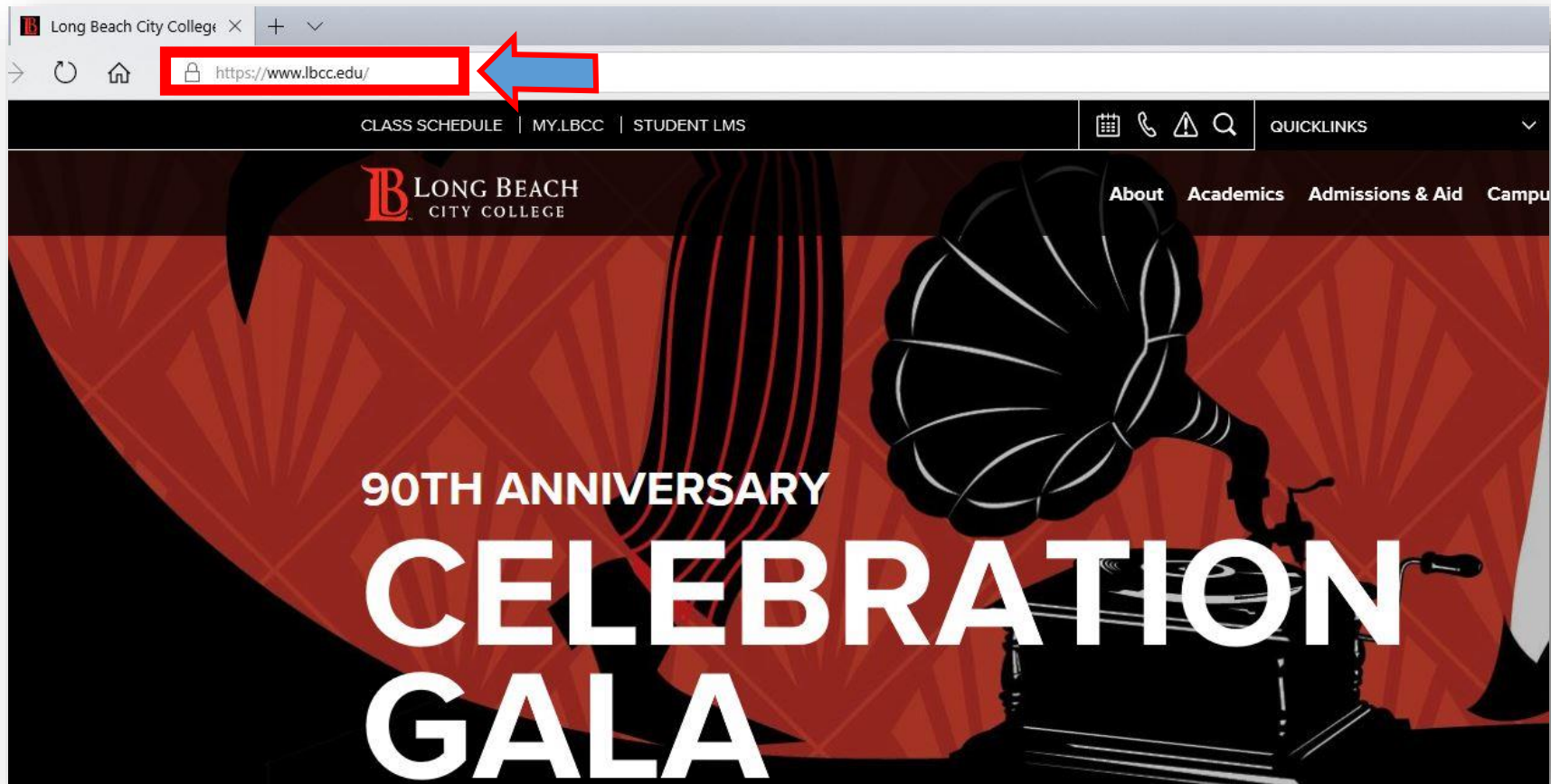
