MS Office 365

INSTALLING OFFICE 365 FOR WINDOWS

FOR LONG BEACH CITY COLLEGE **STUDENTS**

LONG BEACH CITY COLLEGE

Student
Technology
Help Desk

Information
Technology
Services

LONG BEACH
CITY COLLEGE

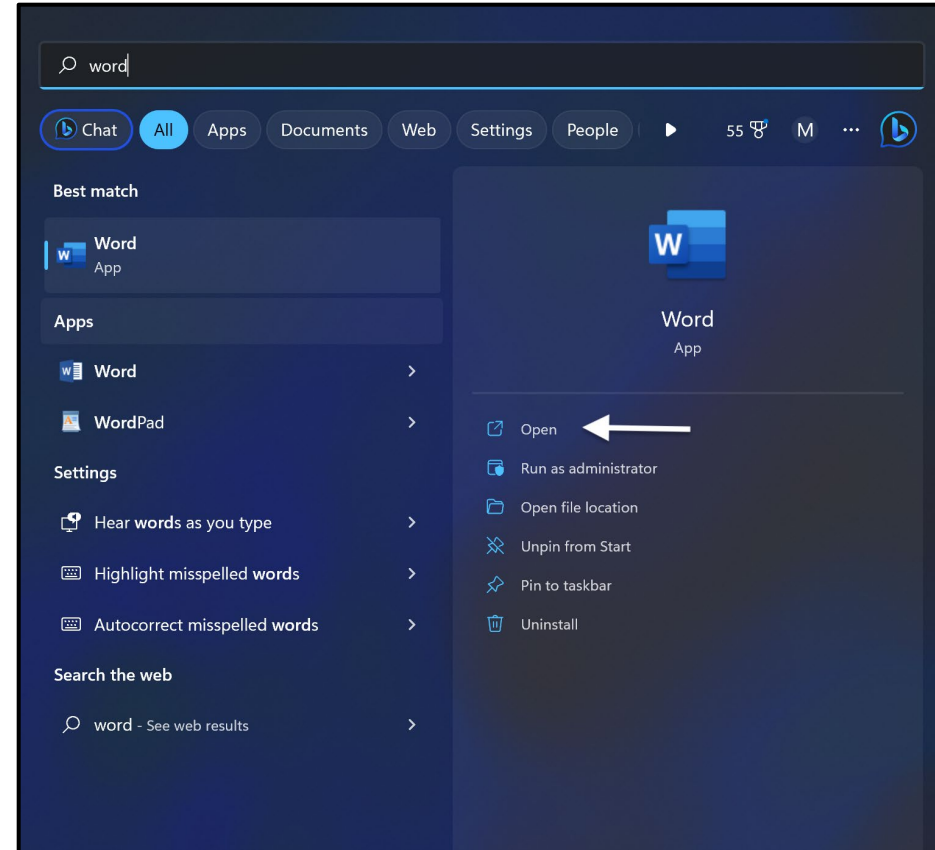# Overview

In this tutorial, you will learn how to:

➤ Install Office 365 apps on a device running Windows.

