Installing Office Apps on Personal Computer
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PLEASE NOTE: Office Apps do not need to be installed on your LBCC office computer since it already has Office software.
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➢ 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.
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➢ Click on Sign in.

Welcome to Office
Your place to create, communicate, collaborate, and get great work done.
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➢ At this screen, put in your EmployeeIDNumber@lbcc.edu

➢ For example: 1234567@lbcc.edu
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➢ When the page redirects to the LBCC page, put in your LBCC password.
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➢ Select Yes or No at your discretion.

➢ In the interest of security, only choose Yes if you are using your personal computer.
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Congratulations!
You should now see your Office 365 dashboard.

➢ Click on Install Office apps.
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![Image of Office Apps installation process]

- Search apps, documents, people, and sites
- Install Office apps
- Office 2016 includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, Onenote, and more.
- Other install options:
  - Install a different language, the 64-bit version, or other apps available with your subscription.
- Upload and open...

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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'
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➢ Office should begin to install
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➢ Once completed, Office Apps will be installed on your computer.
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If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

• Phone: (562) 938-4357
• Email: helpdesk@lbcc.edu
• In-Person: Check out our schedule online at www.lbcc.edu/iits