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.

Click on Sign in
At this screen, put in your EmployeeIDNumber@lbcc.edu (for example, 1234567@lbcc.edu)
When the page redirect to the LBCC page put in your LBCC password
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**
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
Office should begin to install
Once completed, Office Apps (MS Word, Excel, Powerpoint, etc) should be installed on your personal computer.