Important Note

This process is specific to Windows devices. If you are running a Mac, please check out the **Mac version** for this guide. Chromebook users should refer to the **Accessing Office 365 Online** Guide.
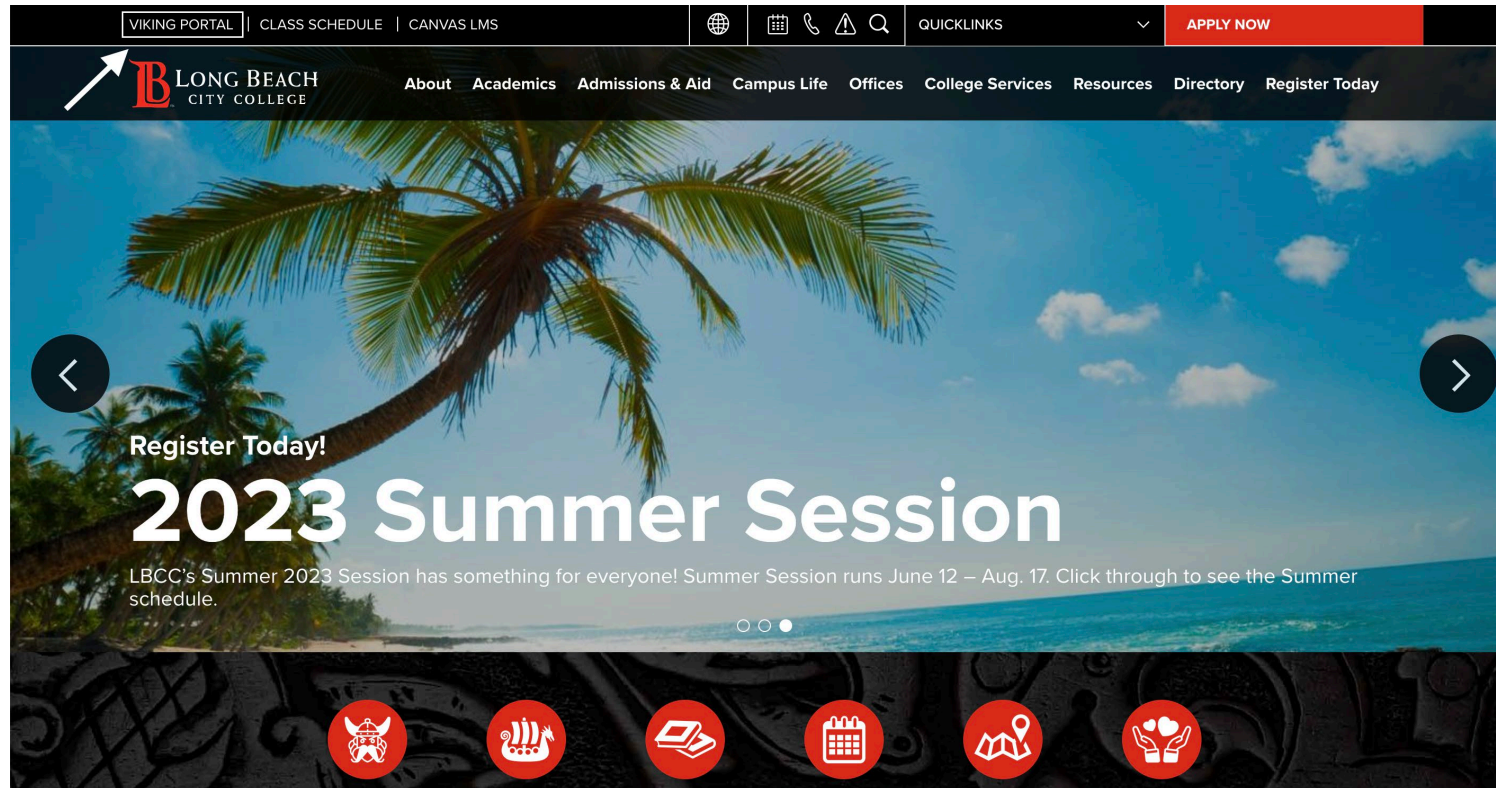
Before You Begin

Office 365 apps may be pre-installed on your device. To check this, click on the Windows search bar at the bottom-left and type in the name of any Office app. If you can open the app, it is already installed, if not, continue to the next slide.

