

# MS Office 365

INSTALLING OFFICE 365 | MAC VERSION

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FOR LONG BEACH CITY COLLEGE STUDENTS

# Overview

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In this tutorial, you will learn how to:

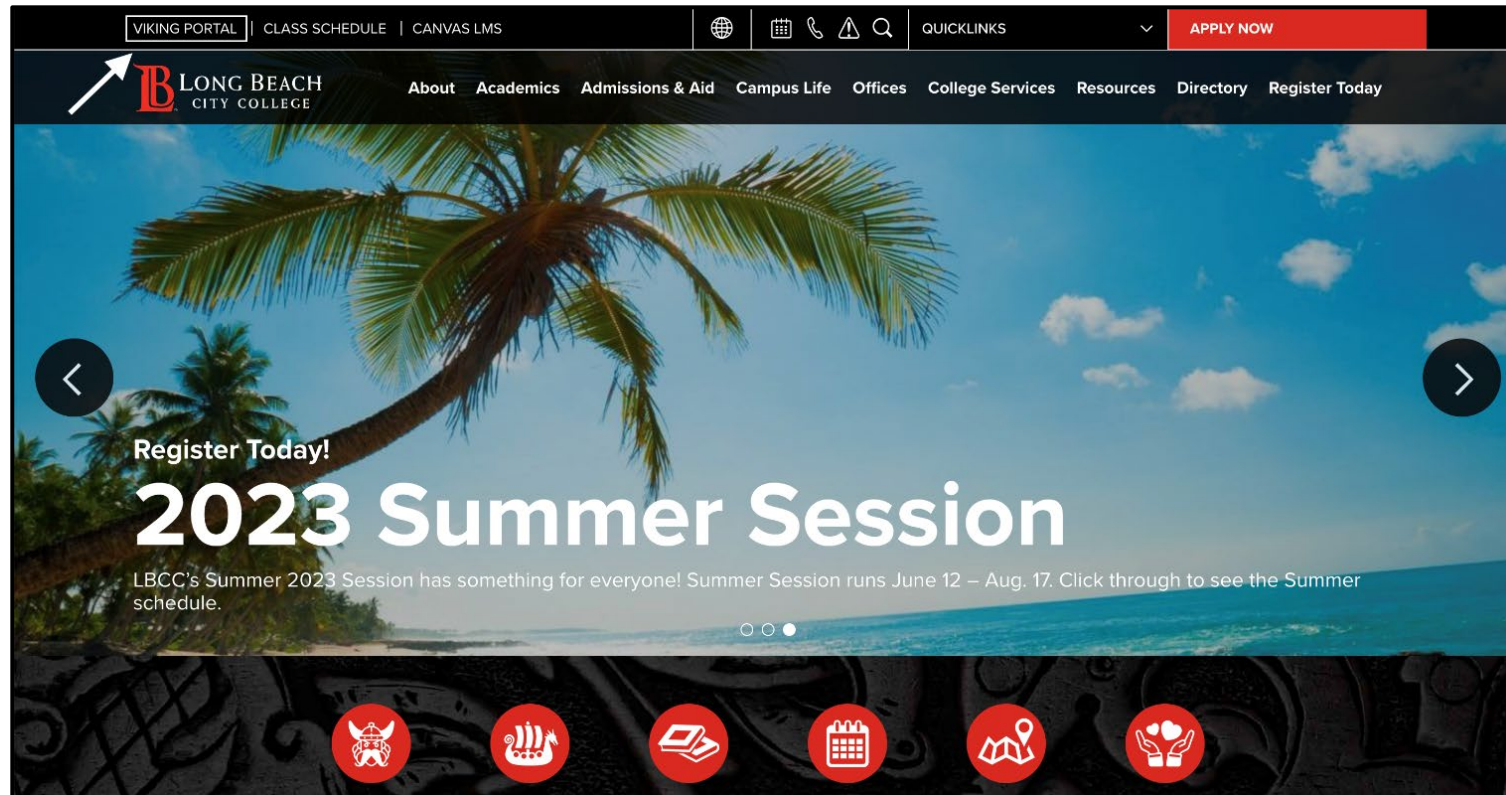
- Install Office 365 apps to your Mac.

## **\*Important Note\***

This guide is **specific to Apple devices**. If you are on a device running **Windows**, please refer to our **Windows Installation** guide. If you are on a **Chromebook**, you will need to refer to the **Accessing Office 365 Online** guide.

# Step 1: Navigate to the Viking Portal

Navigate to the [lbcc.edu](http://lbcc.edu) homepage. Then, in the upper left-hand corner, click on the **Viking Portal**.



