

MS Office 365

Downloading MS Office to a Personal Device

FOR LONG BEACH CITY COLLEGE **STUDENTS**

Downloading MS Office to a Personal Device

In this tutorial, you will learn how to:

- Install **FREE** Microsoft Office on your personal device.
 - What do we mean by personal device? This can be a home computer, laptop, tablet, etc.
 - Note that you have 5 licenses available to you while you are an active student. This means you can install Microsoft Office on up to 5 personal devices!

Important

You have access to this great resource [while you are an active student at LBCC](#).

Once you graduate, transfer, or if you take a break from college, you will lose access to this resource.

Be sure to back up all your important files. Ask us how! 😊

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Something to keep in mind before you start.

- You will need a secured network in order to install Microsoft Office.
- If you are on campus (on the open network) the process may not work.
- If you would like a Student technology help Desk (STHD) team member to help you walk through the process, feel free to contact us at any point.
- We are available via phone, email, and walk-up:
 - Phone: (562) 938-4250
 - Email: sthd@lbcc.edu

Downloading MS Office to a Personal Device

Let's get started!

Mac users

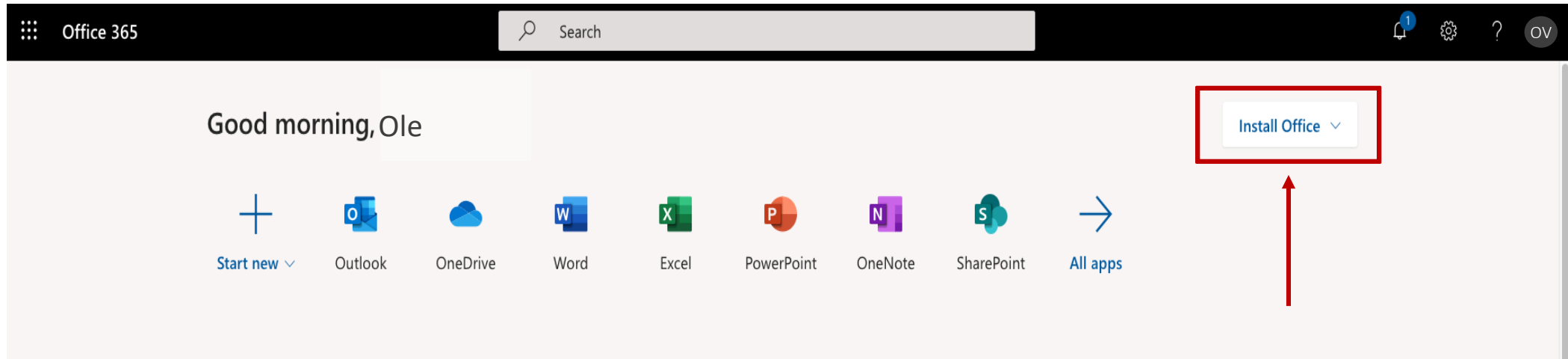


PC users



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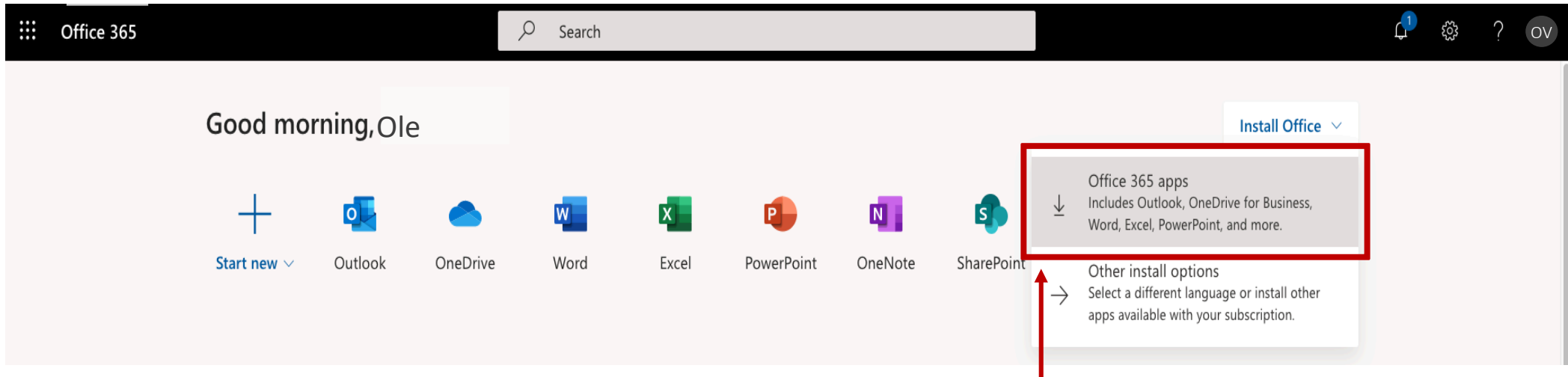
Installation Process



Once you have logged in, you will click on Install Office.

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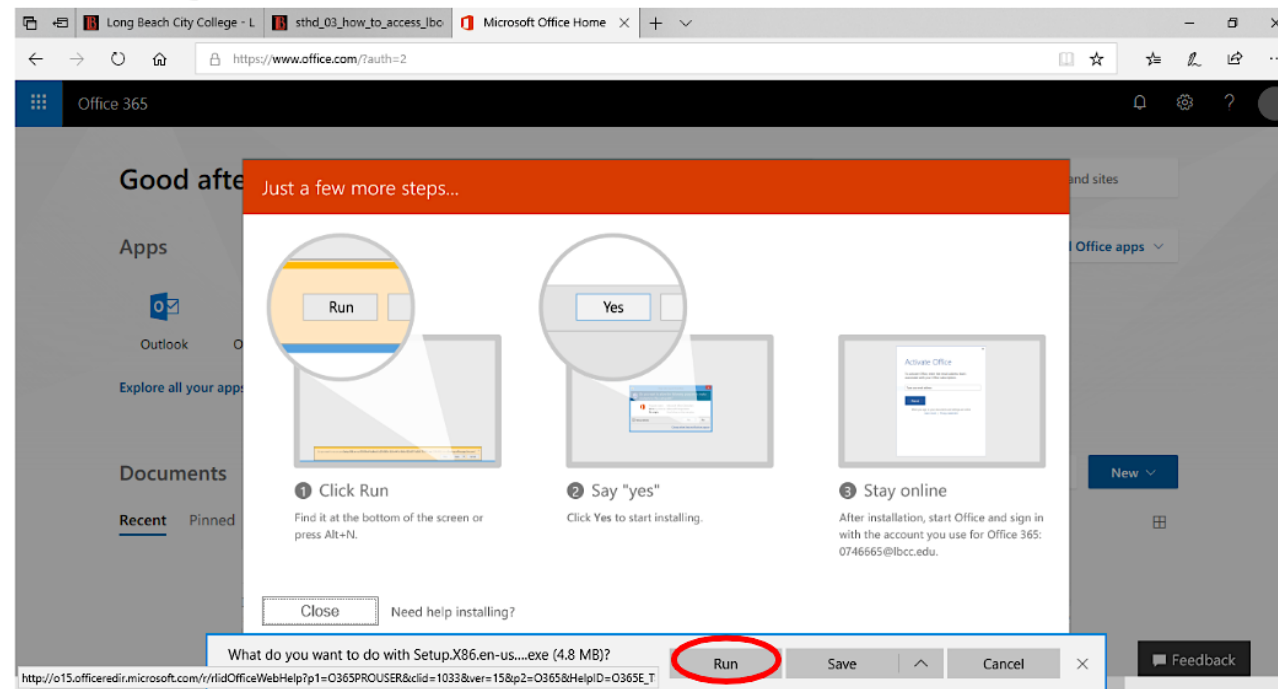
Installation Process



From the drop down menu, click on Office 365 apps.