Step 1: Navigate to the Viking Portal

Navigate to the lbcc.edu homepage. Then, in the upper left-hand corner, click on the Viking Portal.
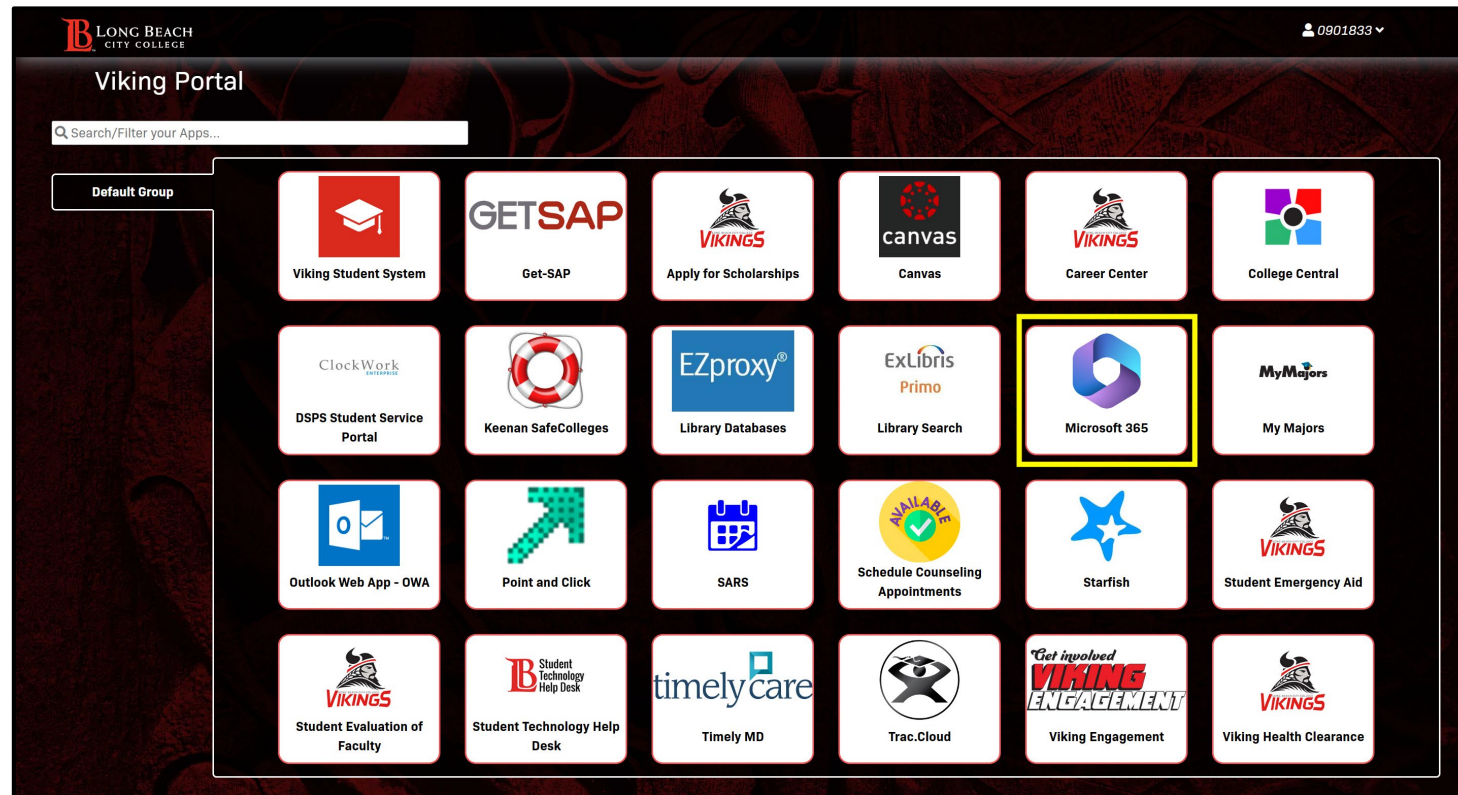
Student Technology Help Desk

Information Technology Services

Step 2: Log in to the Viking Portal

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

Step 3: Open Microsoft 365

Find and click on the **Microsoft 365** tile.

