

# Microsoft Office 365 Setup and Installation

## Overview

These instructions are to sign up for Office 365. This includes Word, Excel, PowerPoint, etc. Access to this FREE account is only available to current McLennan Community College (MCC) students, faculty, and staff.

## License Agreement

### Access

Office 365 accounts are intended for active MCC employees/students.

Microsoft Office 365 accounts are active for employees: while you are actively employed and students: up to 12 months after your last course.

### Termination of Access

It is not recommended to use this account for long-term personal use or to link it with third-party services such as: social media, medical portals, banking, etc.

Office 365 access and all associated data will be deleted based on the following:

- For employees, upon the end of your employment.
- For students, after a 12-month period without any active courses.

Upon leaving MCC, be sure to update any account, associated with or linked to your Office 365 account to your personal email address.

## Getting Started

### What is Office 365 Online?

Office 365 Online lets you access your files and applications like Word, Excel and PowerPoint from any device with the Internet, so you are never stuck at one location. Your work is automatically saved in the cloud, so you do not have to worry about losing anything. It is also easy to collaborate with others in real-time and since everything updates automatically, you always have the latest

features and security.

## Signing Up for Office 365 Online

- Create your Office 365 Online account at [Microsoft Office 365 Education](#)
- You will sign up using your MCC email address (your employee email if you are Faculty or Staff, and your MCC student email if you are a current student).
  - You will be sent a verification code while you are signing up and it should be located either in your Inbox or your Spam folder of your student email account. If you do not receive the verification code after roughly 10 minutes, please refresh your browser and try the sign-up process again.
- Finish the signup process by filling in the requested information and the verification code sent to your email.

## Using Office 365 Online

- Go to [www.office.com](http://www.office.com) on any device or computer.
- Click OneDrive to view your files or select the waffle menu button (the button above the Home button) to open an Office 365 application like Word or Excel.
- Need to upload a document to upload a file from Office 365 Online to Brightspace? Check out our [Downloading Office 365 document to upload to Brightspace](#) article!

## Require the installed software?

### Installing the Office 365 Desktop Apps

To be granted access to install the Office 365 applications, you must open a ticket with Help Desk at [Tech Support](#). You will receive more instructions once approved and your account license updated, then follow the instructions below.

- Sign into [www.office.com](http://www.office.com) on the device with your MCC email address and new Microsoft password.
- At the top right of the home screen there will be an **Install apps** button that can be used to start the download/install.
- Sign in using your new Microsoft account to activate the license. If asked to **Allow my organization to manage my device**, **uncheck** the box on personal-owned device **before** clicking OK!

## Compatibility

- If you are on a Mac and do not see the **Install apps** button on the home screen, navigate away from the page and then go back to it. It may take a few minutes and a refresh for the button to appear after initial sign-up.

- There are also Office 365 mobile app versions that you can download from the App Store/Play Store. You will sign into the apps with your new Microsoft 365 account. Unfortunately, the desktop/mobile app versions are **not** supported on Chromebooks.

# Help & Learning Resources

Search topics at <https://support.microsoft.com/en-us>

- Excel- <https://support.microsoft.com/en-us/excel>
- OneDrive- <https://support.microsoft.com/en-us/onedrive>
- OneNote- <https://support.microsoft.com/en-us/onenote>
- PowerPoint- <https://support.microsoft.com/en-us/powerpoint>
- Teams- <https://support.microsoft.com/en-us/teams>
- Visio- <https://support.microsoft.com/en-us/visio>
- Word- <https://support.microsoft.com/en-us/word>

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