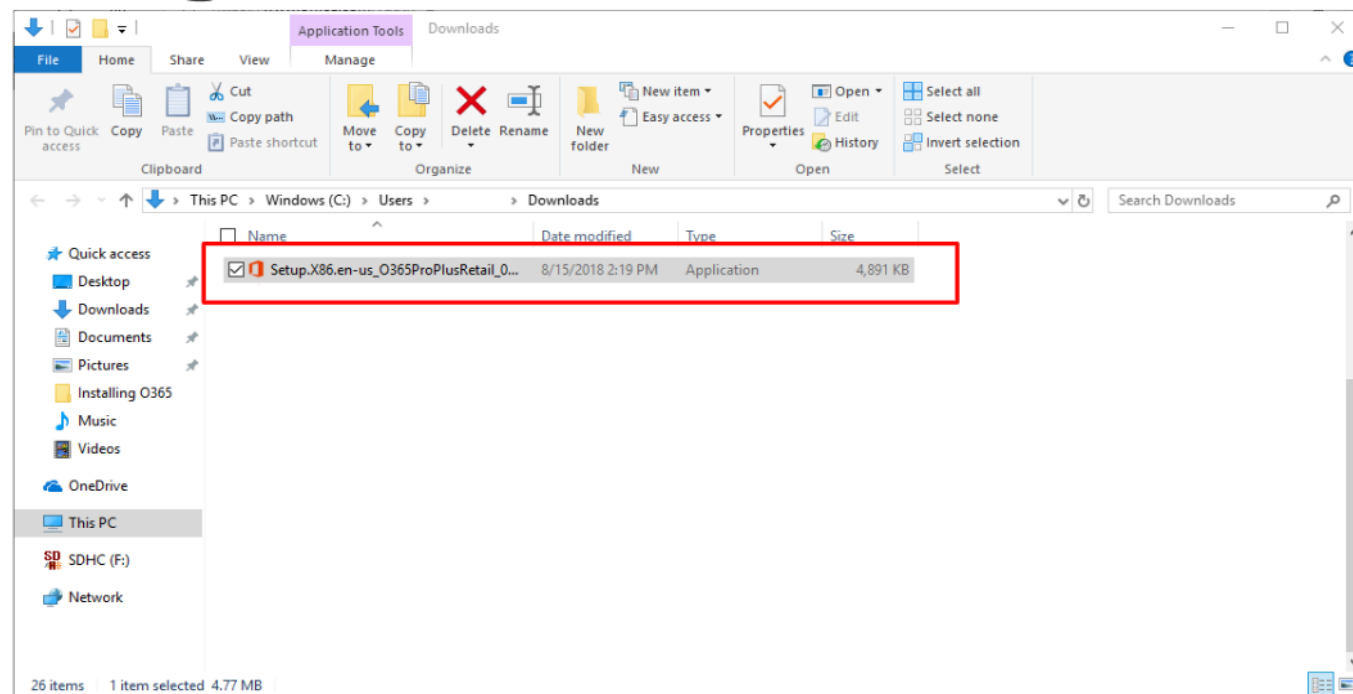
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Installation Process



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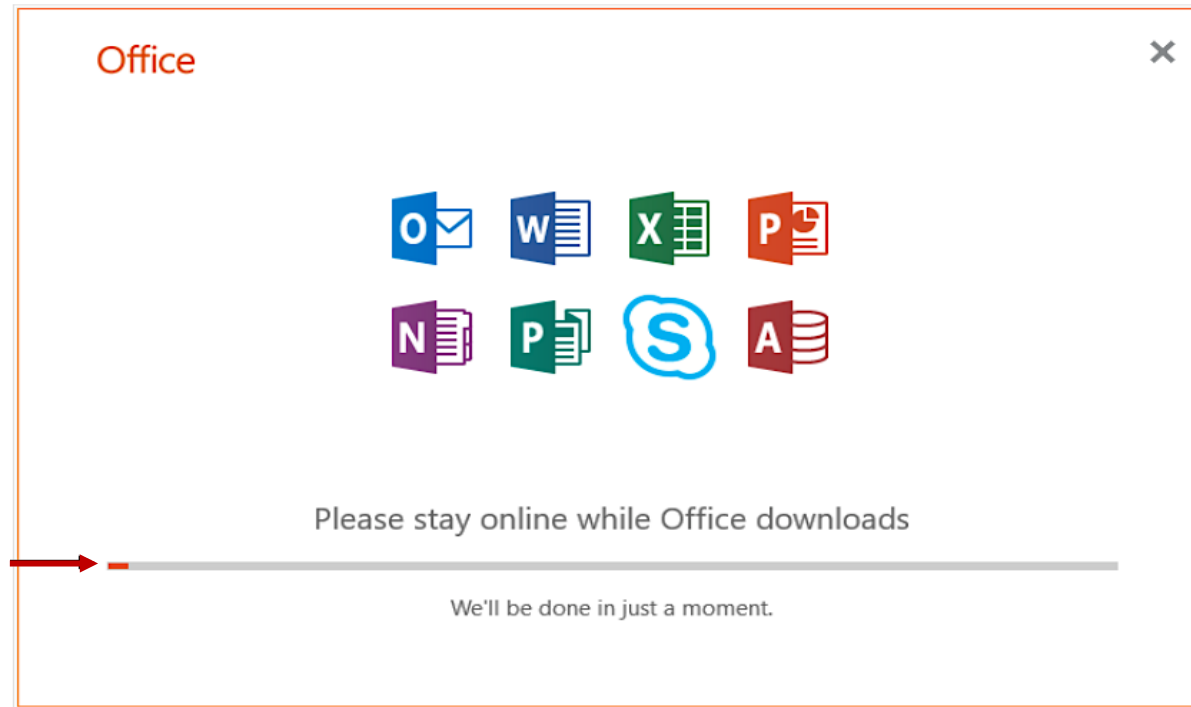


Open up Downloads and **Double Click** the MS Office Setup file.

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Installation Process

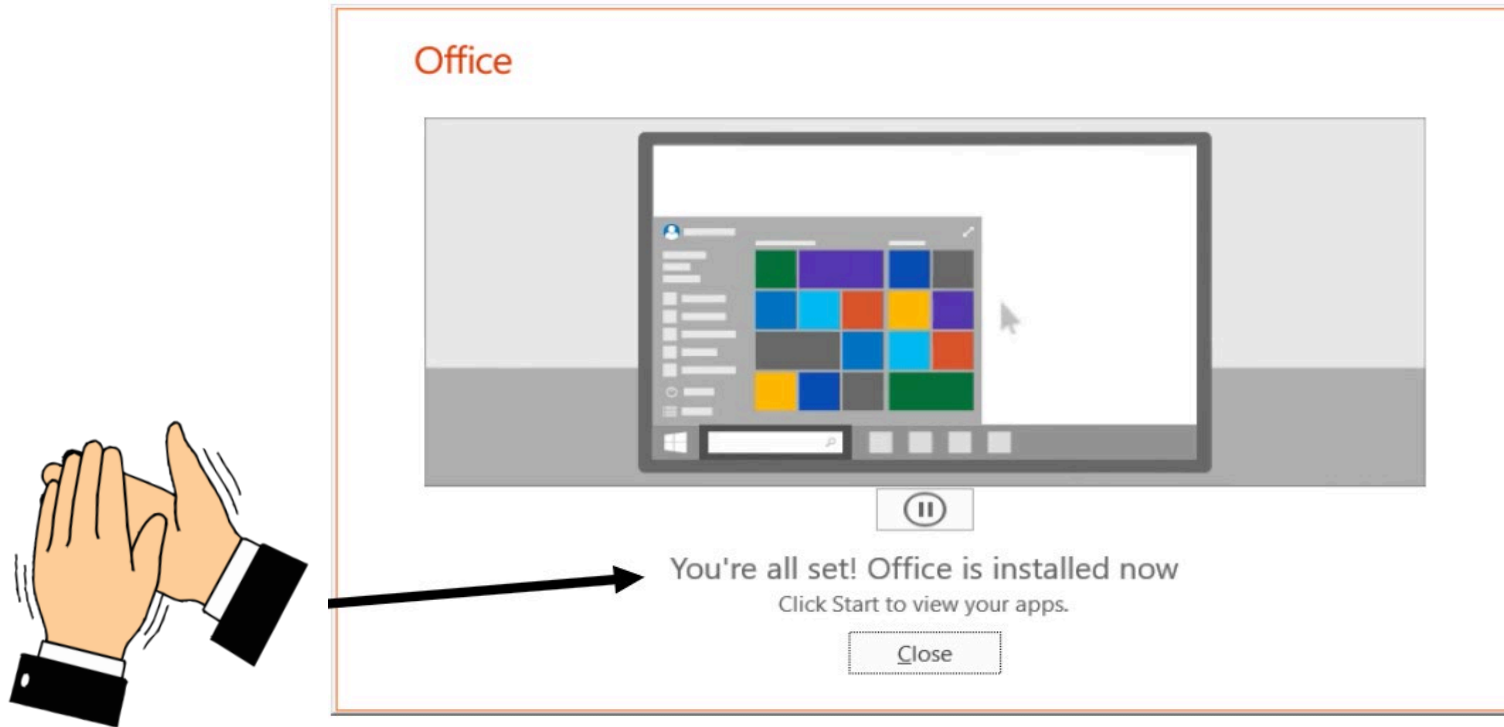
Let the installation process take place. You will see the progress here..



Please note that the illustrated animation may vary with the use of different web browsers.