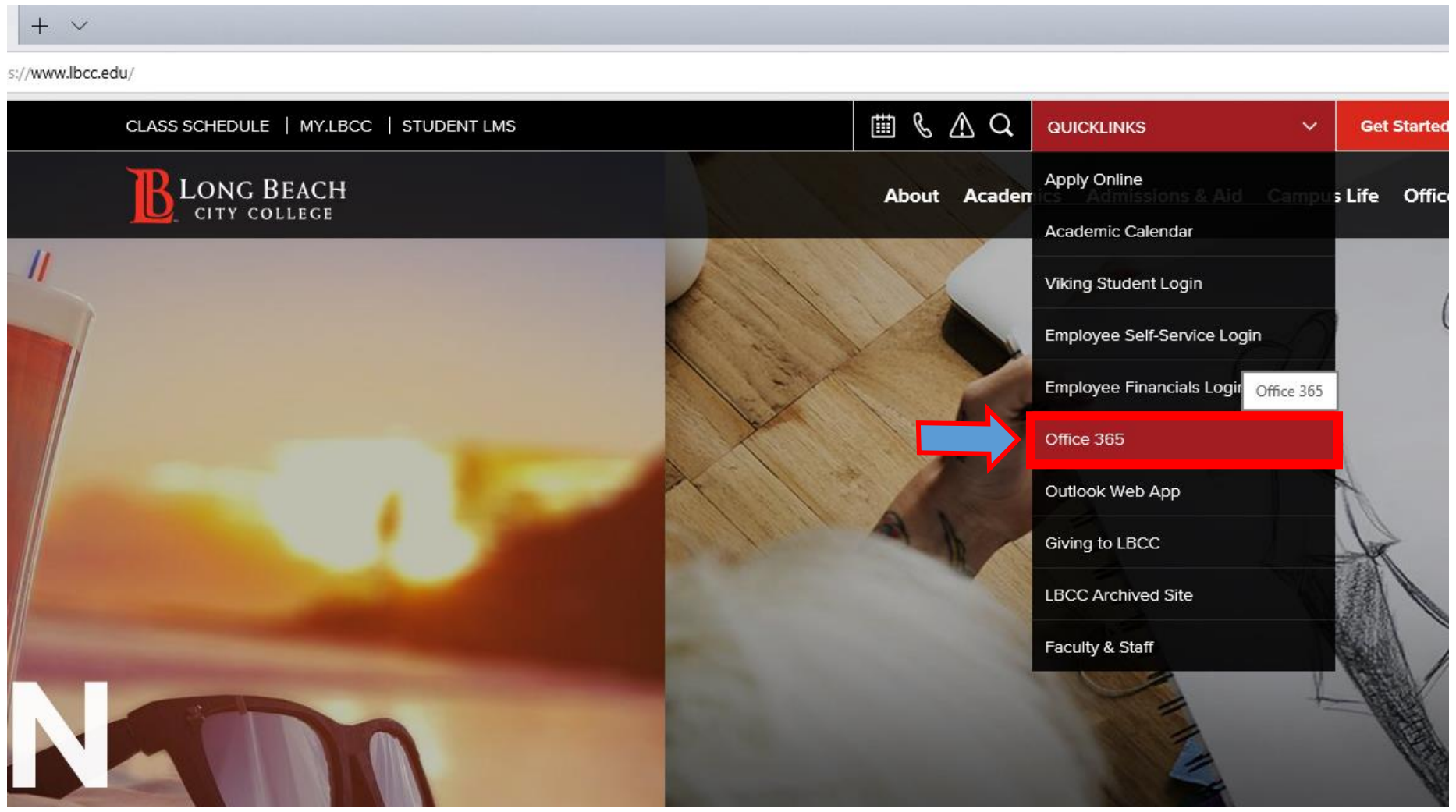


