



# Download and Install Office 365

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## About Office 365

Great news for all students enrolled at Mid-Plains Community College. Microsoft Office is available for free to students who are currently attending Mid-Plains Community College. Office 365 is the latest version of Microsoft's productivity suite. It is a collection of services that allows you to collaborate and share your schoolwork. It is available for offline and online use to best prepare you for class and your academic journey. The service includes Office Online (Word, PowerPoint, Excel, and OneNote), and OneDrive storage. Benefits include:

- Online and desktop versions of Word, Excel, and PowerPoint
- Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad!)
- Use with OneDrive for automatic device syncing
- 1TB of FREE! online file storage using the OneDrive app from any internet-connected device
- Windows users can also download Access (not available for Mac)
- Gain valuable skills on the world's most popular productivity software
- Use the same programs as your instructors to ensure file compatibility
- Collaborate in real-time with teachers and students! Take class notes in OneNote, write essays in Word, or create presentations using PowerPoint and Sway.

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### Information Technology Services Helpdesk

Phone: 308-535-3712 or

1-800-658-4308 Ext. 3712

Website: [helpdesk.mpcc.edu](http://helpdesk.mpcc.edu)

Email: [techhelpdesk@mpcc.edu](mailto:techhelpdesk@mpcc.edu)

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Updated by: Tamela Laurie

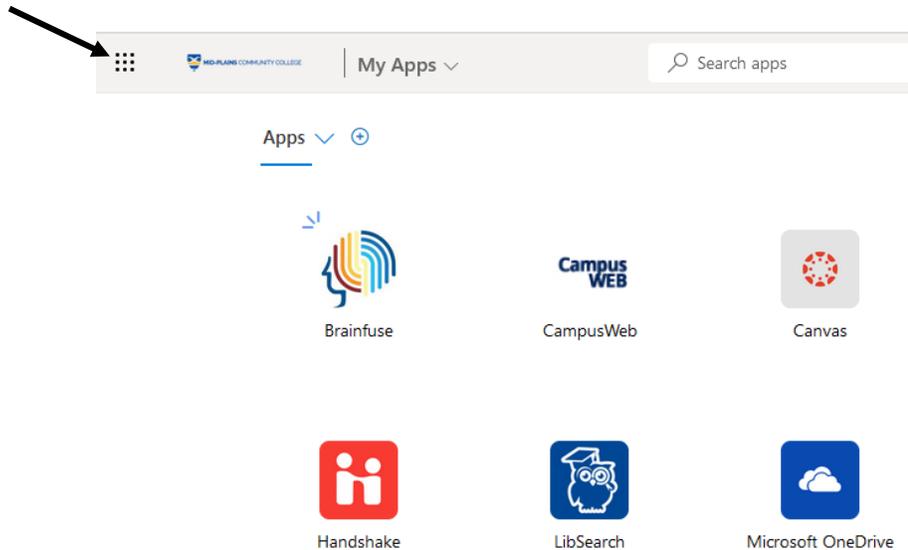
Updated on: 1/2023



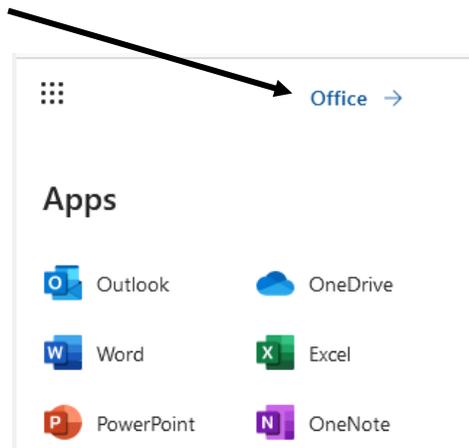
# Download and Install Office 365

## Install on PC/Macs

1. Open a web browser, and log into your MPCC account.
2. Click on the **App Launcher** which is located in the top left-hand corner of the Apps page.



3. Click on **Office** →.



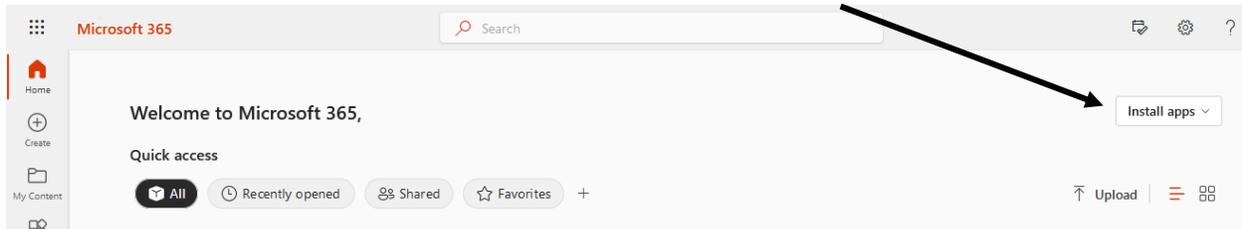
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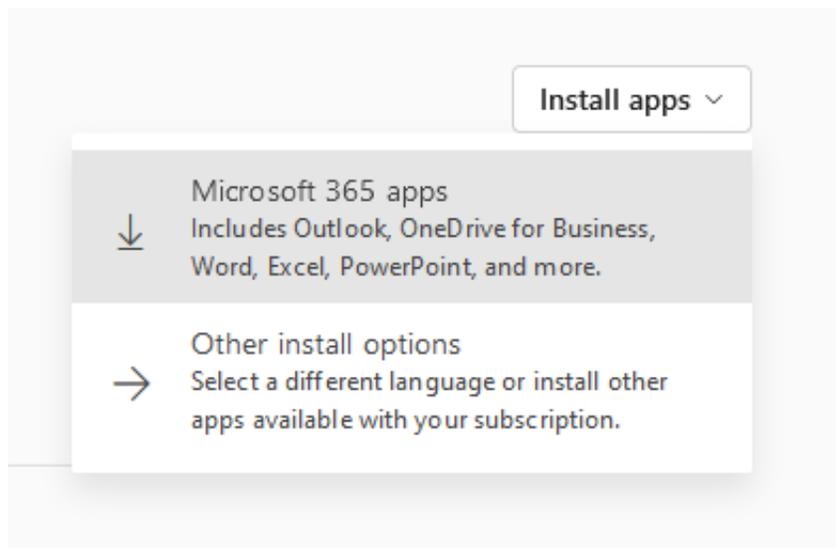