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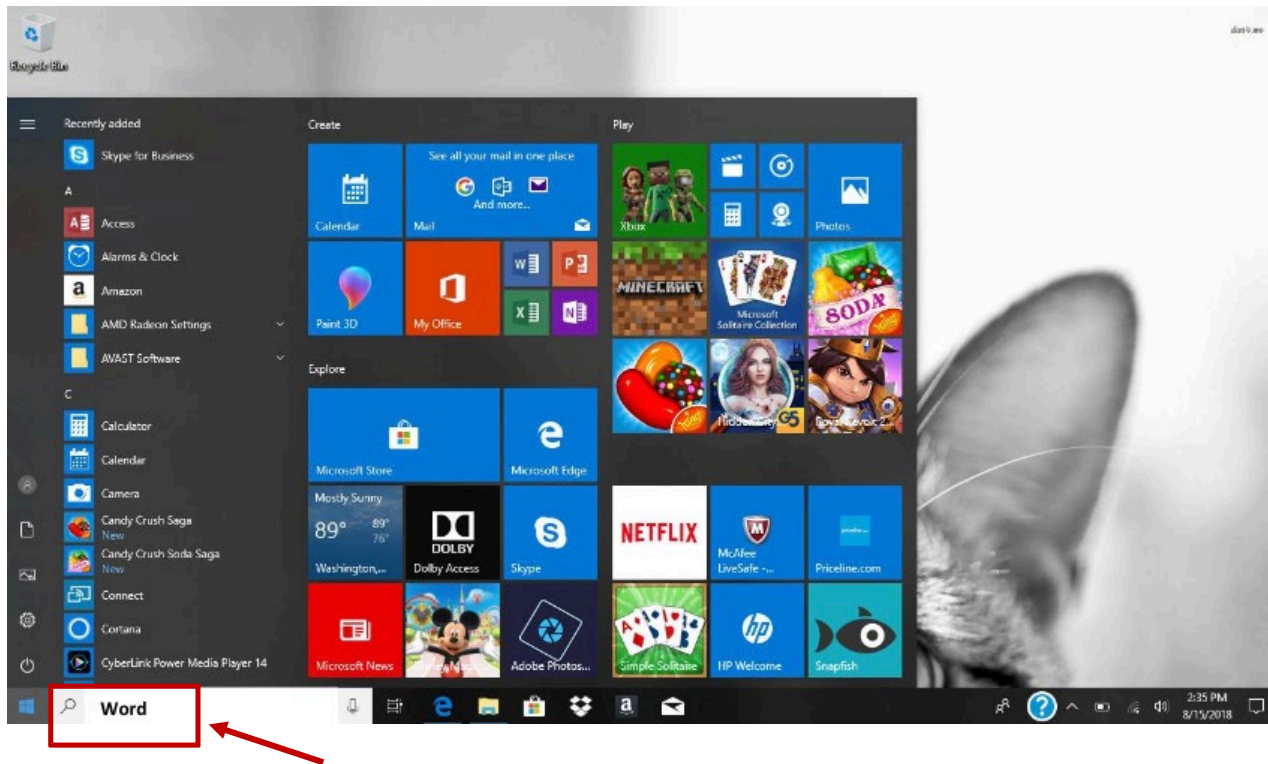
Installation Process: Complete!



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Locating MS Office on your Device

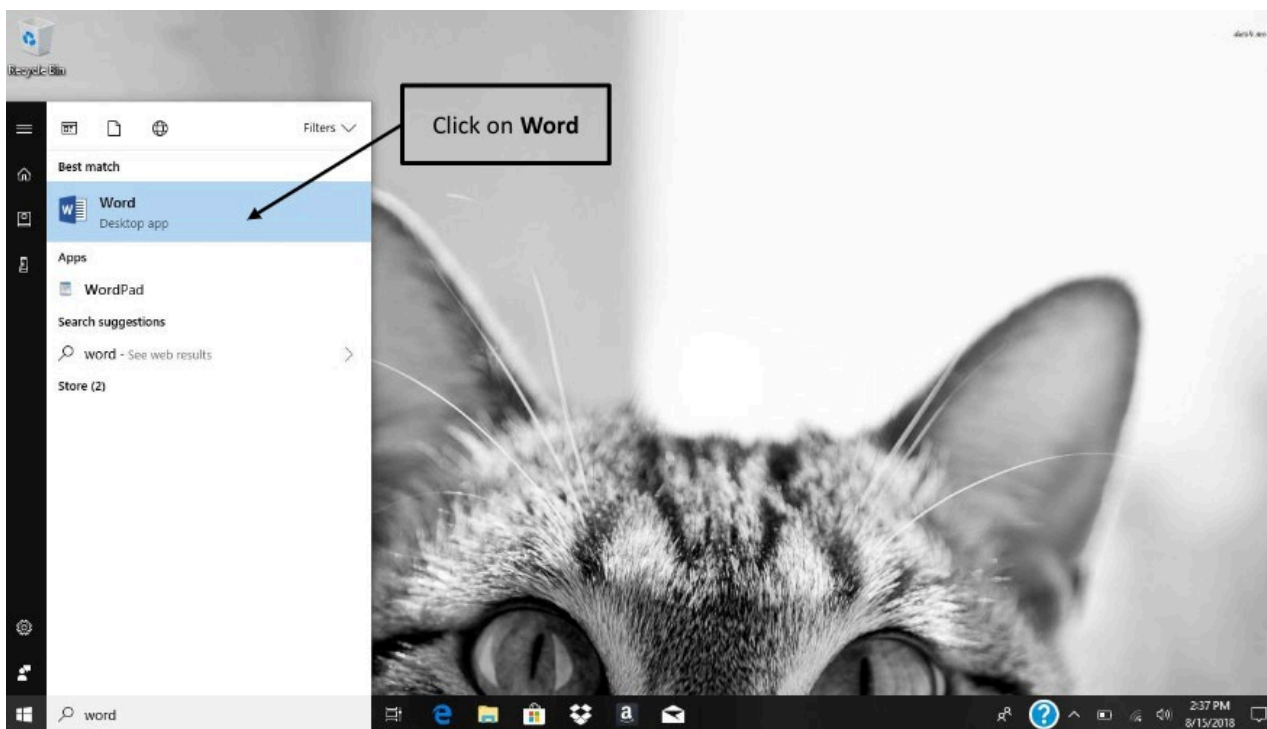


Now that MS Office is installed, let's make sure everything is ready.

- Go to your widows box and type **“Word”**

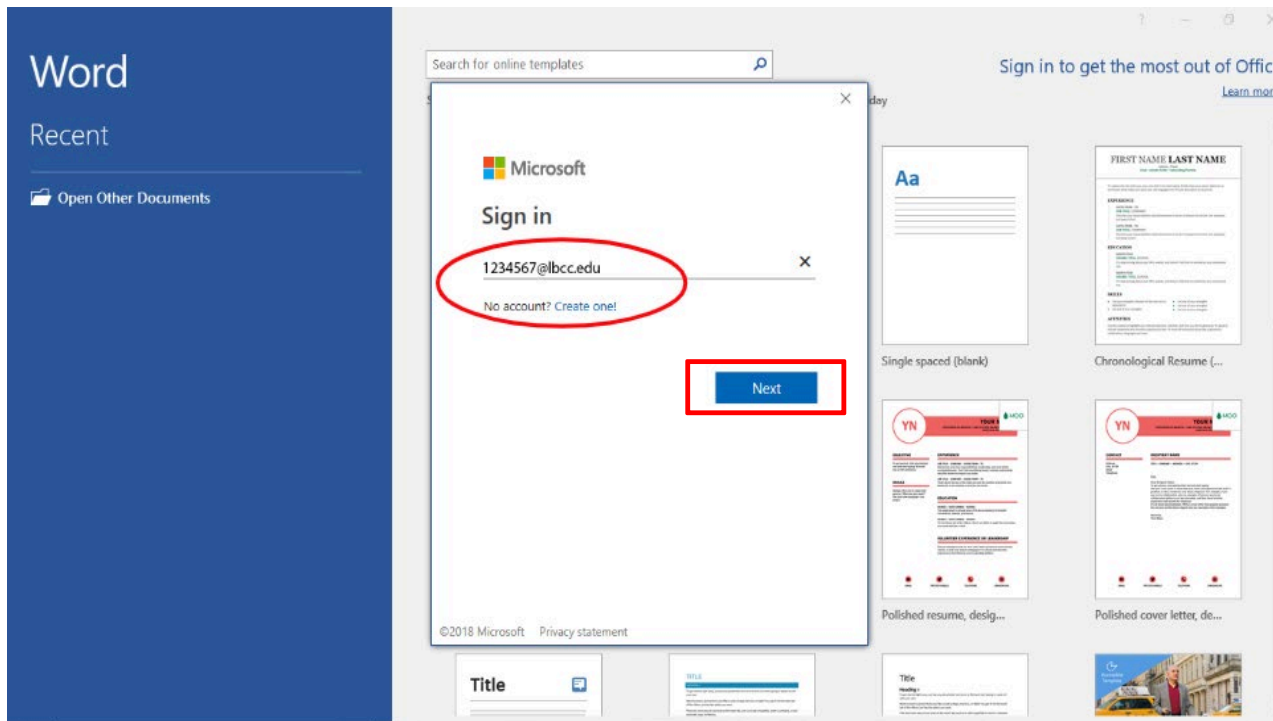
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Opening MS Word to Finish the Process