Installing Office Apps on Personal Computer

PLEASE NOTE: Office Apps do not need to be installed on your LBCC office computer as it already has Office software.



From a web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, etc) go to: www.lbcc.edu



Click on **QUICKLINKS** and select **Office 365** from the drop down menu

Welcome to Office

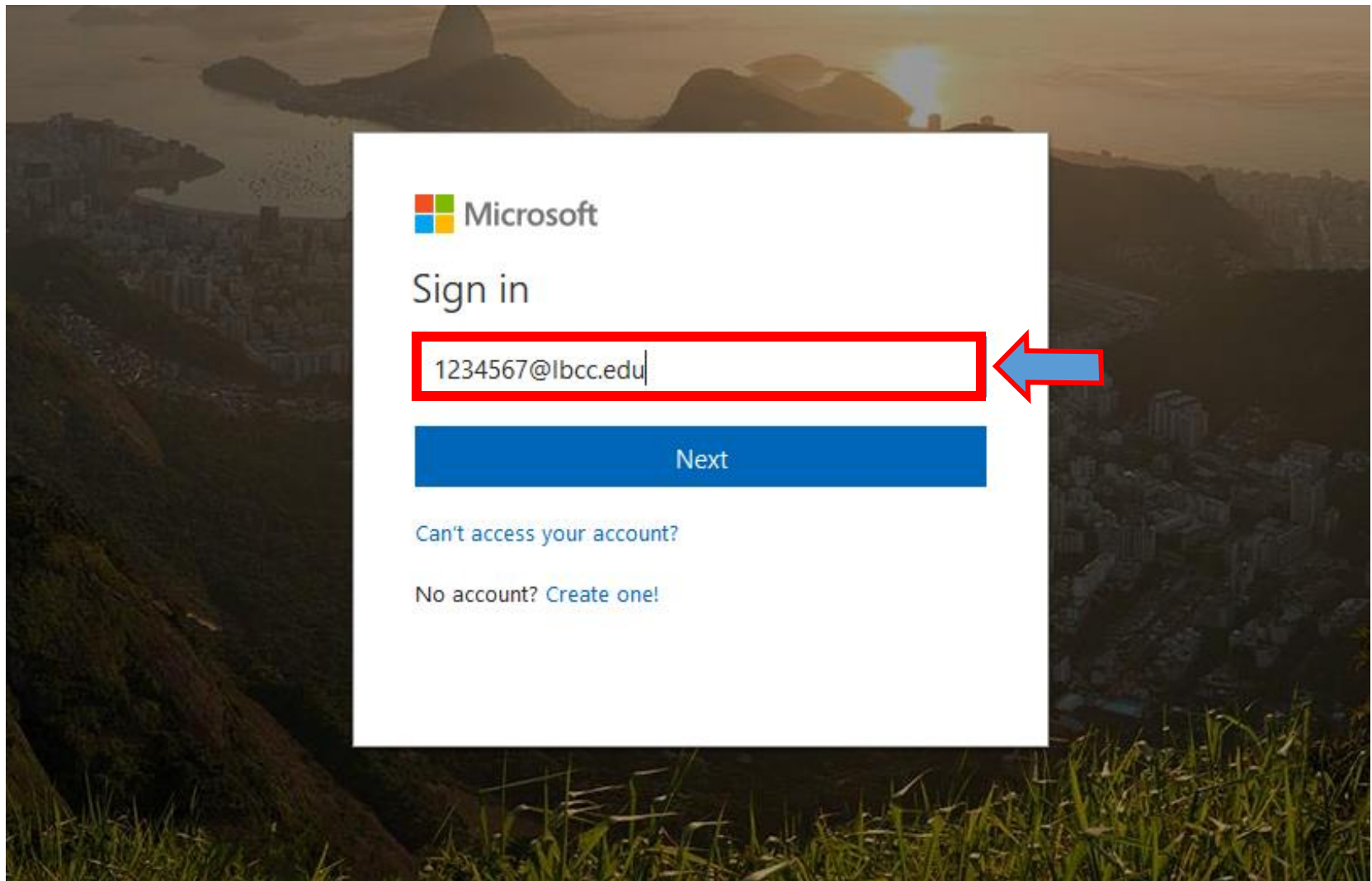
Your place to create, communicate, collaborate, and get great work done.

Get Office

Sign in



Click on **Sign in**



At this screen, put in your [EmployeeIDNumber@lbcc.edu](#) (for example, [1234567@lbcc.edu](#))



B LONG BEACH CITY COLLEGE

Sign in with your organizational account

1234567@lbcc.edu

••••••

Sign in

Trouble accessing your account? Contact the LBCC Help Desk at (562) 938-4357 or at helpdesk@lbcc.edu.

When the page redirect to the LBCC page put in your LBCC password



0770638@lbcc.edu



Stay signed in?

Do this to reduce the number of times you are asked to sign in.

