

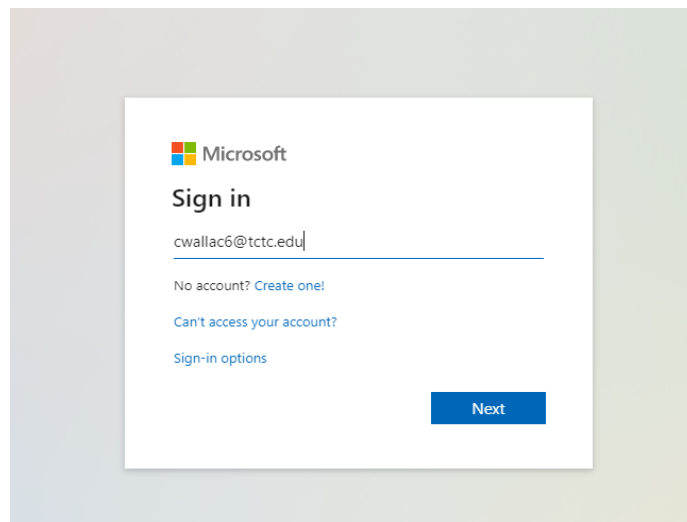
Installing Microsoft Office

Microsoft Office provides access to multiple applications to aid in your educational experience.

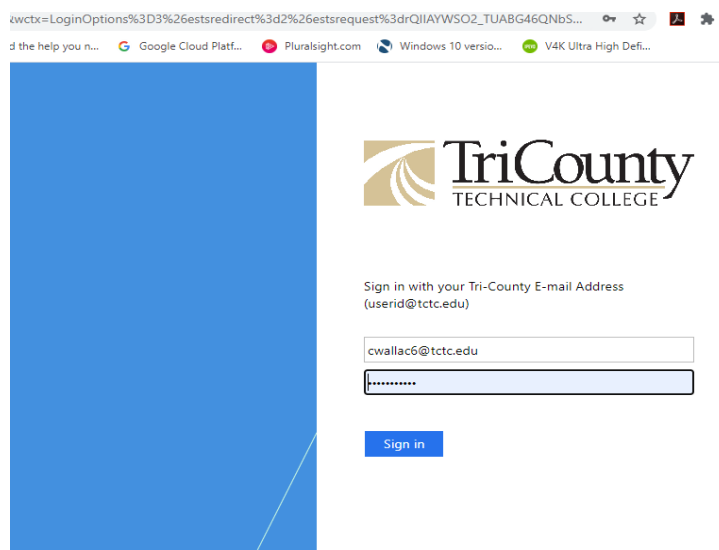


Try It Out

- 1.) In your web browser of choice, navigate to portal.office.com
- 2.) Log in using your TCTC email address and password (Ex: cwallac6@tctc.edu)