Downloading MS Office to a Personal Device

Log in with your LBCC Credentials



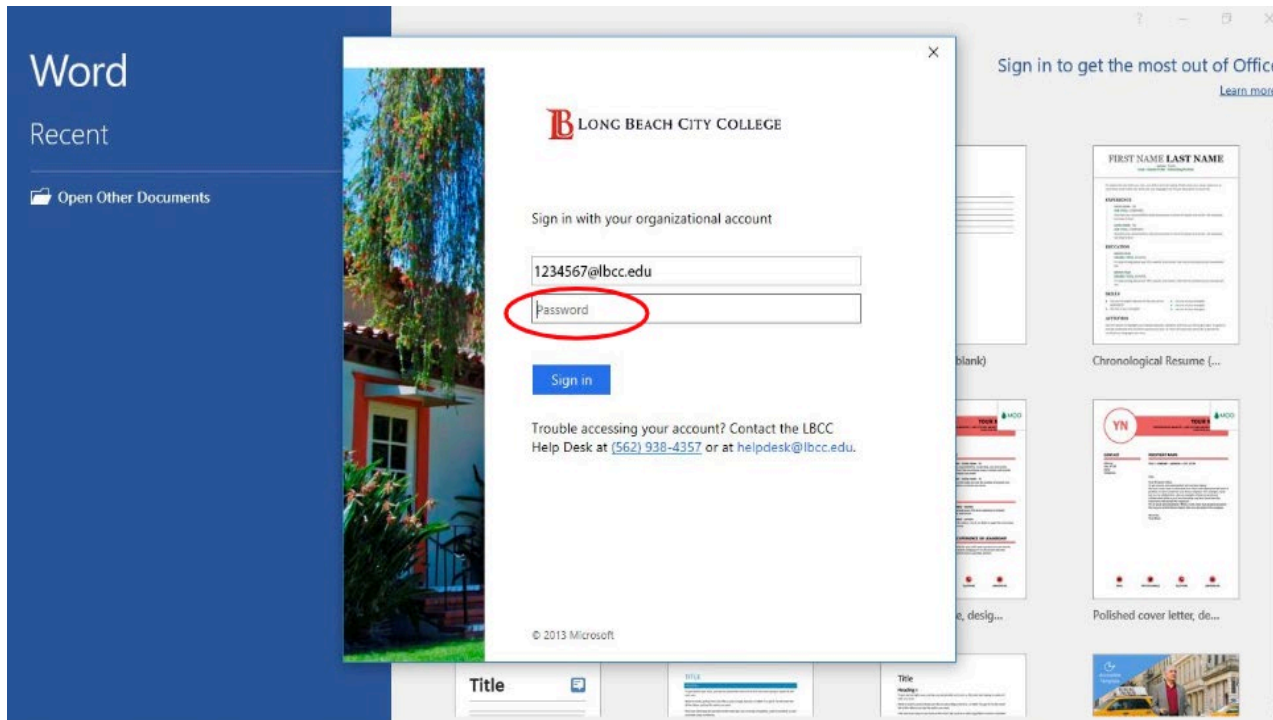
You will be asked to log into your account one more time.

➤ Type in your Viking Student Id number, followed by “@lbcc.edu” and then click next.

- Example: 1234567@lbcc.edu

Downloading MS Office to a Personal Device

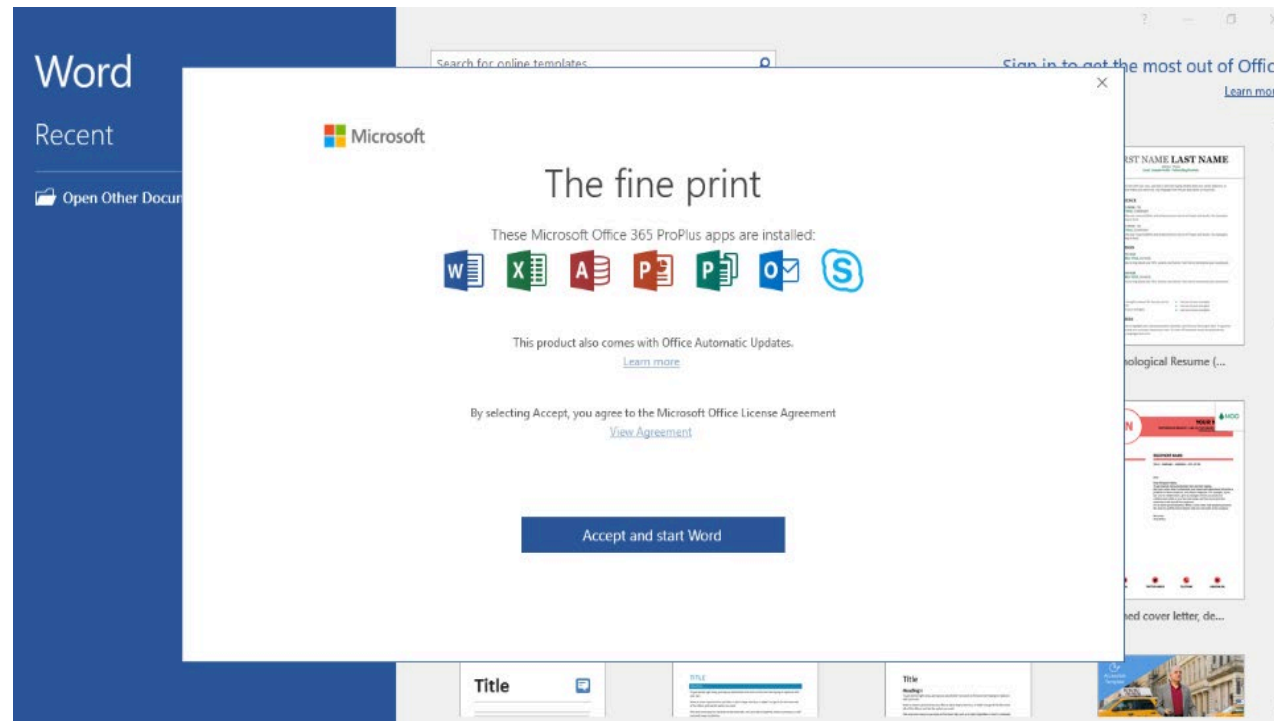
Log in with your LBCC Credentials



You will be redirected to the LBCC Login page. Here you will type your **Viking Portal Password**.

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Congratulations! You have installed MS Office!



Questions?

If you run into any issues, or have questions, feel free to reach out to us! We are here to help you!