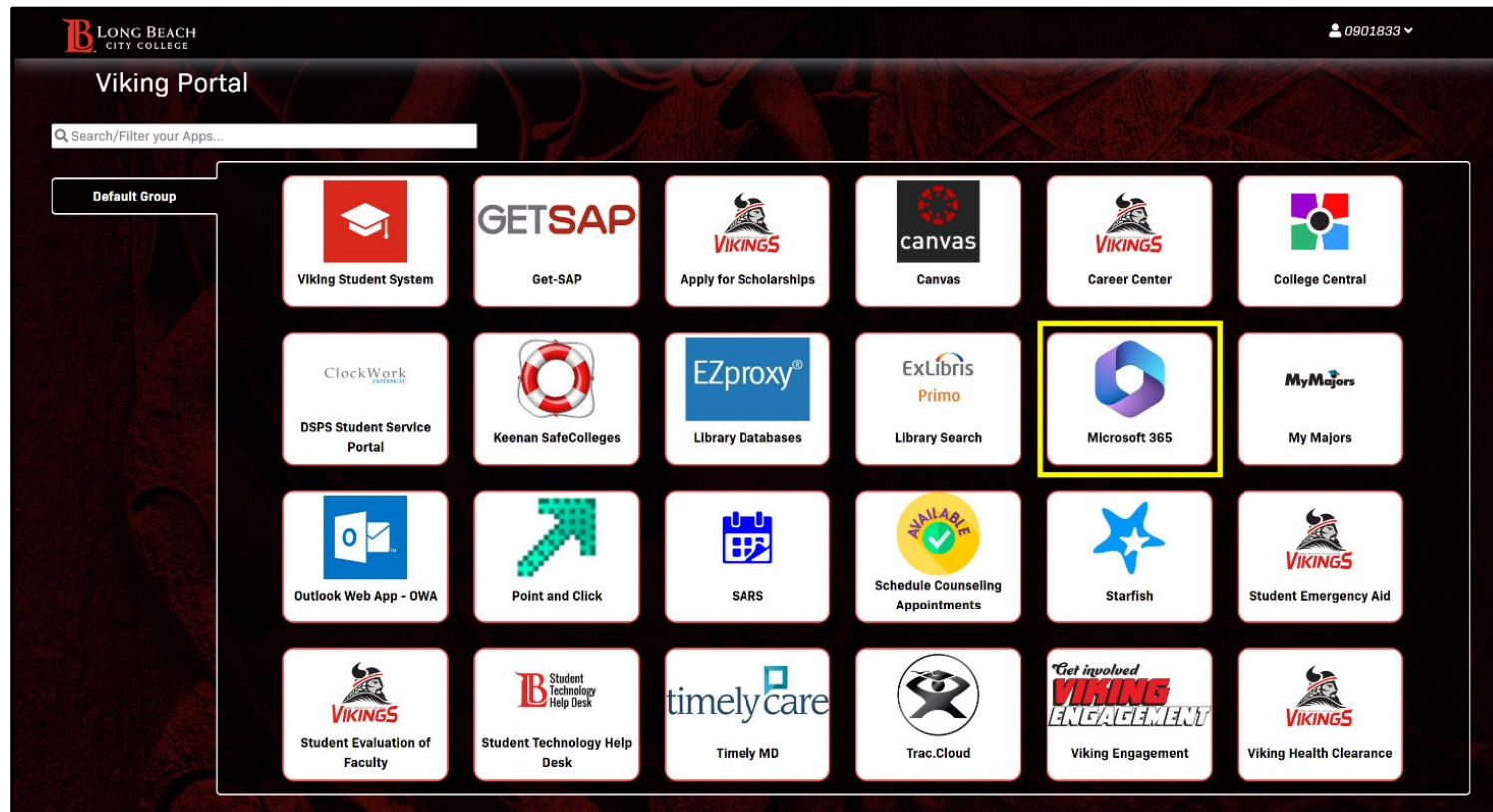
# Step 2: Log in to the Viking Portal

Enter your **student ID number** and **password**. Click **Login**.

The screenshot shows a dark-themed login page for the Viking Portal. At the top, it says "VIKING PORTAL" in white. Below that is the Long Beach City College logo, which consists of a large red "B" followed by the text "LONG BEACH CITY COLLEGE" in white. There are two input fields: the first is labeled "VikingID / EmployeeID" and contains the placeholder text "Enter your username"; the second is labeled "Password" and contains the placeholder text "Enter your password". Below the input fields is a large, rounded "Login" button. At the bottom of the page, there are two links: "[New/Forgotten Password](#) | [Change Password](#)" and a list of links: "[Student Login Help](#)" and "[Faculty/Staff Login Help](#)".

