



MS Office 365 Installing Office 365 on Chromebook

FOR LONG BEACH CITY COLLEGE **STUDENTS**





In this tutorial, you will learn how to:

✓ Install and uninstall Office 365 applications on Chromebook.

Important Note

Office 365 applications on Chromebook offer limited editing tools when compared to Office 365

applications that are available to Microsoft and macOS devices.



>Open the **Google Play Store** located at the bottom of the screen.





Search for the Office program you would like to download and select it by clicking the **Install** button.

>In this example Ole will search for **Word Document**.

← Word Document		← Word Document	Microsoft Word:
U	Word Document	Movies, Music, Books	Write, Edit & Share Docs on the Go
٩	word document in Movies, Music, Books	Exclusion and Second	Microsoft Corporation In-app purchases
٩	word documents app	Note Sector data Volume 1 and	1B+
٩	word document reader	AM reviews	; Downloads Everyone 🛈
٩	word document editor	Microsoft Word - Microsoft Word - 1.doc The Word of Promise Excellence of Qiyamulla Free Audio Bible - New King 2.8 ★ Free \$19.99 \$14.95	
٩	word document editor for	Microsoft Word: Write, Edit & Share Docs on the Go Microsoft Corporation 4.5 *	



Microsoft Share Doc Microsoft Corpo In-app purchases	Microsoft Word: Write, Edit & Share Docs on the Go Microsoft Corporation In-app purchases		
Uninstall	Open		
Allo pho files	Allow Word to access photos, media, and files on your device? DENY ALLO		

Once the download is complete, click the Open button to start the application.

Next, you will be asked to grant the application the rights to access your
 photos, media, and files that are
 located on your device.



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	VIKING PORTAL
Get things done on the go.	VikingID / EmployeeID
	0123456@lbcc.edu
A	Password
	Login
Sign in or Sign up	Change Password
0123456@lbcc.edu × →	New/Forgotten Password
Sign in later By using this app, you agree to the <u>terms of use</u>	 <u>Student Login Help</u> <u>Faculty/Staff Login Help</u>

Sign into you Microsoft Account.

To sign in, use the seven digits of your
 Viking Student ID Number followed by
 @lbcc.edu.

➤In this example, Ole used

0123456@lbcc.edu

The system will automatically redirect you to Viking Portal where you will input your password.







Congratulations!

You have successfully installed Word Document on Chromebook.



To uninstall Word Document from Chromebook:

Return to the Google Play Store.

Search for Word Document and click uninstall.





Note that there are different versions of Chromebooks and these instructions may not match all versions. For specific help, reach out to the LBCC Student Technology Help Desk.