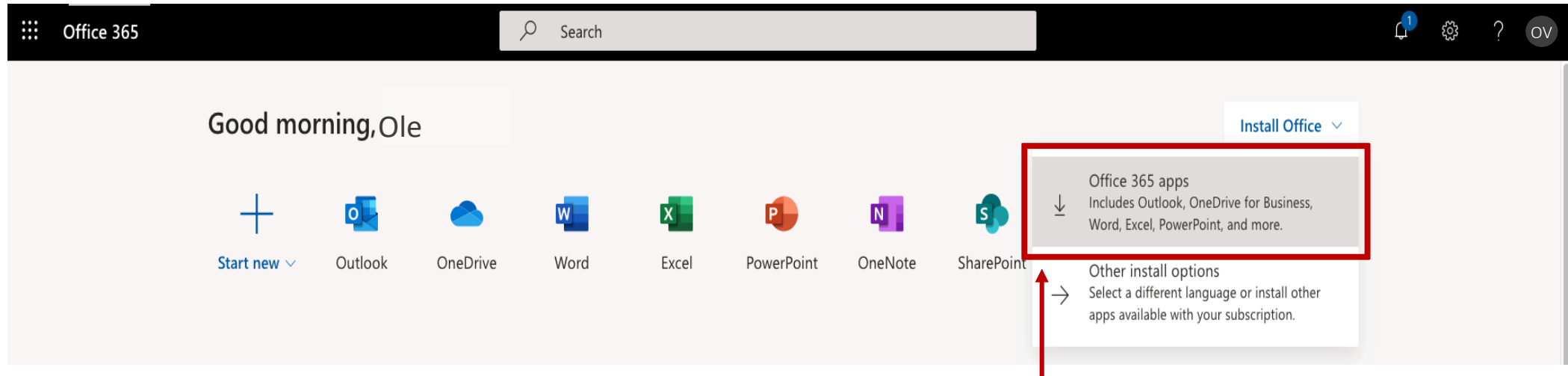
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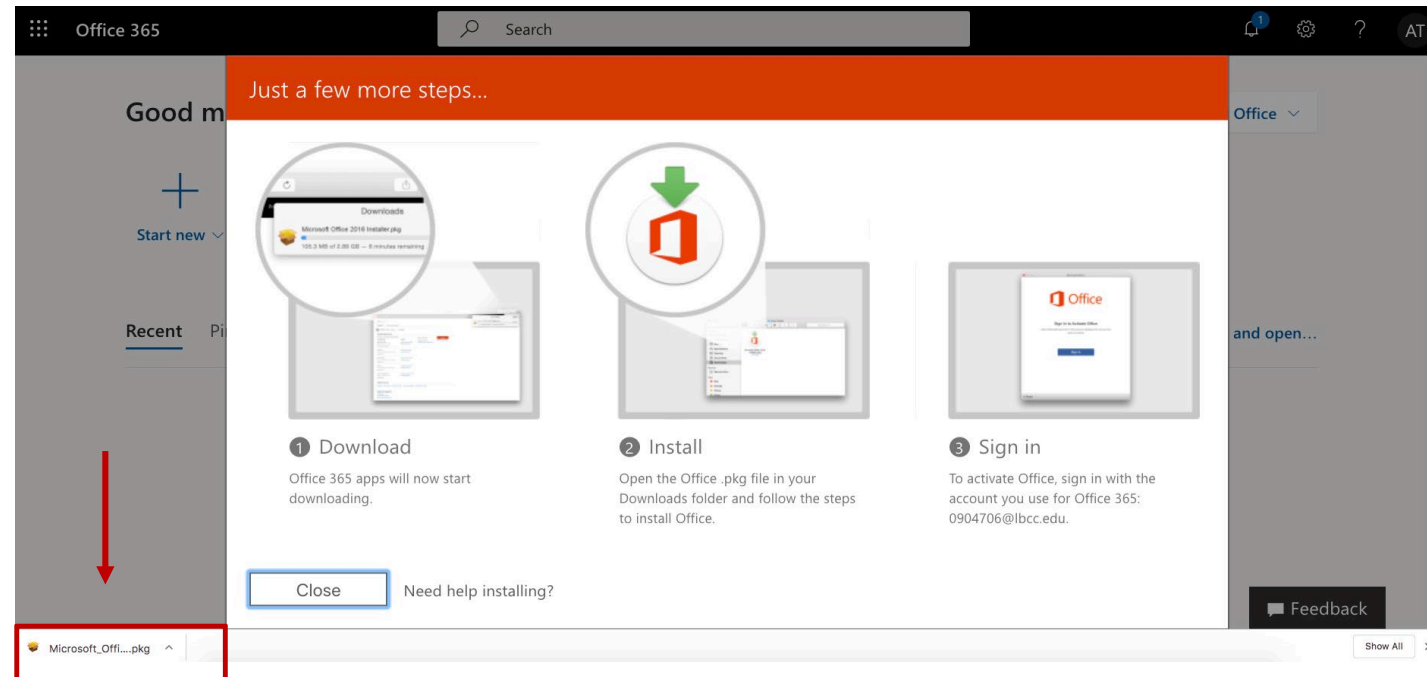
Installation Process on Mac



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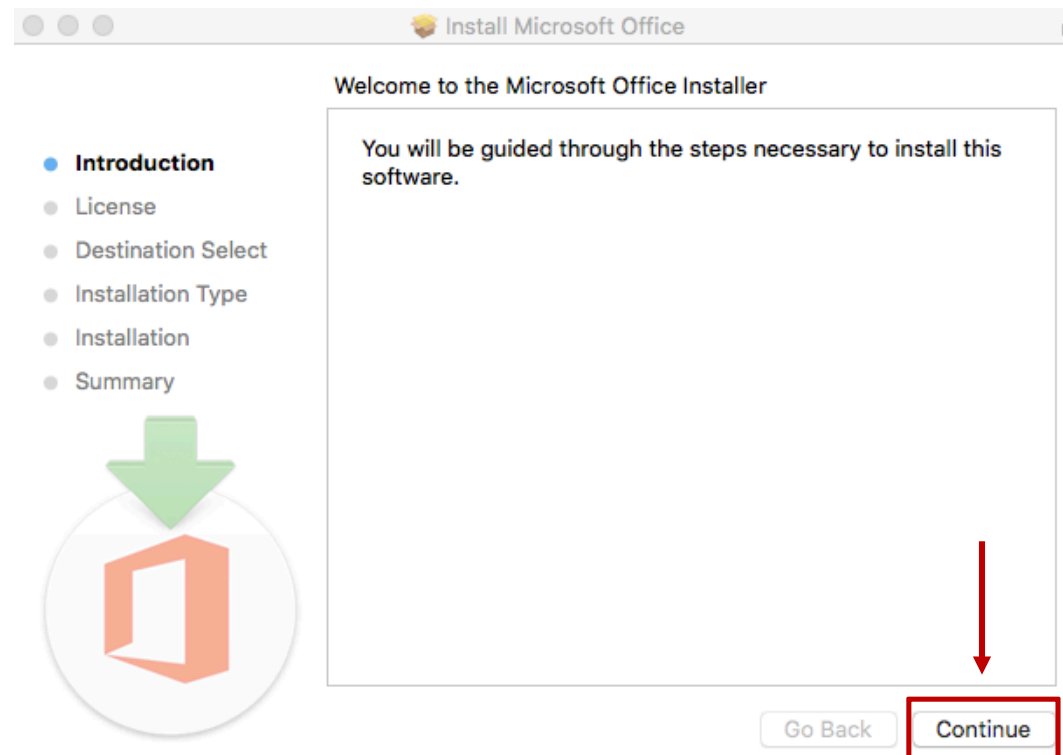
Installation Process on Mac



Once the download is complete, click the Microsoft Office Installer

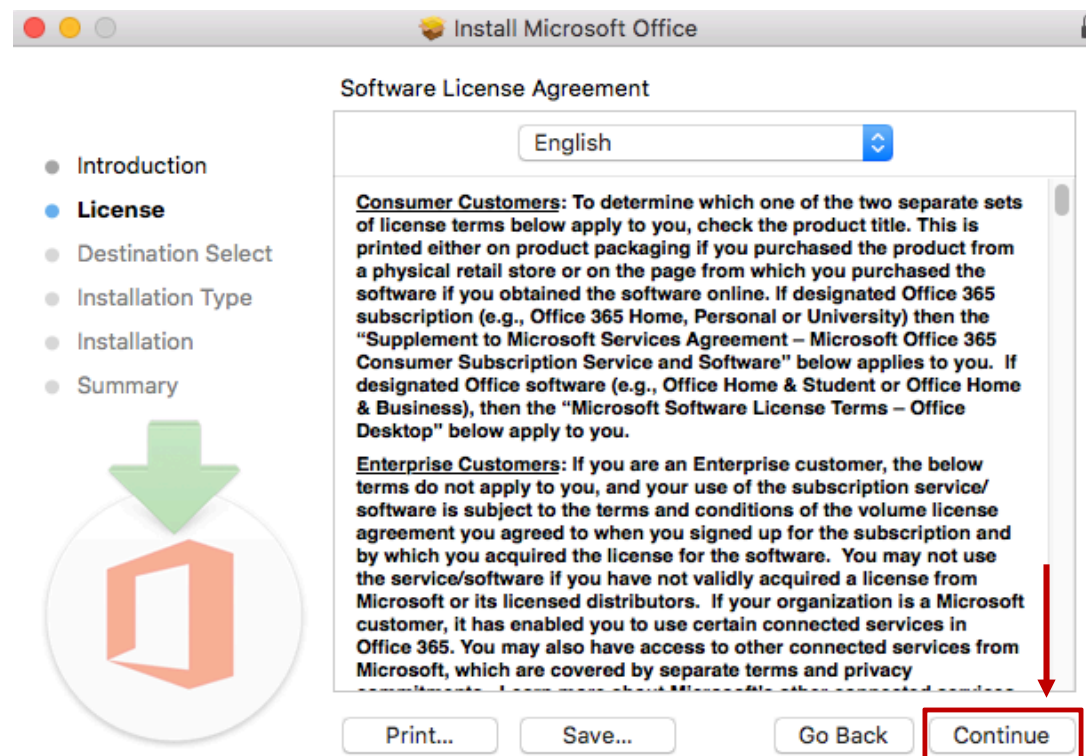
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Installation Process on Mac