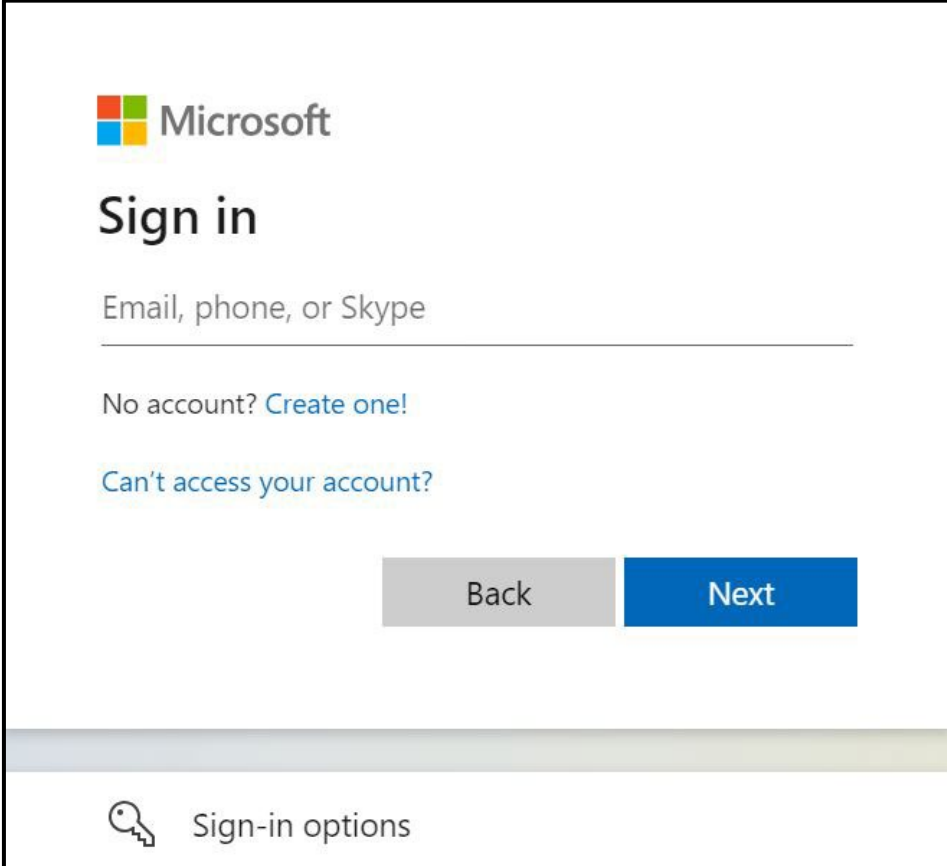**Student Technology Help Desk**

Information Technology Services

Step 4: Log in to Office 365

Click **Sign in**. Then, enter your email in the following format:
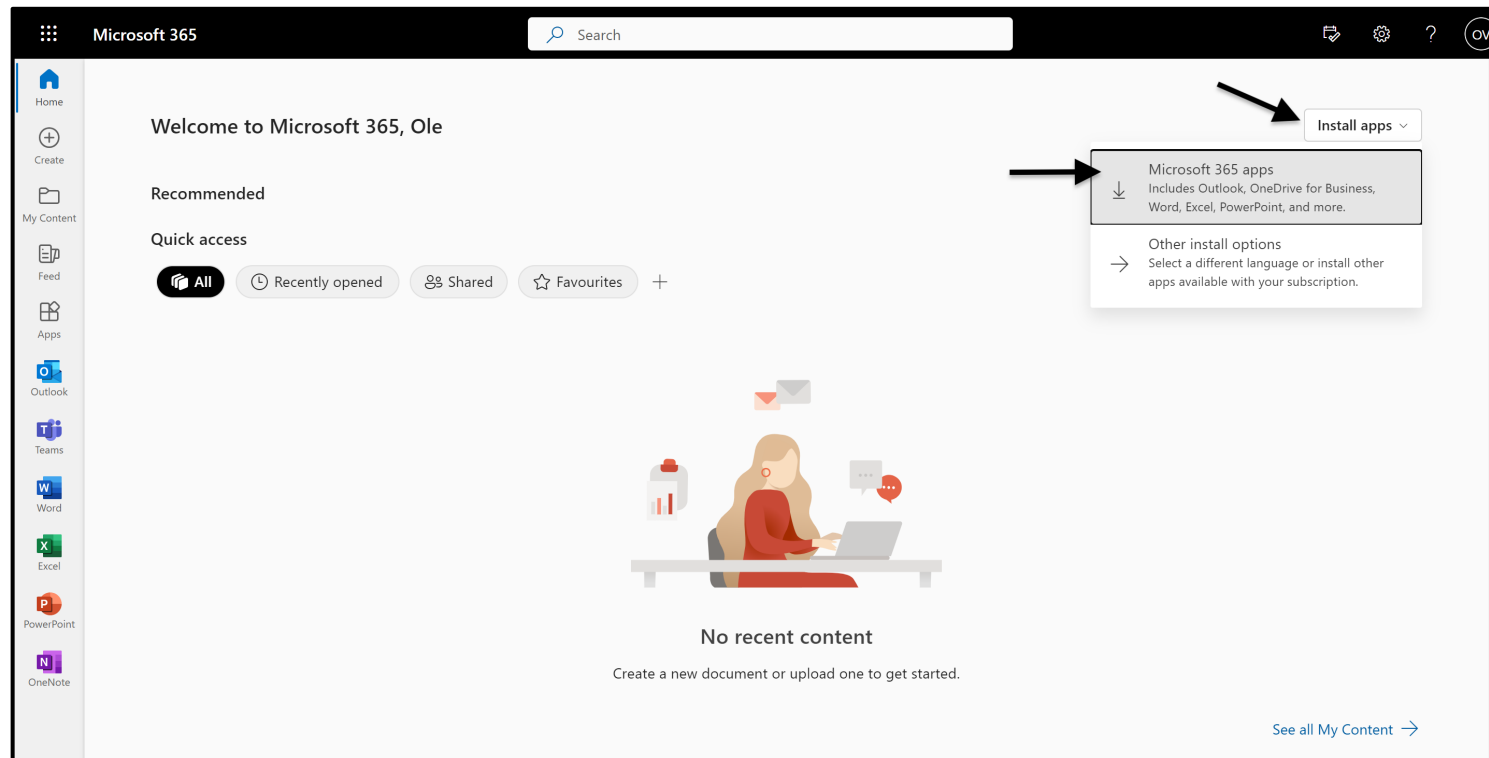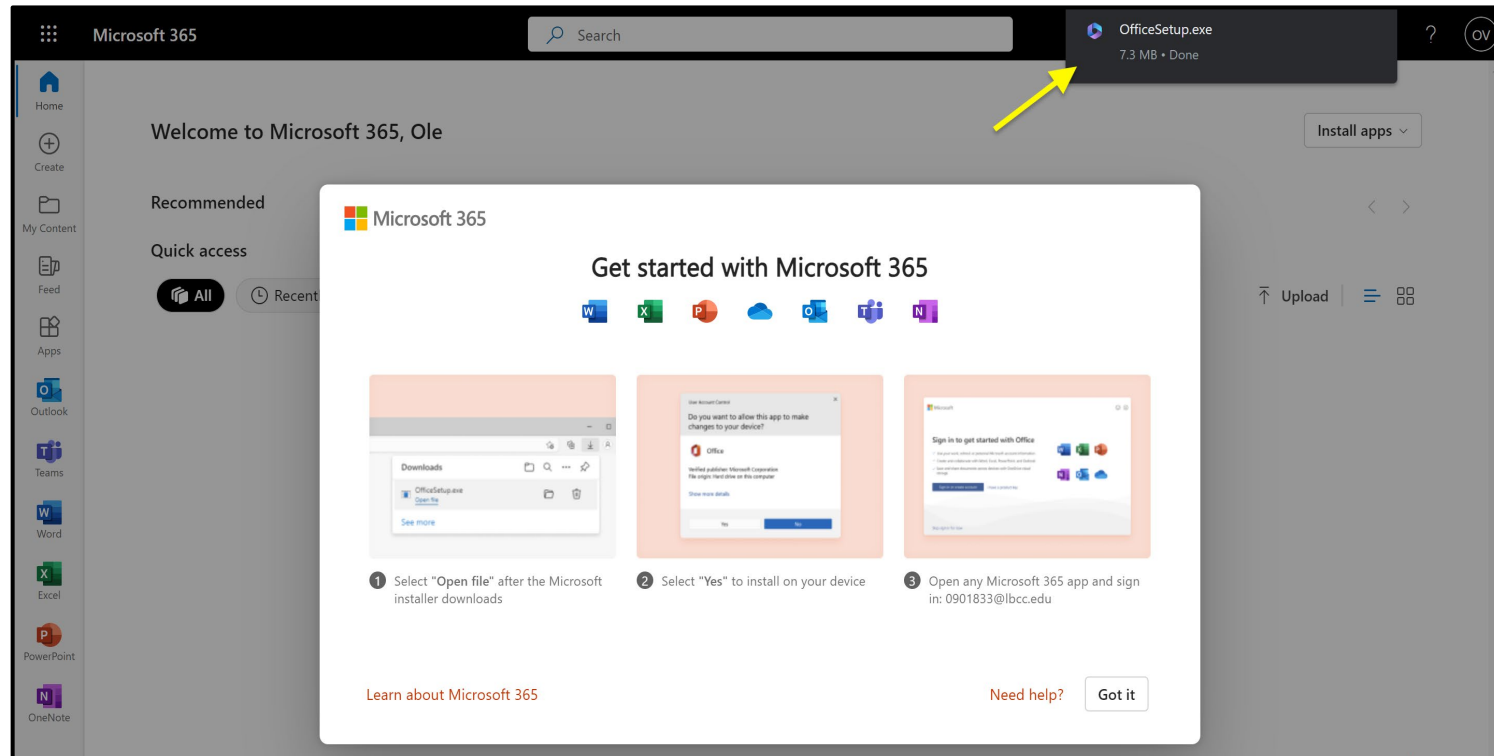
Student ID Number@lbcc.edu

Click **Next**.

Step 5: Install Office 365 Apps

Click on **Install Apps**. Then, click on **Microsoft 365 Apps**.

Step 6: Open the Download File

The download file should appear in the downloads section of your browser. Click **on the file** to open it. This step may look different depending on your browser you are using.