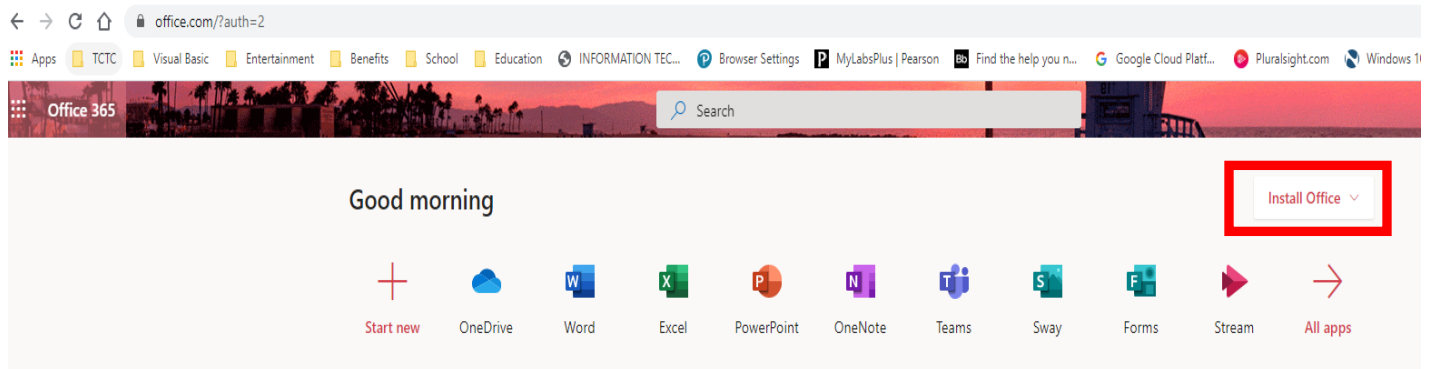


- 3.) Once you pass the Microsoft sign in screen, continue to the TCTC specific log in screen.

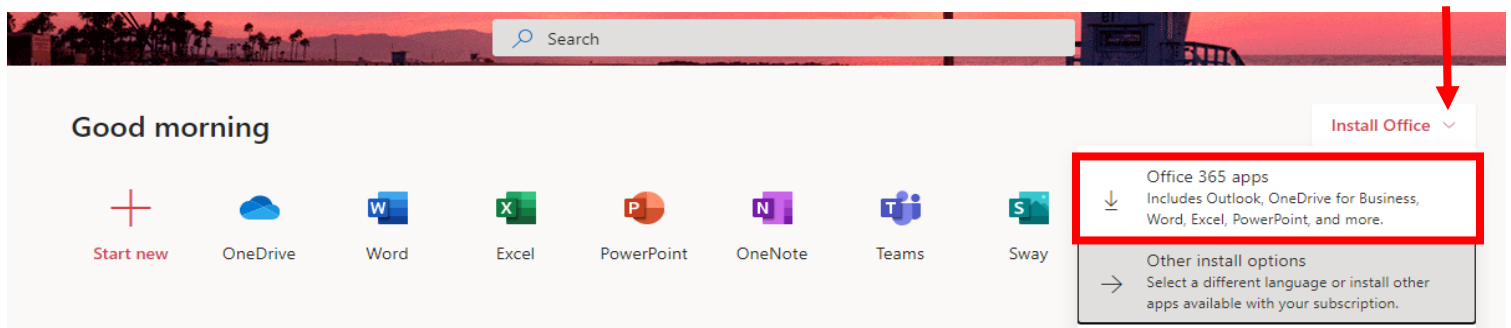


Technology Tip Sheet

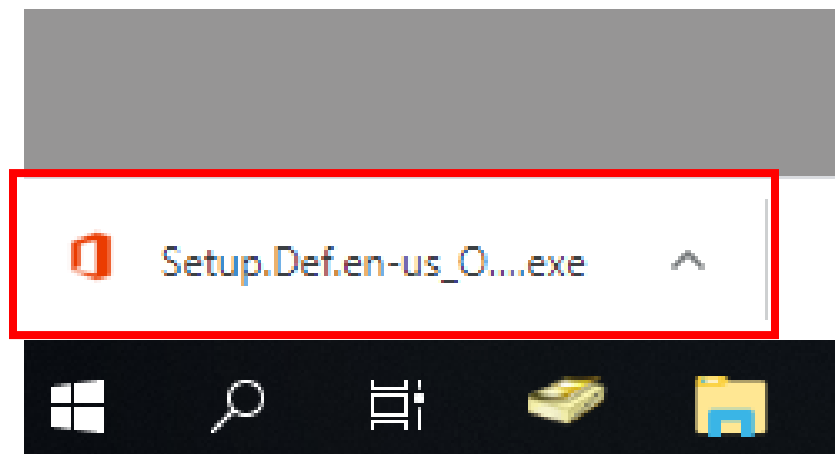
4.) The following list of applications should appear. Navigate to the “Install Office” dropdown.