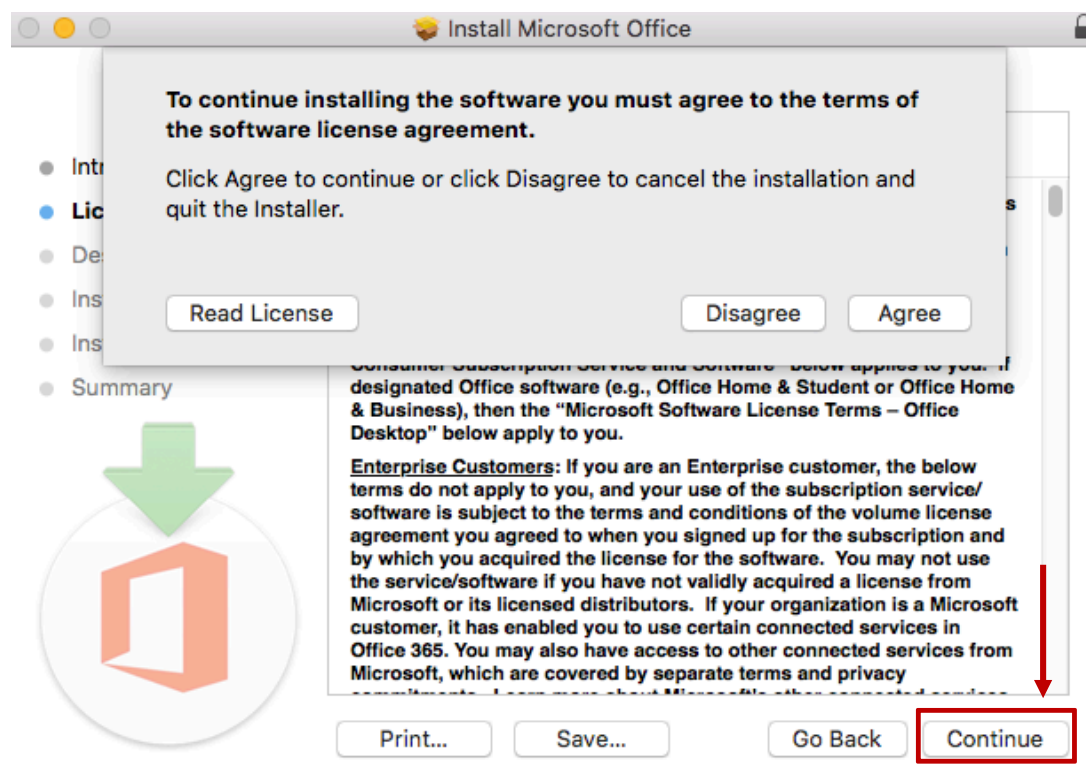
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Installation Process on Mac