Student Technology Help Desk

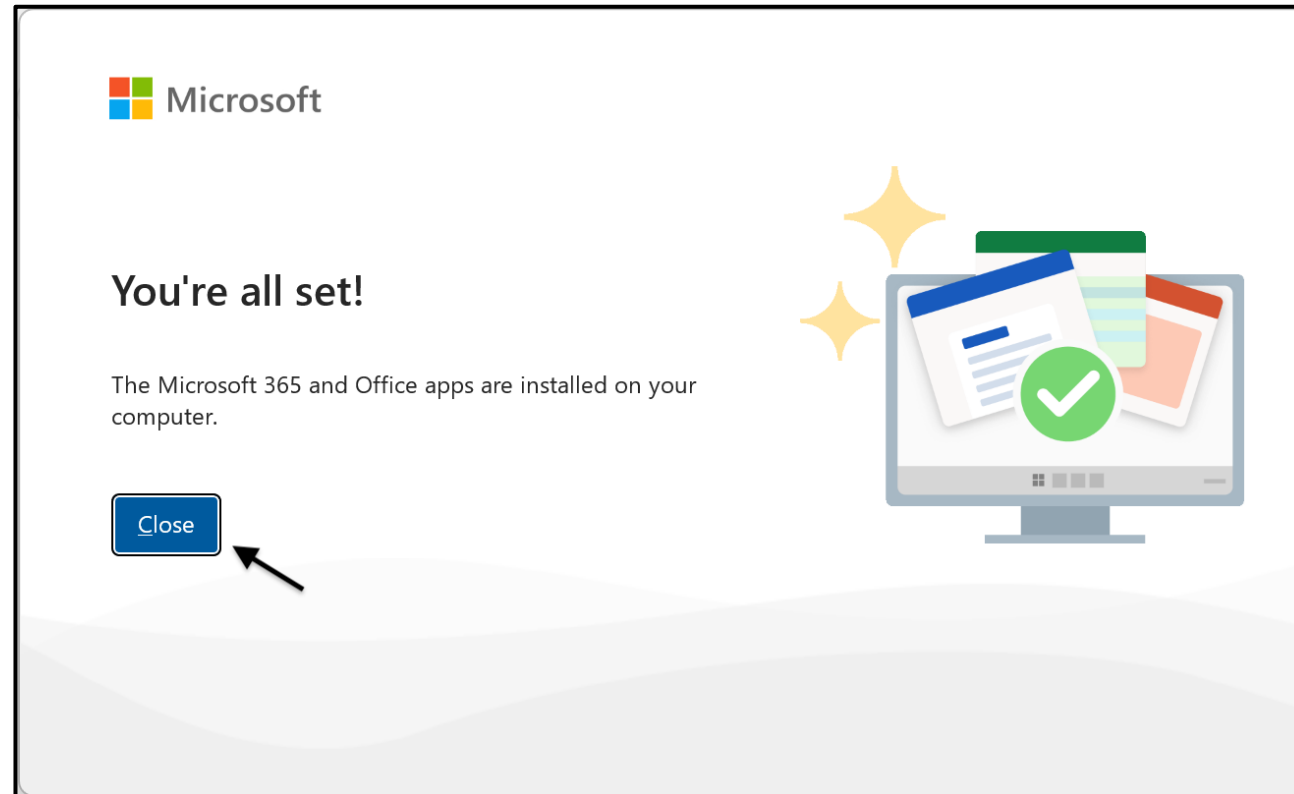Information Technology Services

Step 7: Wait For Office to Install

Click **Yes** when asked whether you want the program to make changes to your device. Then, wait for Office 365 to finish installing.
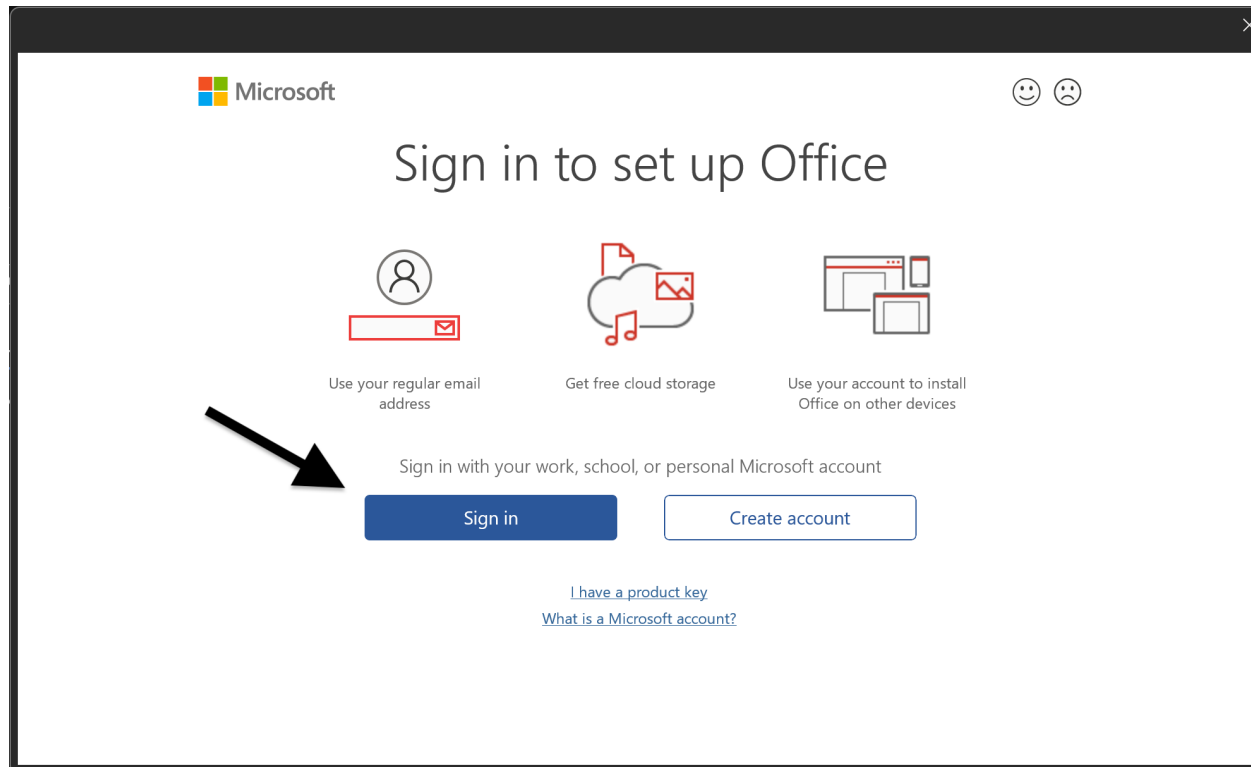
Step 8: Close the Installer