# Step 3: Open Microsoft 365

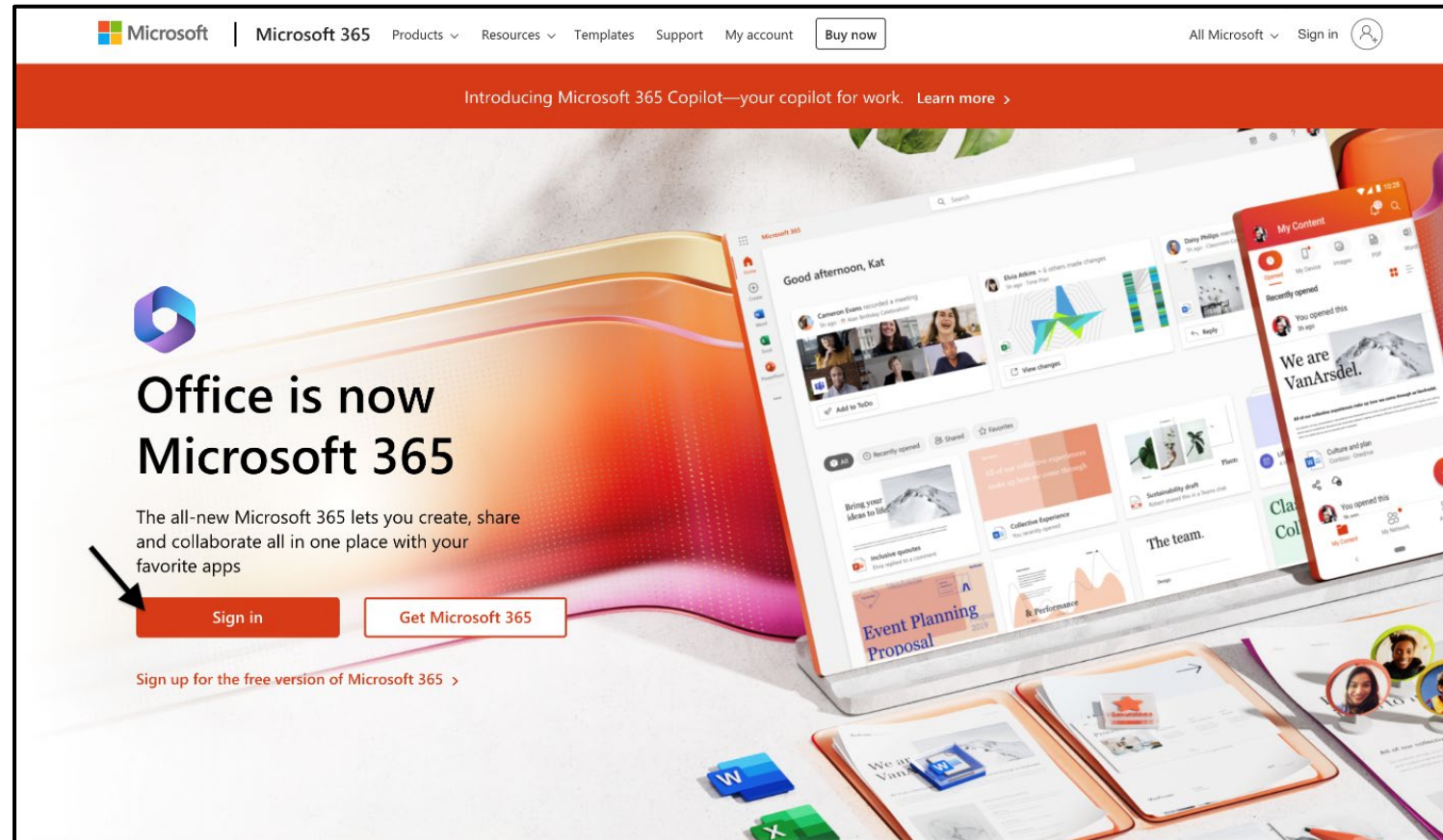
From your Viking Portal, click on the **Microsoft 365** tile.





# Step 4: Sign In

Click on **Sign in**.



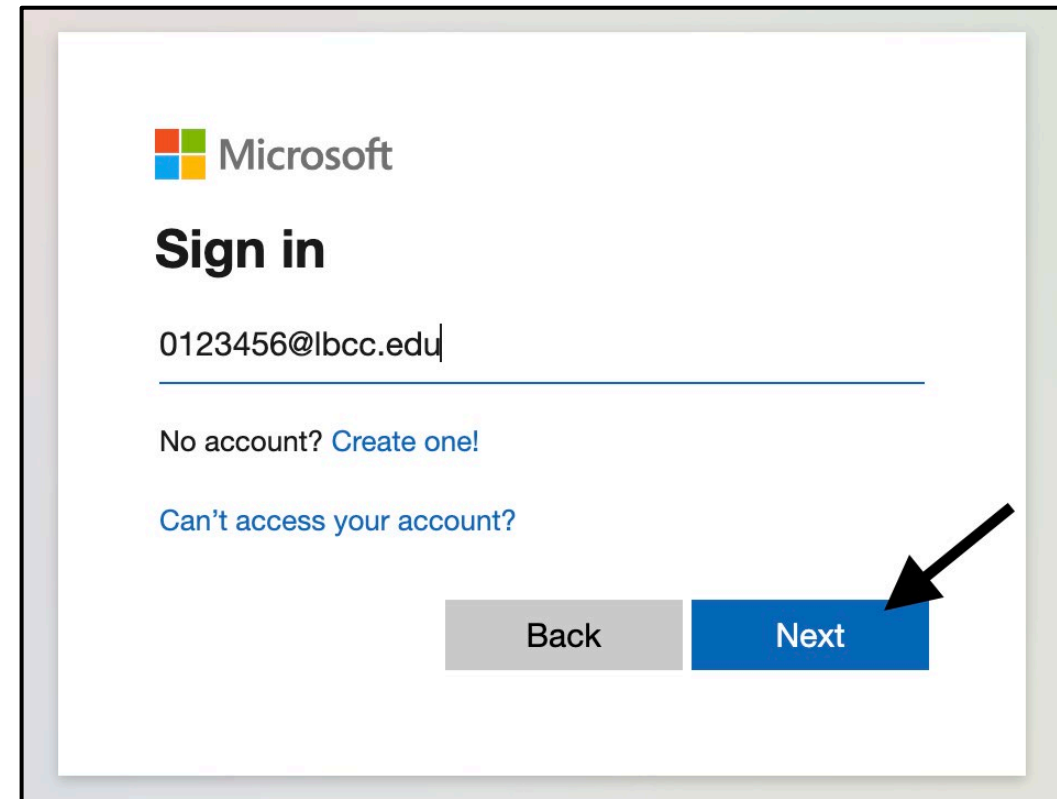
# Step 5: Enter Your Login Email

Once you click **Sign in**, you will be asked to enter an email. Enter your information in the following format:

**Student ID Number@lbcc.edu**

Example: 0123456@lbcc.edu

Click **Next**.