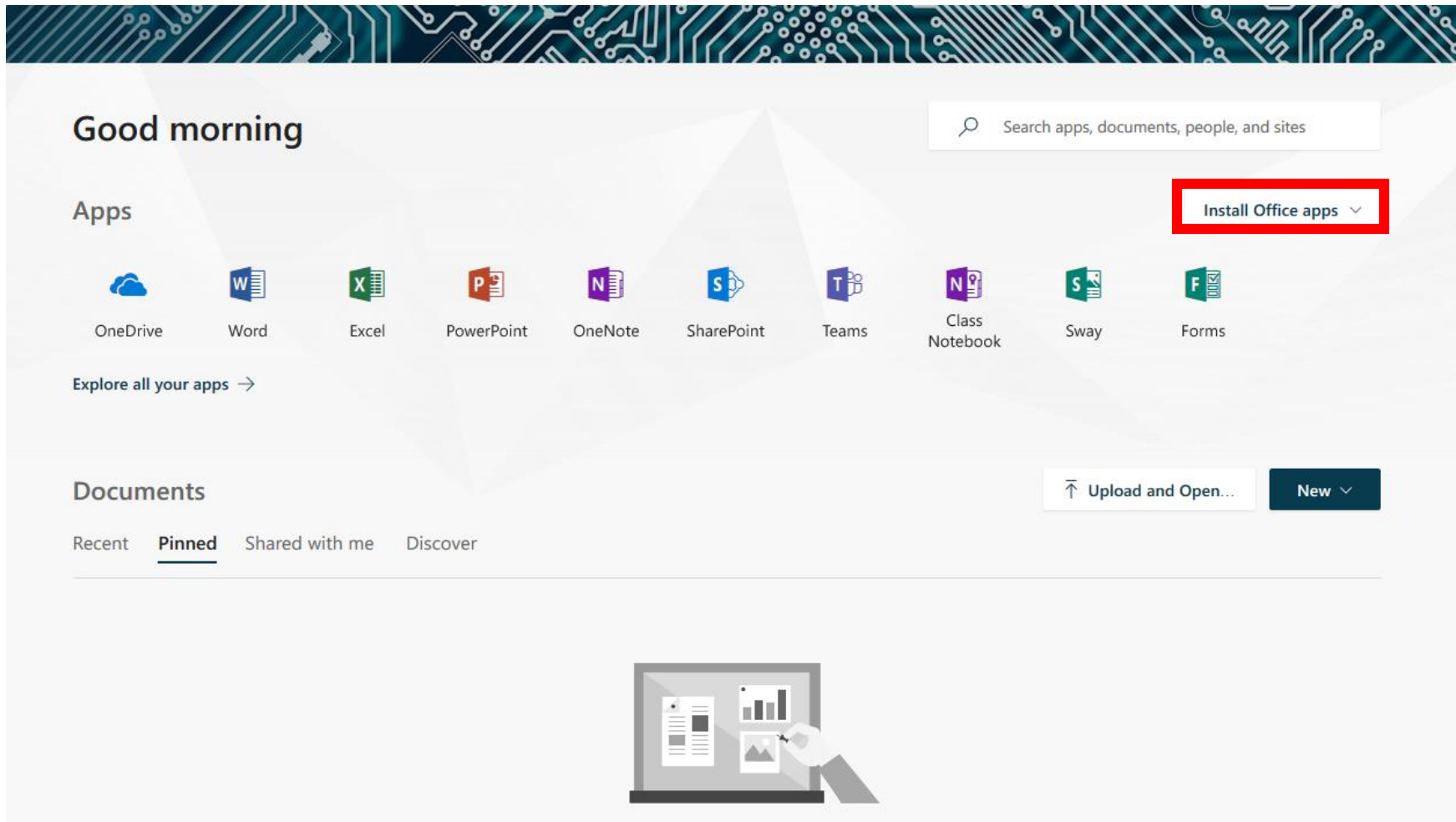
No

Yes

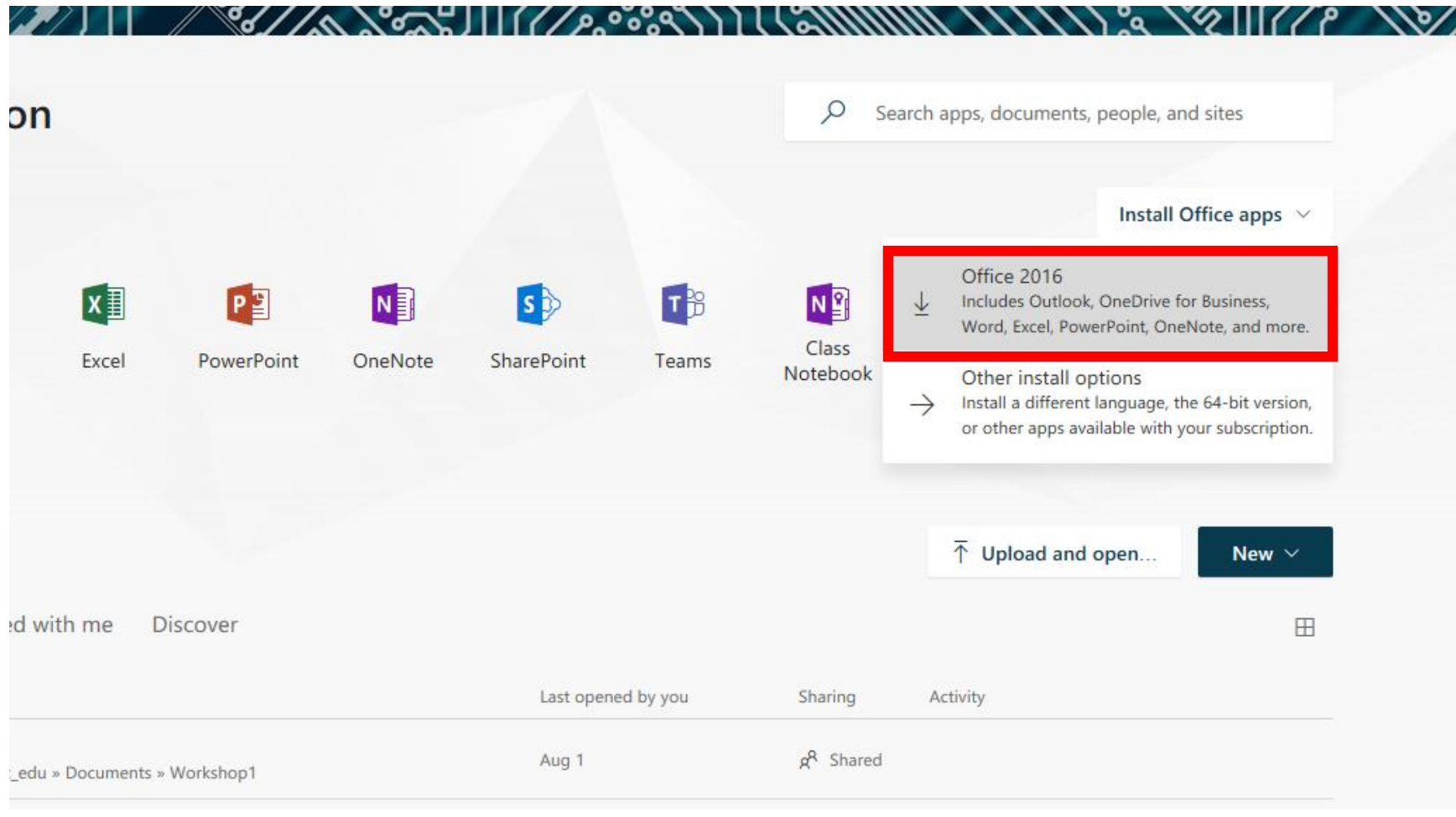
Don't show this again

Trouble accessing your account? Contact the LBCC Help Desk at (562) 938-4357 or at helpdesk@lbcc.edu.

Select *Yes* or *No* at your discretion. In the interest of security, only choose *Yes* if you are using your personal computer.



Congratulations! You should now see your Office 365 dashboard, click on **Install Office apps**



Click on **Office 2016**

Install Office app

Just a few more steps...

- 1 Click Run**
Find it at the bottom of the screen or press Alt+N.
- 2 Say "yes"**
Click Yes to start installing.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365: 0770638@lbcc.edu.

Close Need help installing?

What do you want to do with Setup.X86.en-us....exe (4.5 MB)?
From: c2rsetup.officeapps.live.com

Run Save ^ Cancel X

Click on **Run** button



First things first.

By clicking "Accept" you agree to the Microsoft Office License Agreement. [View Agreement](#)

This product also comes with automatic updates. [Learn more](#)



Click on **Accept** button



You can use Office now.

 We're wrapping things up — please stay online as we make some finishing touches.

Office should begin to install



You're good to go.

We're all done, and you can now go offline if you need to. Enjoy!

Click on 'All done!'



All done!

Once completed, Office Apps (MS Word, Excel, Powerpoint, etc) should installed on your personal computer.