Click **Done** when the install is complete.

Step 9: Sign in to Your Office Account

Using the Windows Start Button at the bottom of your screen, find and open any Office 365 app. For this example, we will be using Word. When you see this prompt, click **Sign In**.
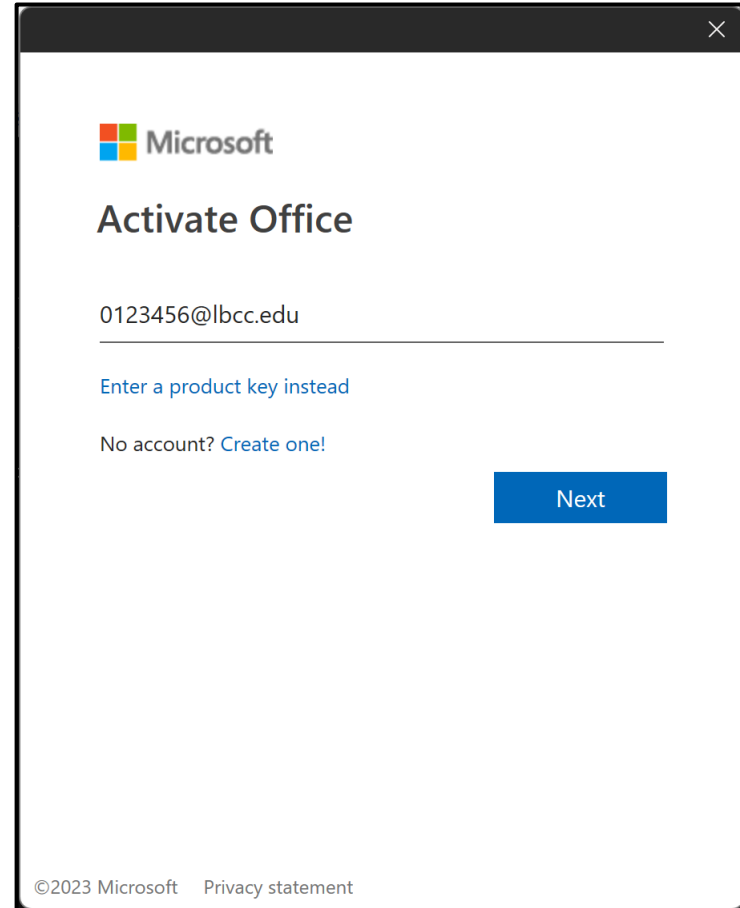
Student
Technology
Help Desk