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "0123456@lbcc.edu". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the form, there are two buttons: "Back" (grey) and "Next" (blue). A black arrow points to the "Next" button.

# Step 6: Install Office 365 Apps

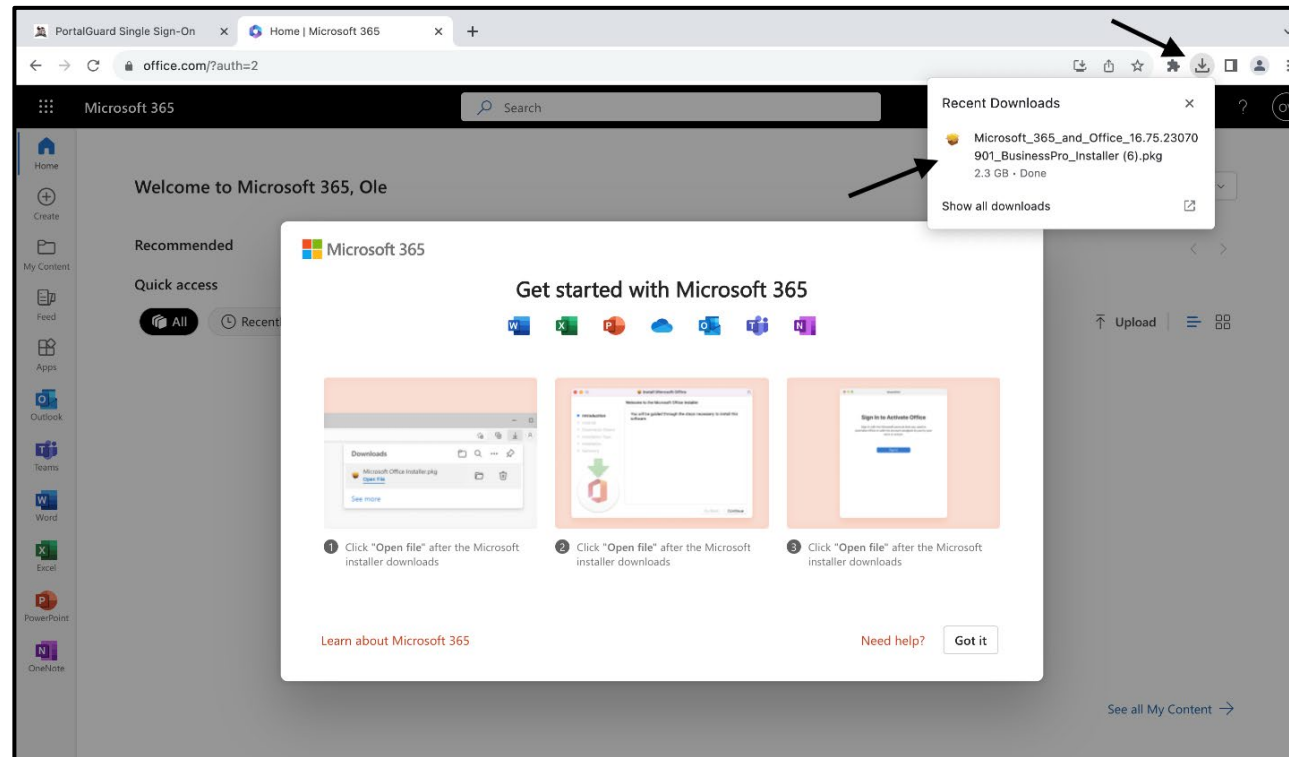
Click on **Install apps** and then click on **Microsoft 365 apps**.





