



# ONE MINUTE STUDENT GUIDES

DOWNLOADING FREE

OFFICE 365

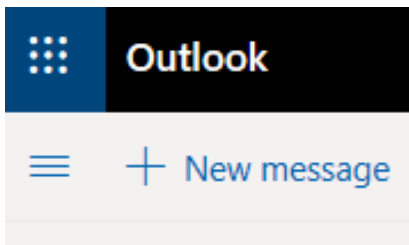


## STUDY. STAY. PLAY.

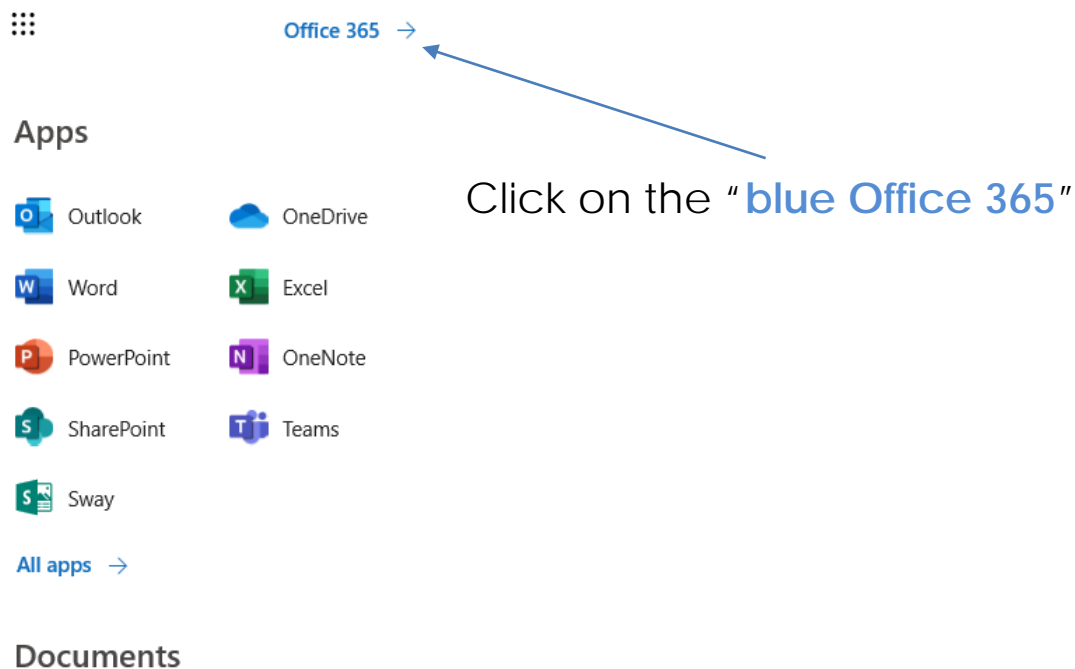
### DOWNLOADING OFFICE 365 – IT'S FREE!

All Northern College Students are provided access to MS Office 365, and may use the online version or Office Applications or download the entire Office 2016 Software suite to be used on a personal computer (Windows or Mac)

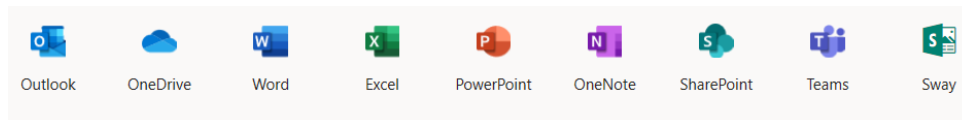
To access Office 365, log into your Northern College provided email while using your laptop or desktop computer . (See *Student Email – Logging in*). Once logged in, click on the little box/dots on the top/left of screen.



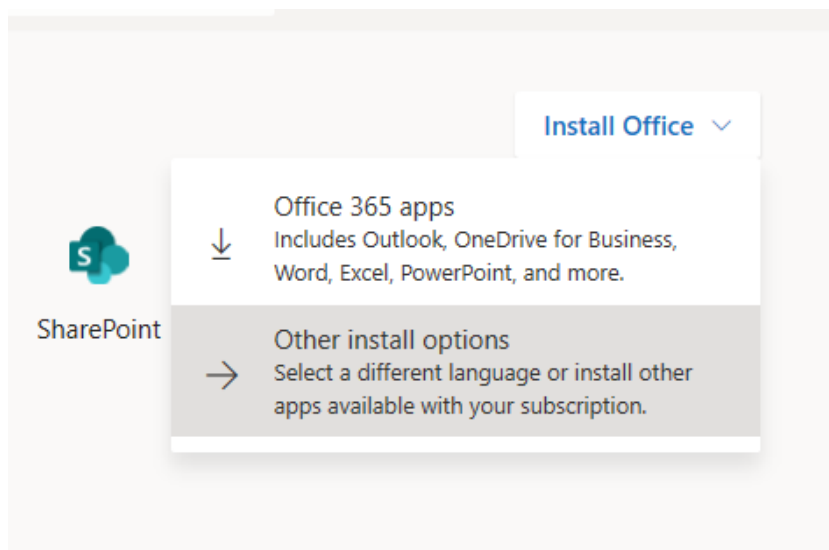
You will then see the following screen.



You can either use the **applications right online** with the icons you see below: (not all Microsoft applications are available on the online version.)

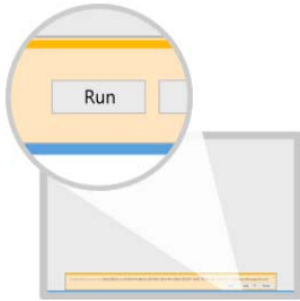


Or, **download to your computer**. To do so, click on the top right where it says "Install Office". Then choose "Office 365 apps".



Now click run below

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: sawickia@northernm.on.ca.

Close

Need help installing?

What do you want to do with Setup.Def.en-us....exe (5.4 MB)?  
From: c2rsetup.officeapps.live.com

Run

Save



Cancel