Information
Technology
Services

Step 10: Enter Your Email

Log in to your account one more time using the following email format:
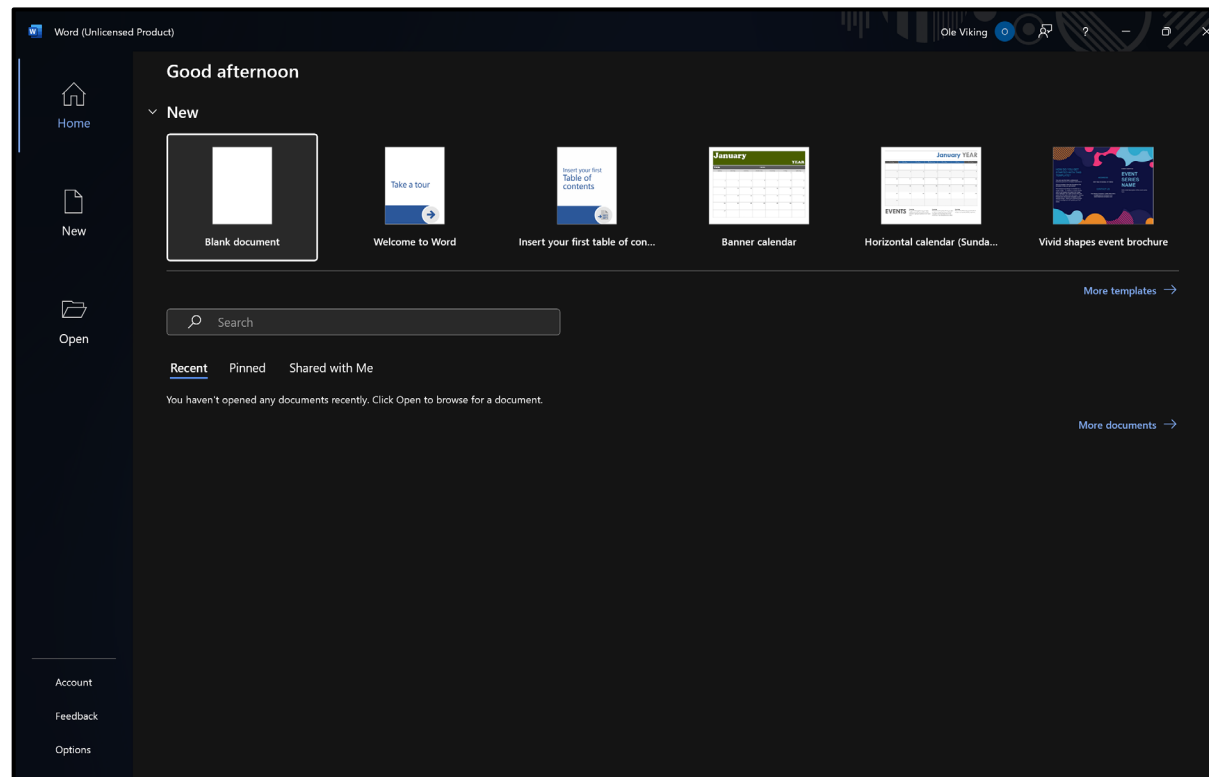
Student ID Number@lbcc.edu

Click **Next**.

■■ Microsoft

Activate Office

0123456@lbcc.edu

Enter a product key instead

No account? Create one!

Next

©2023 Microsoft   Privacy statement

Student Technology Help Desk

Information Technology Services

Step 11: Enter Your Viking Portal Login Info

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

VIKING PORTAL

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 Office 365 and signed in to your LBCC Office 365 account. Signing in to one app should automatically sign you into all other Office 365 apps on your device.

Student Technology Help Desk

Information Technology Services

Questions?

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

➢ Website: www.lbcc.edu/sthd

➢ Phone: (562) 938-4250

➢ Email: sthd@lbcc.edu