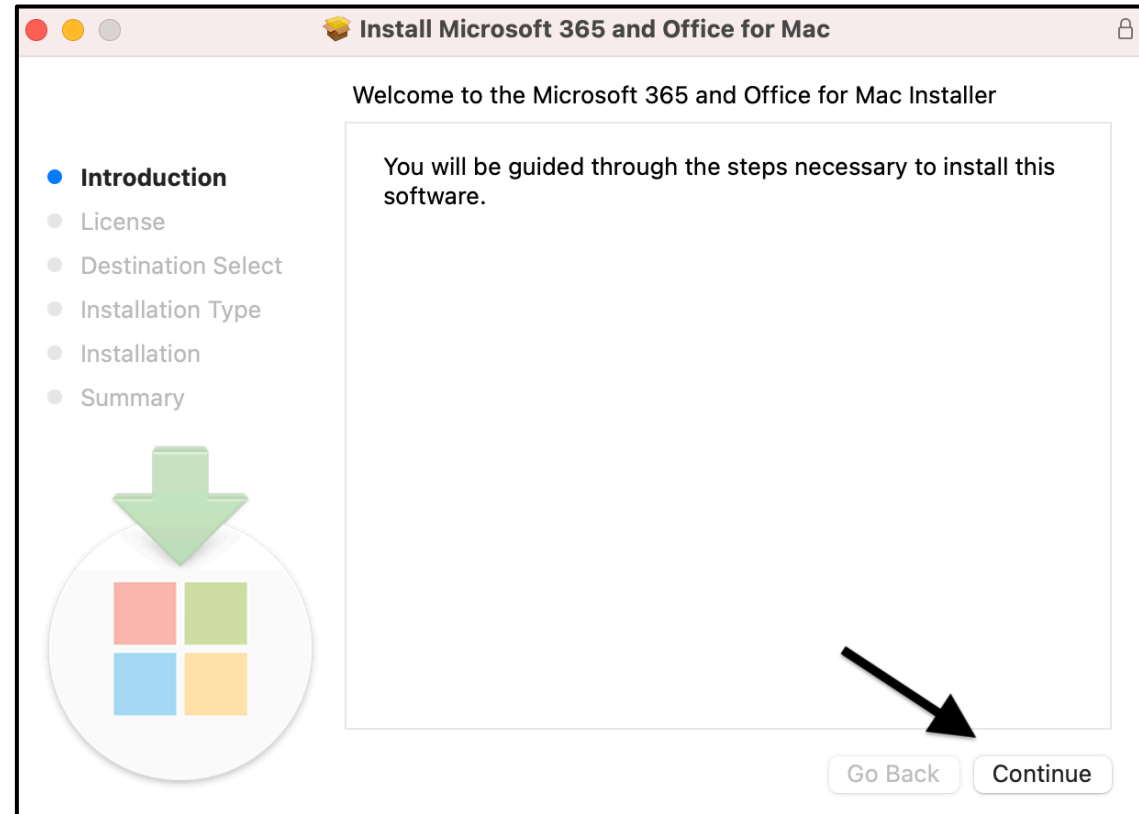
# Step 7: Open the Download File

Click on the **download file** to open it. In most cases, it will appear in the top right corner, however the location of the download file may differ depending on the browser you are using.



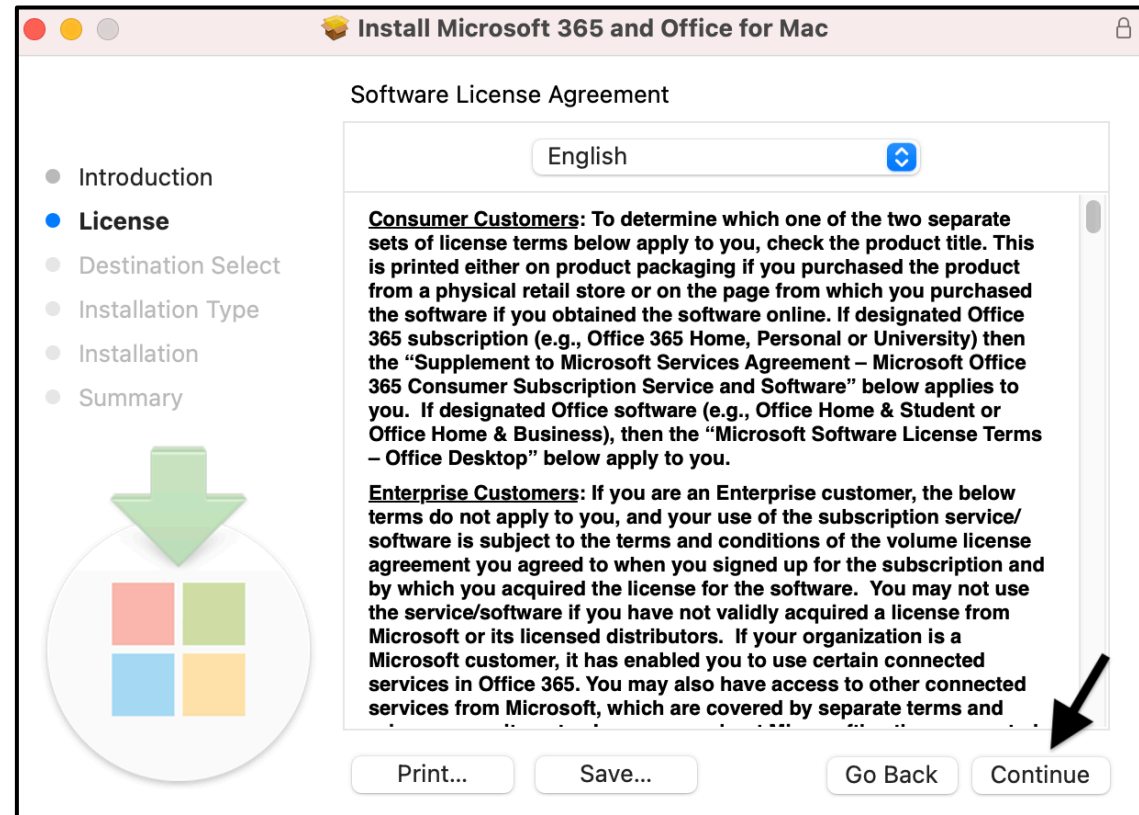
# Step 8: Microsoft 365 Installer

The Office 365 installer will open. Click **Continue** on this prompt.