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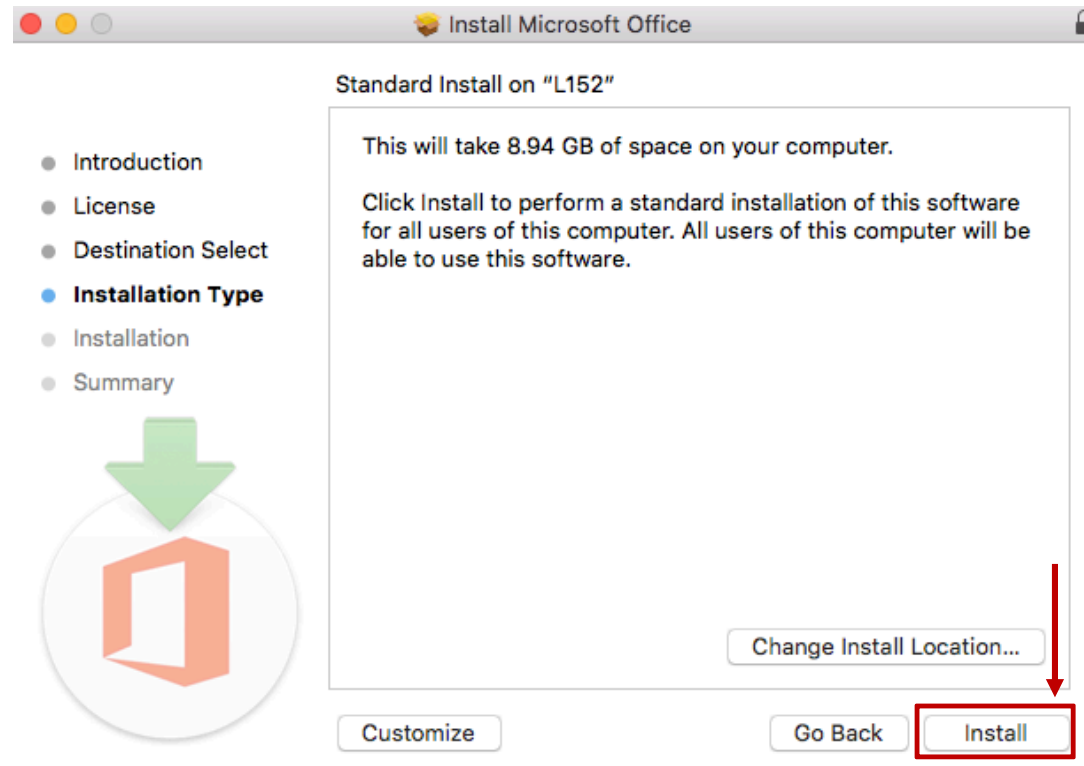
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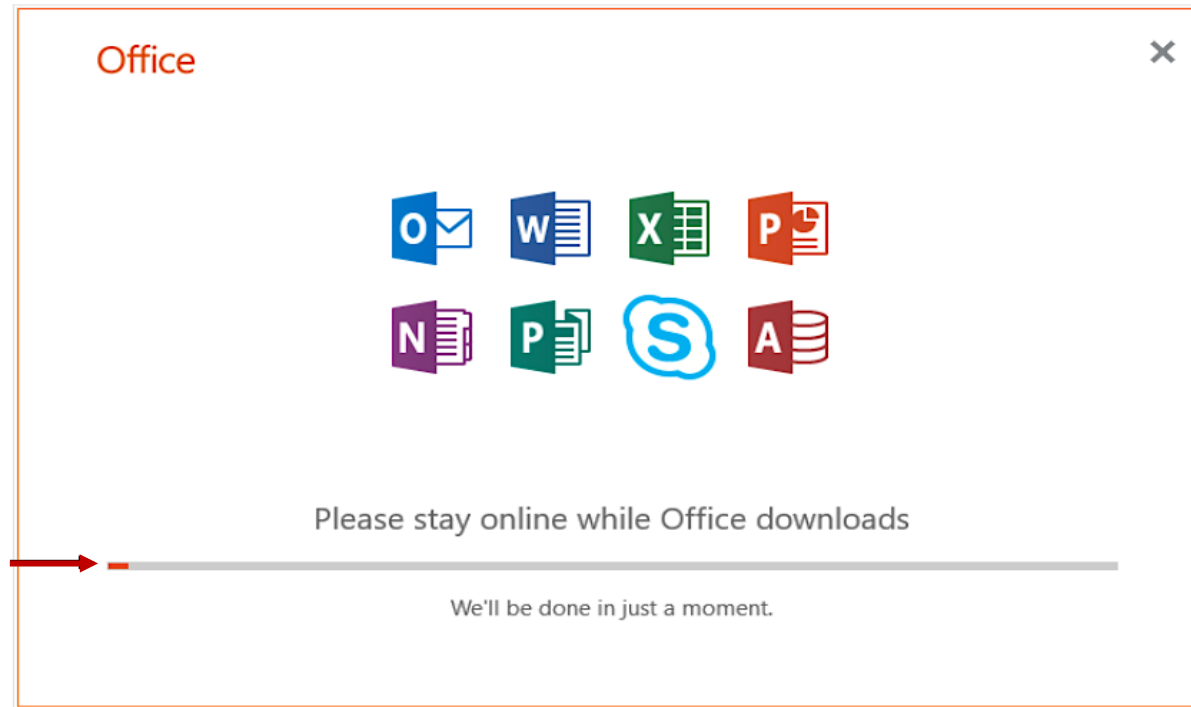
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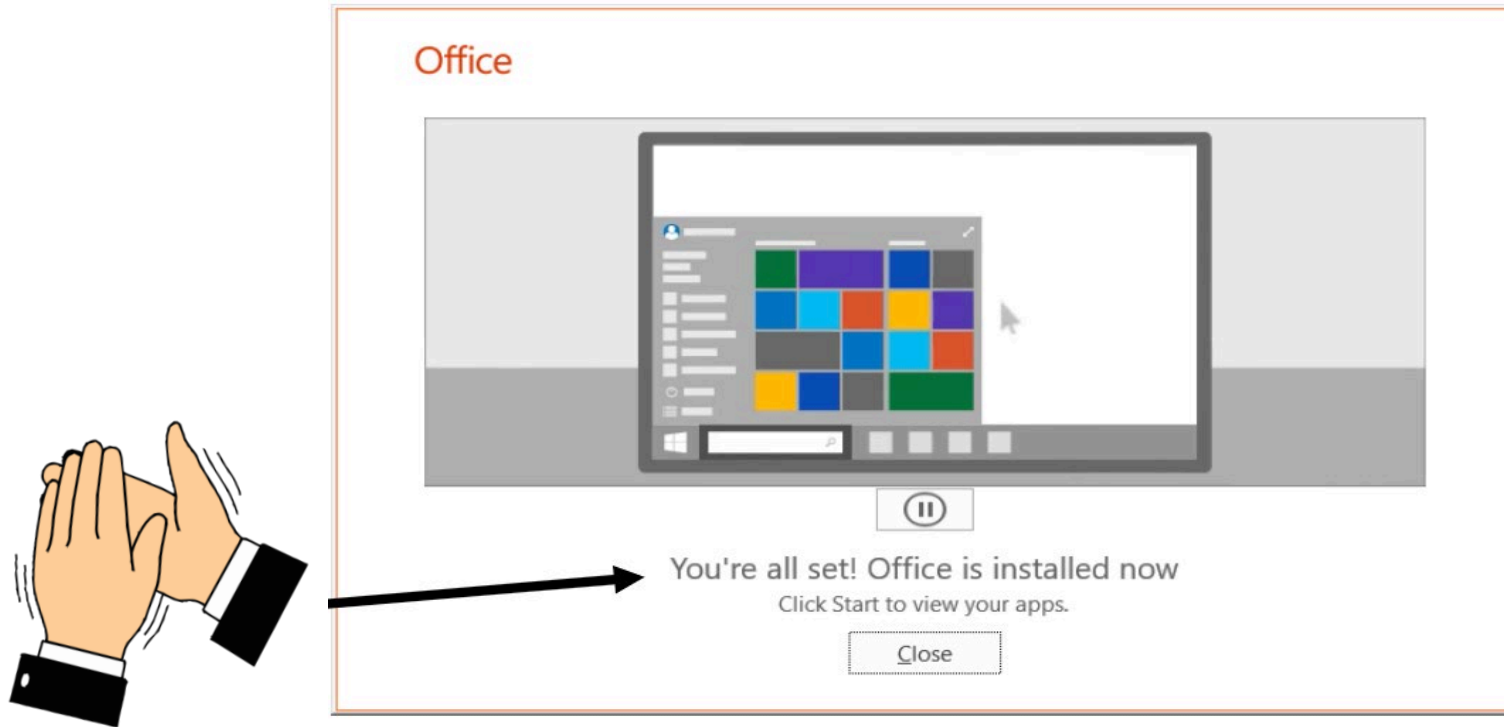
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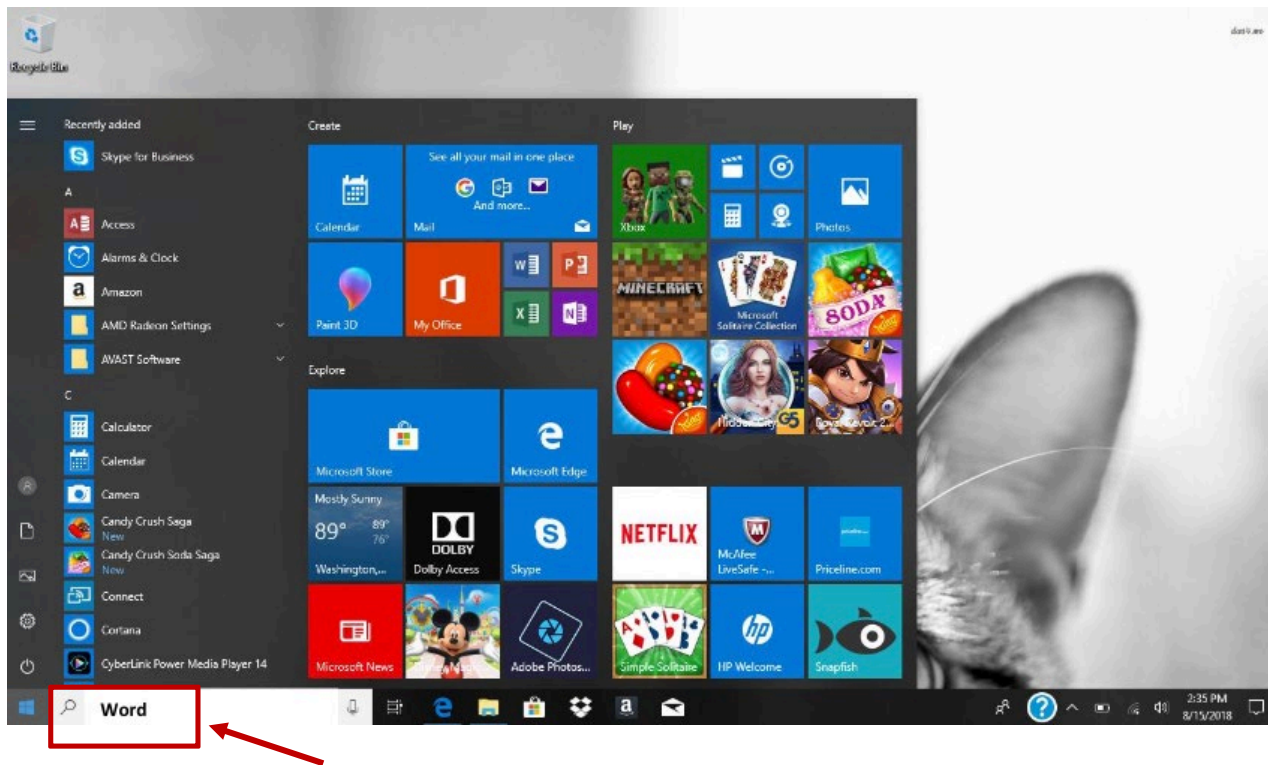
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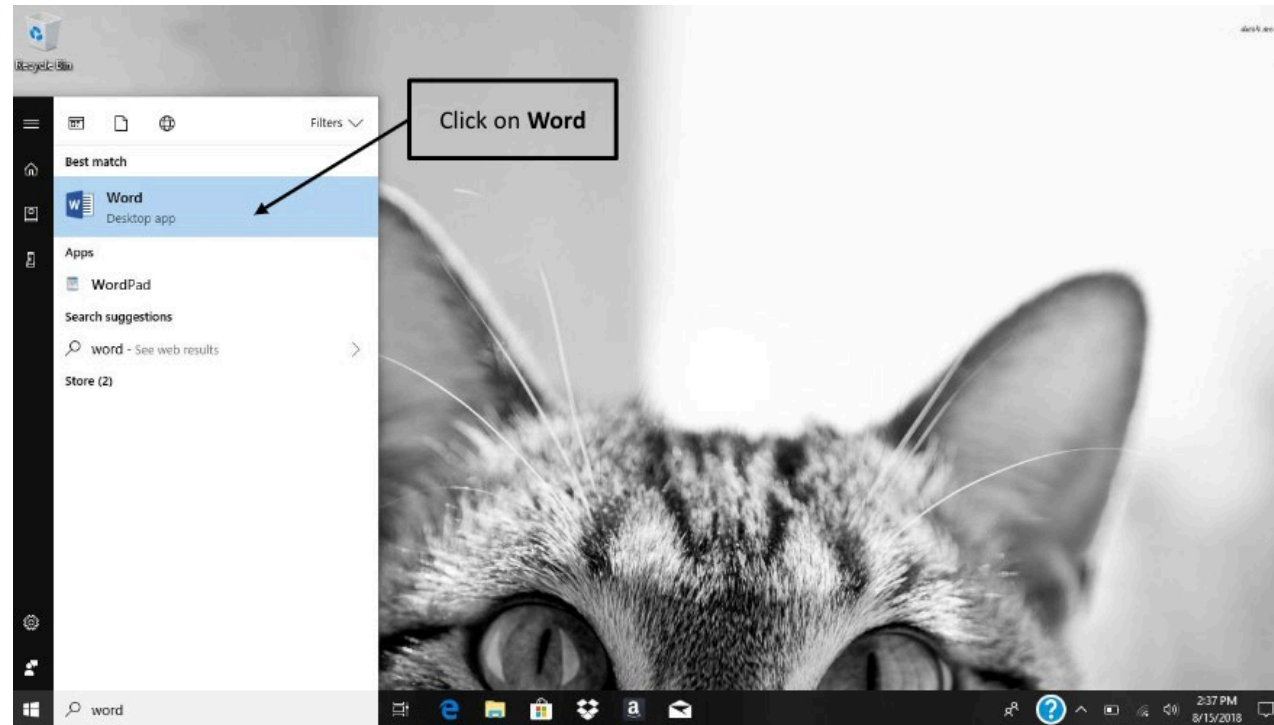


