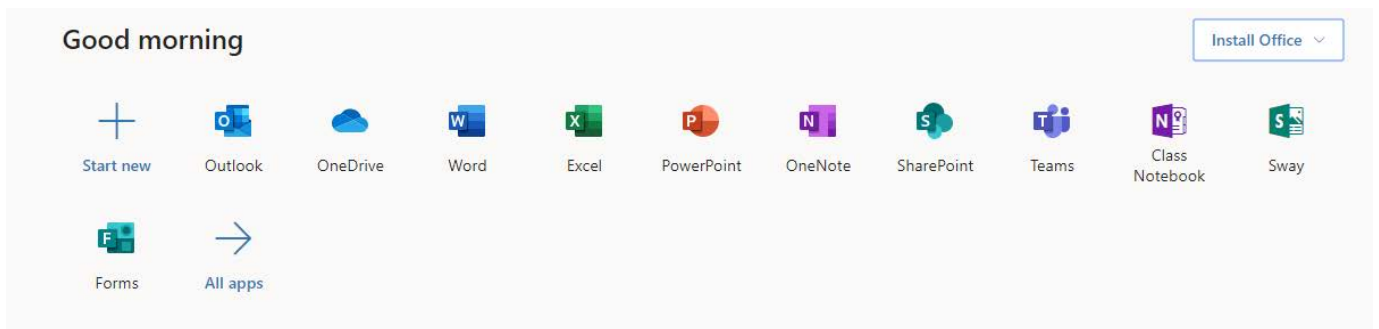
Find and run the installer file you downloaded. This will usually be in your Downloads folder.



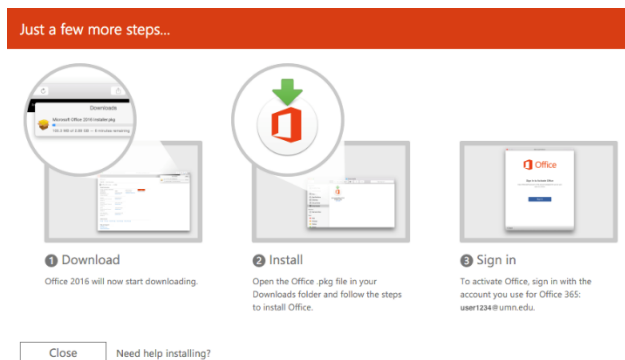
Installation begins, and continues until "Office is installed now" shows installation is finished.

## Office for Mac

On the Office 365 portal, select Install to start installation.



The installation steps are summarized while installation files download in the background. Look for a progress bar or a message from your browser showing that download is complete.



Find and run the installer file you just downloaded. This will usually be in your Downloads folder.



Installation begins. A message "The installation was successful" shows installation is finished.

### 5. Activate Office

In some cases Office 365 does not activate automatically, and a screen asking for activation appears. Select Sign in.



### Activate Office to Create and Edit

To start editing documents, buy Office or sign in to activate Office if you've already bought it.

Buy Office

Already bought Office? [Sign in.](#)

On the Sign in screen, enter your Delaware Tech email address and select next.

A second sign in screen appears. This is the same screen used for many other applications and services at the College. Sign in with your Delaware Tech username and password.

"You're All Set" indicates Office has been activated..



### You're All Set

You're now ready to use all of the benefits included with your Office 365 subscription.

Start Using Word

- Office programs appear in the start menu (or start screen, dock, or application folder, depending on operating system). Office programs can now be used off-line. No network connection is needed to use Office, although you must **connect to the internet at least once every 30 days** to keep Office activated.