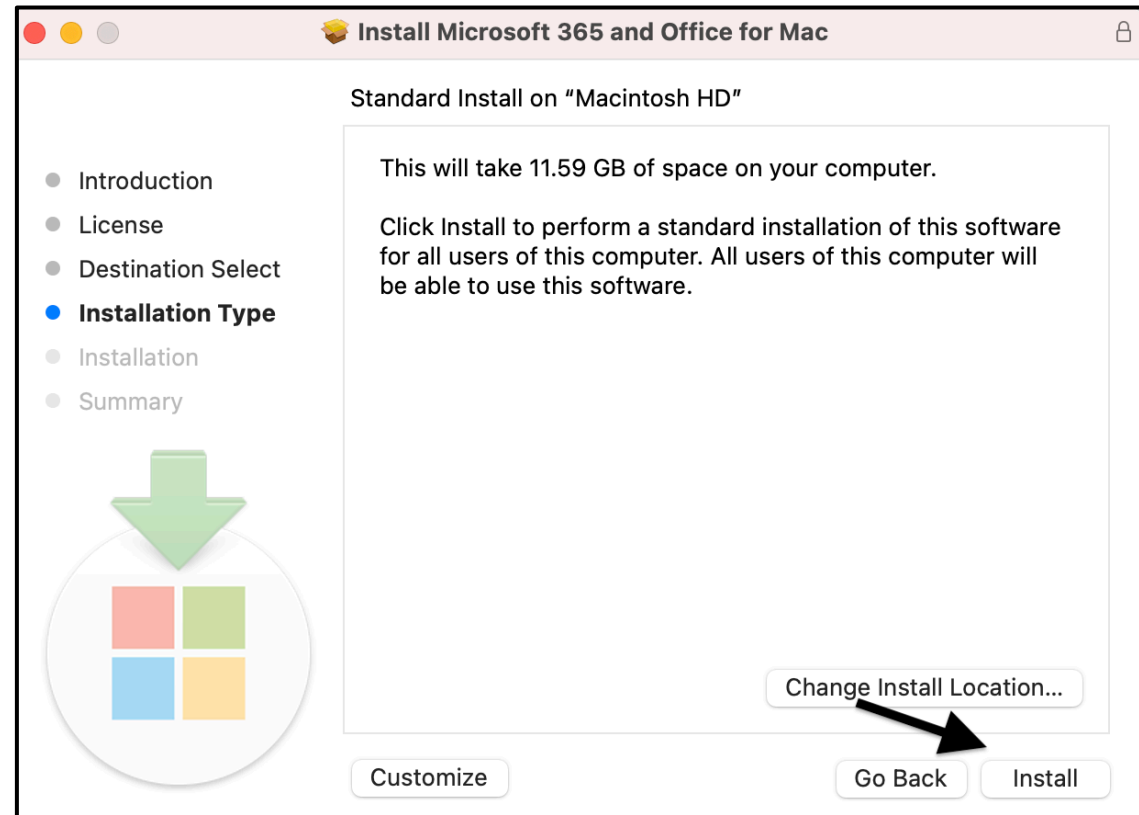
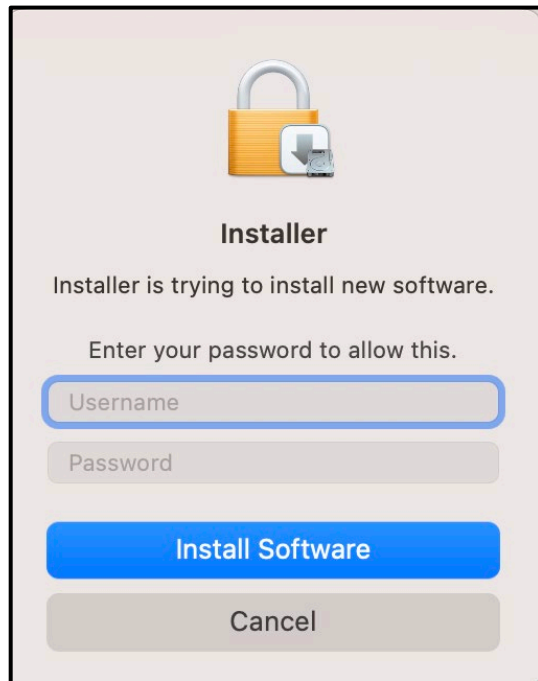
# Step 9: Accept the License Agreement

Click **Continue** to accept the License Agreement.