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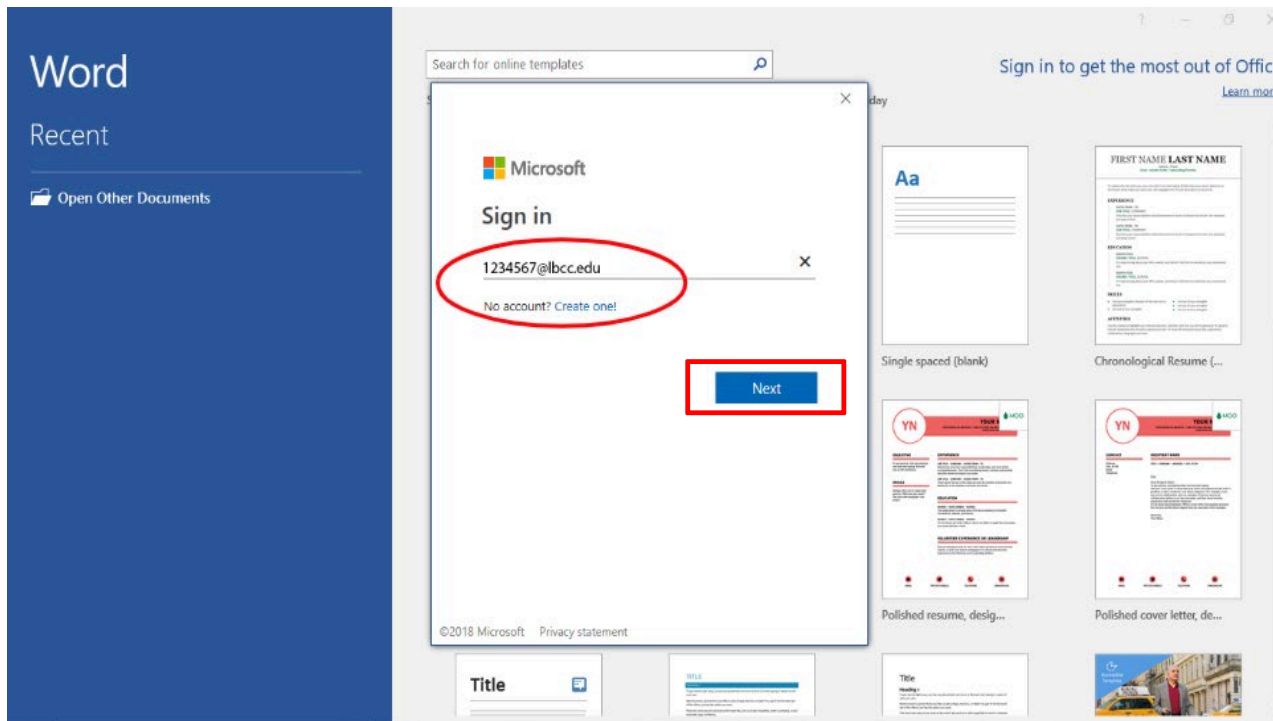
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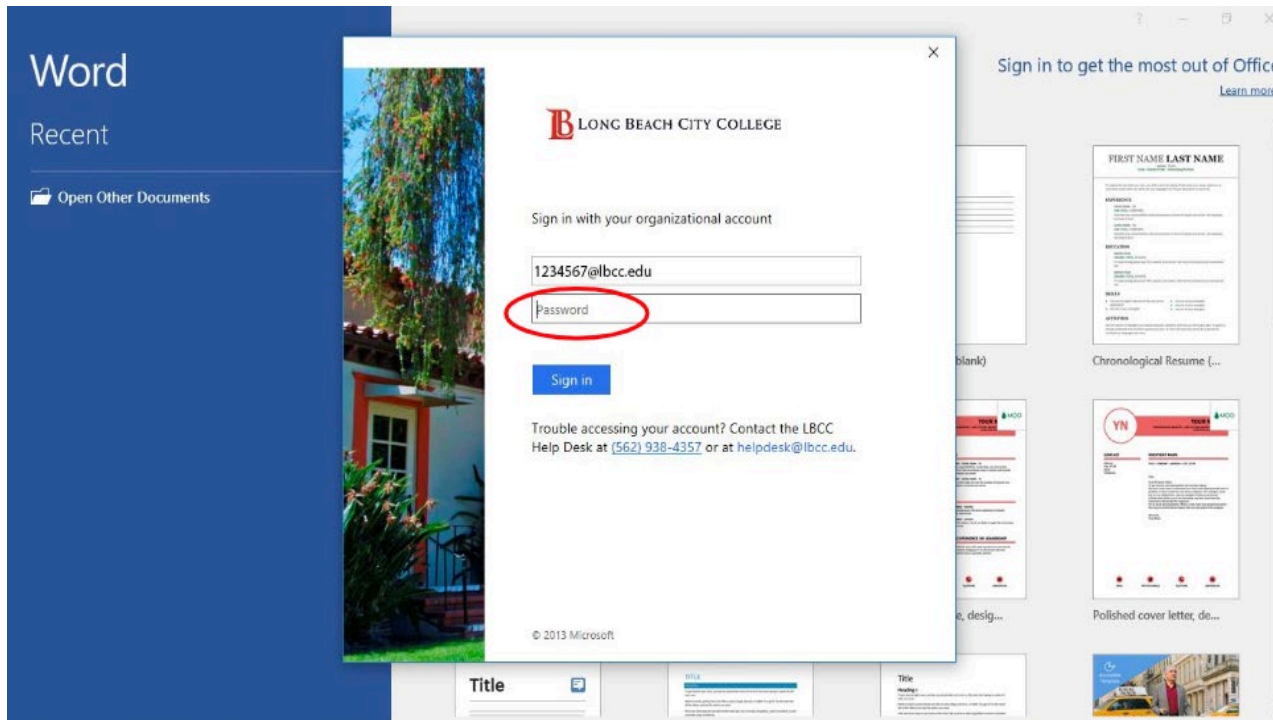
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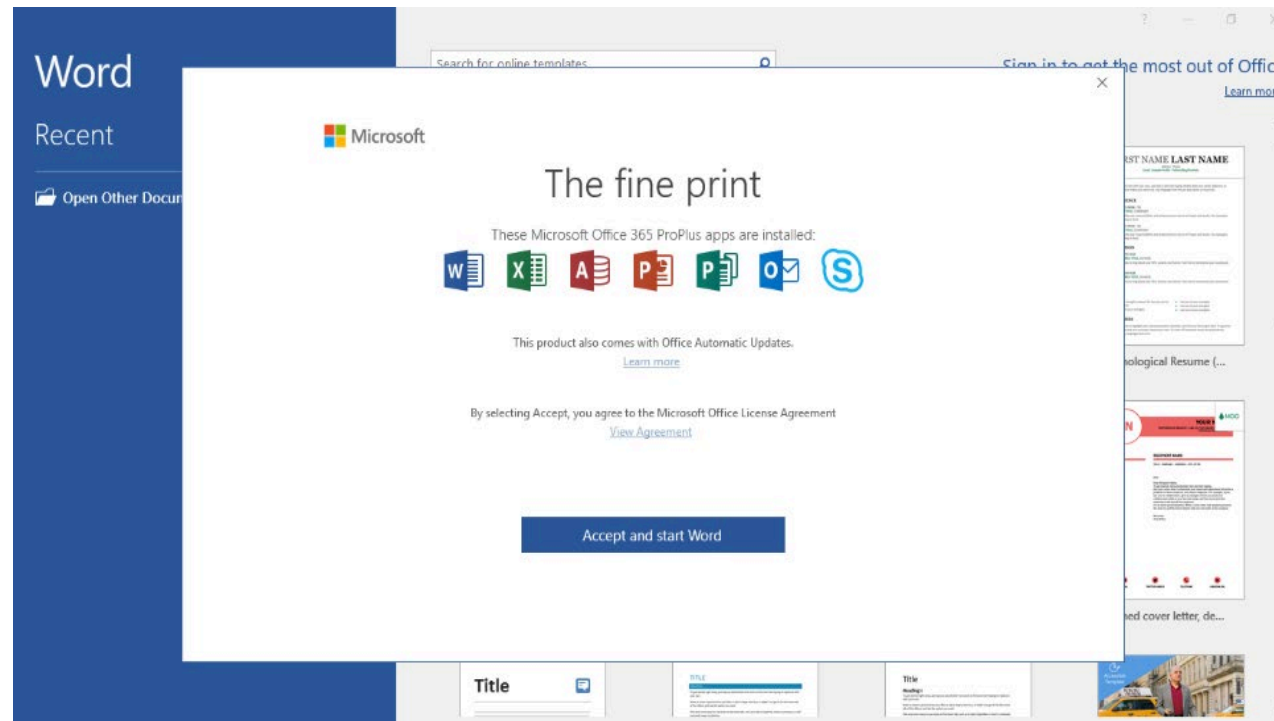
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