## Download and Install Office 365

4. Click on **Install apps**.



5. Click on **Microsoft 365 apps** to download Office applications.



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## Download and Install Office 365

- Depending on how your browser downloads the file, you can save it and then run it or run the executable file.

**Microsoft 365**

### Get started with Microsoft 365

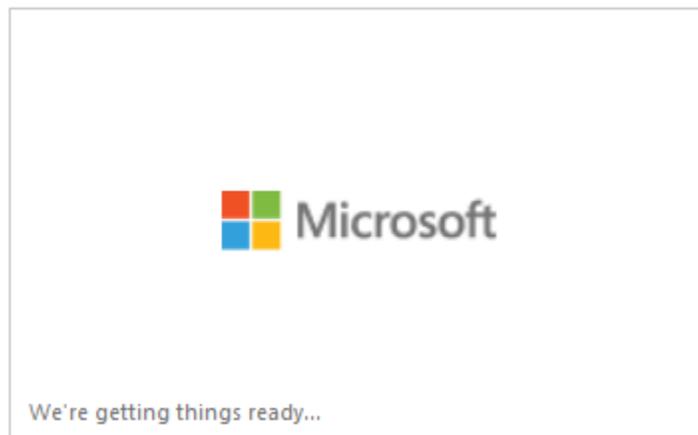
1 Select "Open file" after the Microsoft installer downloads

2 Select "Yes" to install on your device

3 Open any Microsoft 365 app and sign in: a.laurie8563@students.mpcc.edu

[Learn about Microsoft 365](#) [Need help?](#) [Got it](#)

- Once the installation starts, it will continue to run in the background.



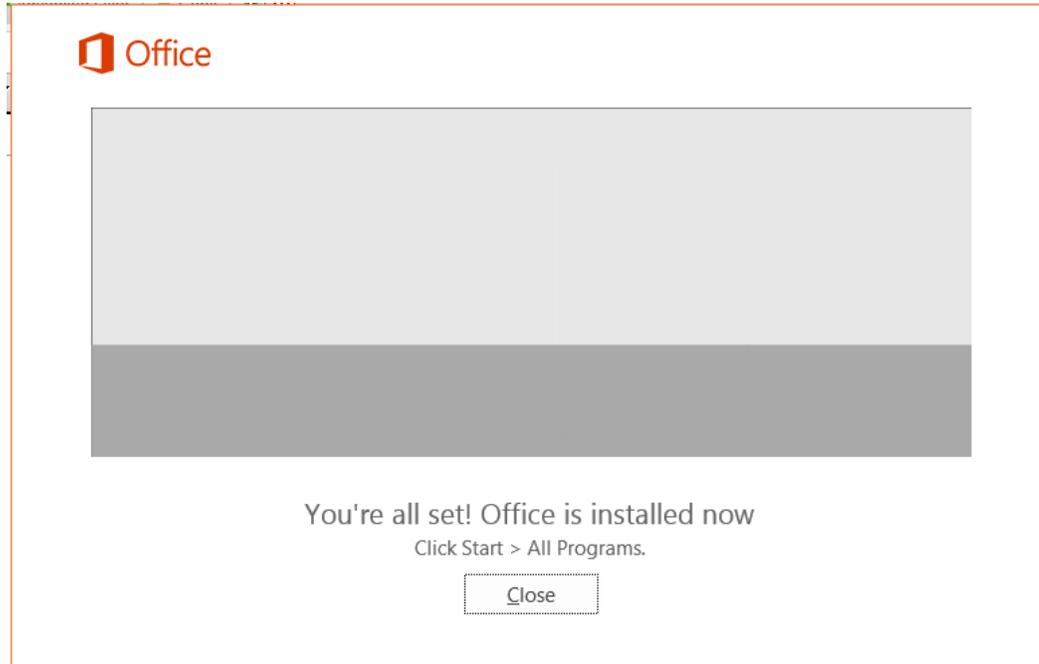
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## Download and Install Office 365

8. You have successfully downloaded and installed Office 365.



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### Install on Chromebook/iPad/Tablet/Phone

1. Open the App Store (Google Play Store, Apple Store, etc..) on your device and search for the apps you want to Install.

Apps to look for:

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

Microsoft Word

Microsoft Teams

Office Lens

OneDrive

OneNote

Skype for Business

2. Click **Install**.
3. Once your app(s) are installed, click **Launcher** on your device and click on the app to open it.
4. Sign in with your MPCC email address and password.

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