5.) Select “Office 365 apps” in the dropdown list.



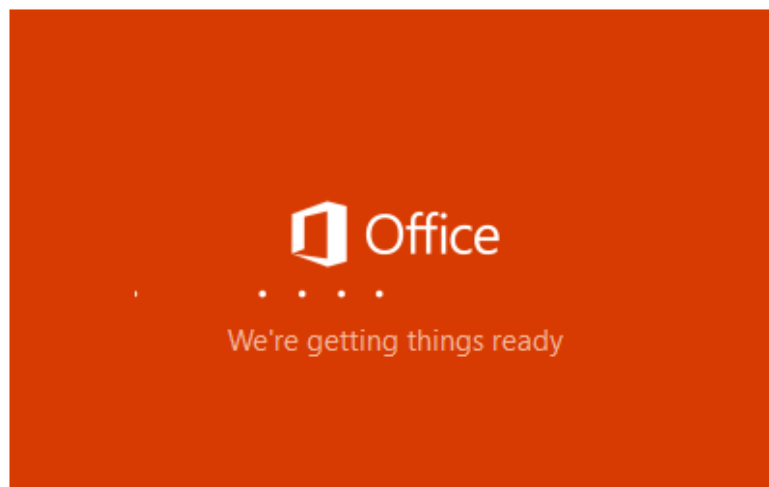
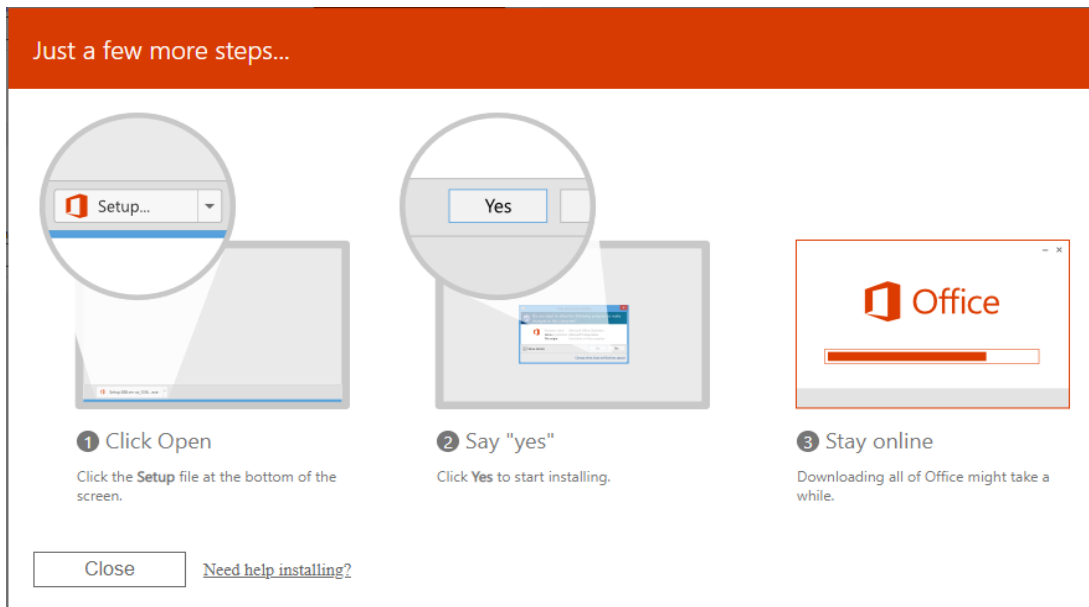
6.) An executable file will download. On most devices, it will appear in the lower left corner.



Technology Tip Sheet

7.) Once downloaded, double click directly on the file.

8.) The following screens will appear while the installation occurs.



9.) A message confirming successful download will be generated once completed.

If you have completed these steps and are still experiencing installation issues, please contact the Service Desk at 864-646-1779 or email ServiceDesk@tctc.edu