# Step 10: Install Office 365

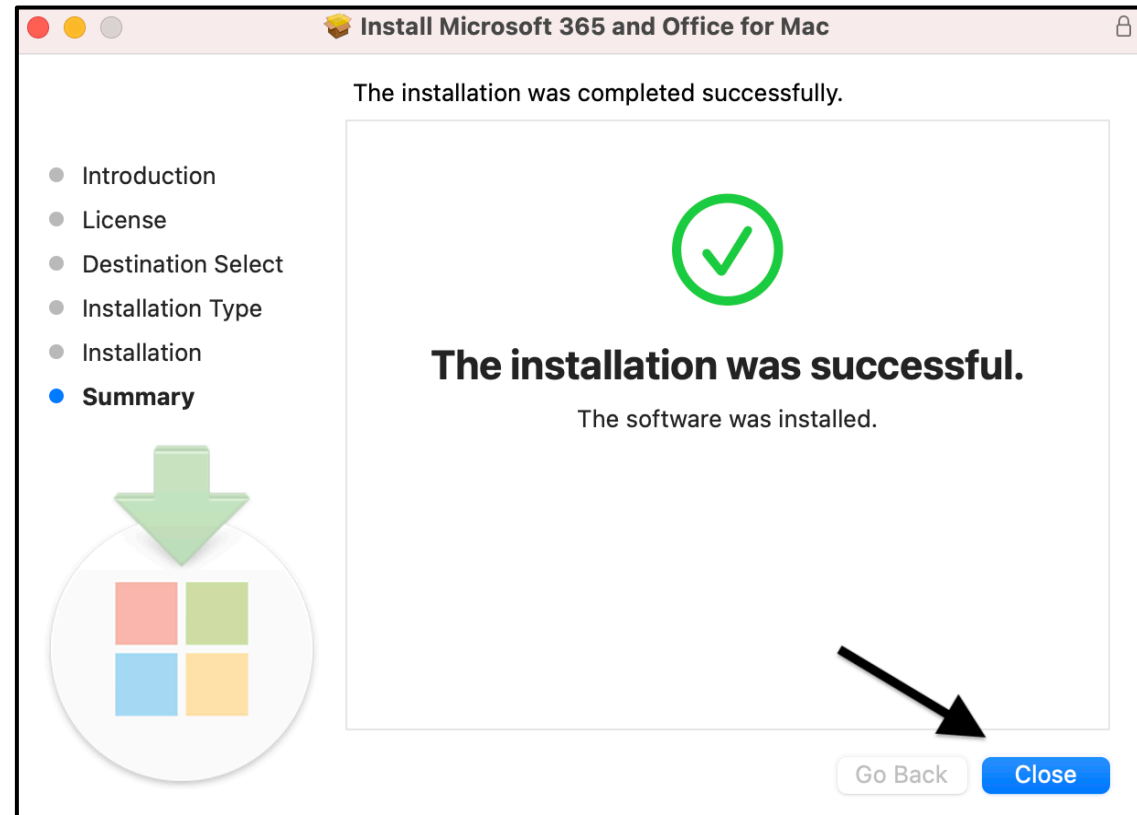
Click **Install** to begin installing Office 365. You may be required to enter your device's password to authorize the install.



# Step 11: Finish Installing Office 365

The install may take a few minutes. When it has finished installing, click **Close**.

Office 365 apps should now be installed on your device.



# Step 12: Signing In

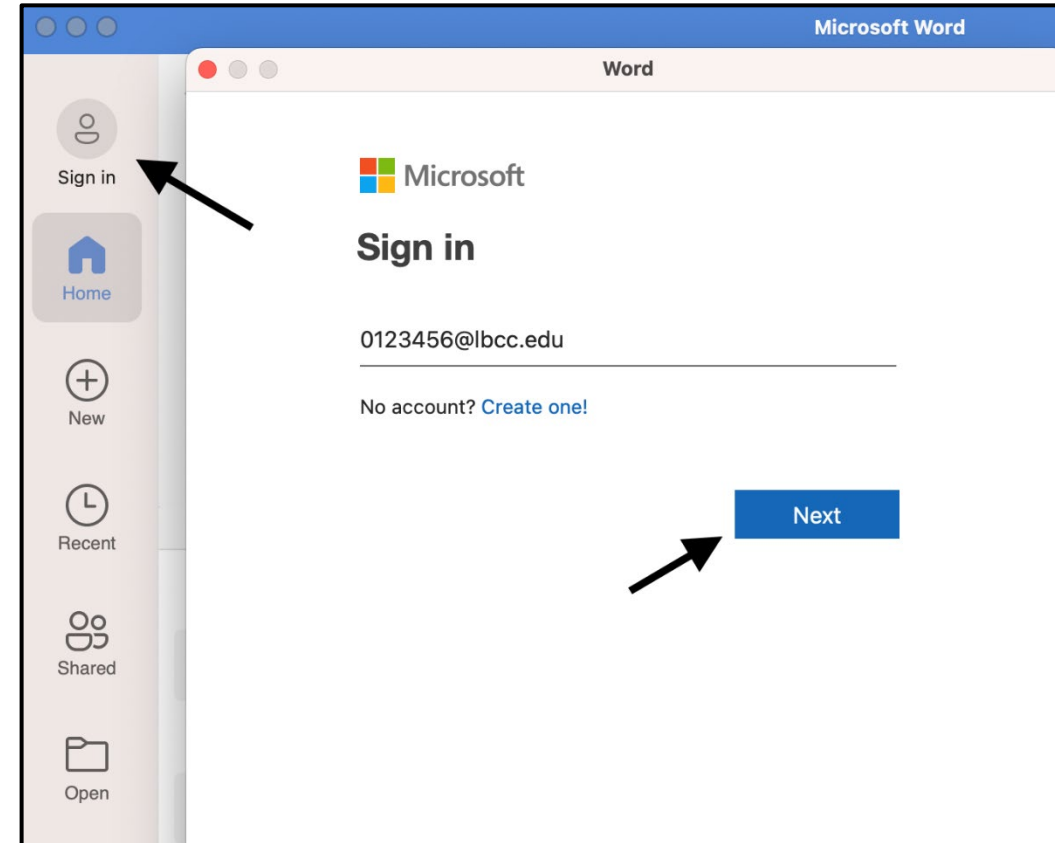
Now that Office 365 has been installed, open one of the apps and click **Sign In**. Type your email in the following format:

**Student ID Number@lbcc.edu**

Example: 0123456@lbcc.edu

Click **Next**.

In this example, we will be using Word.





# Step 13: Enter Viking Portal Credentials

A Viking Portal sign in page will appear, enter your **student ID number** and **password**. Then, click **Login**.

Word

VIKING PORTAL

**LB** LONG BEACH  
CITY COLLEGE

VikingID / EmployeeID

Enter your username

Password

Enter your password

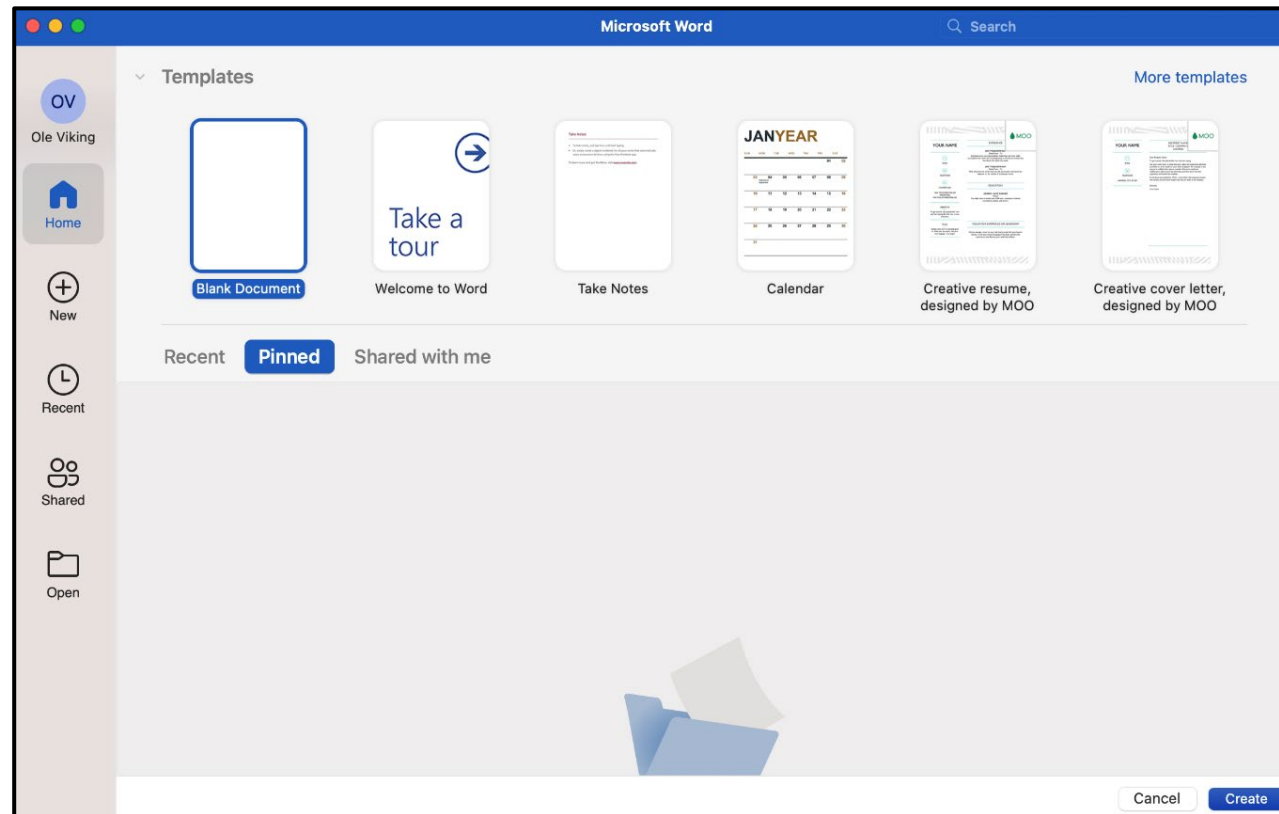
Login

[New/Forgotten Password](#) | [Change Password](#)

- [Student Login Help](#)
- [Faculty/Staff Login Help](#)

# Congratulations!

You have successfully installed and logged into Office 365 on your Mac.



# Questions?

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If you run into any issues, or have further questions, please feel free to reach out to us!

- Website: [www.lbcc.edu/sthd](http://www.lbcc.edu/sthd)
- Phone: (562) 938 - 4250
- Email: [sthd@lbcc.edu](mailto:sthd@lbcc.edu)