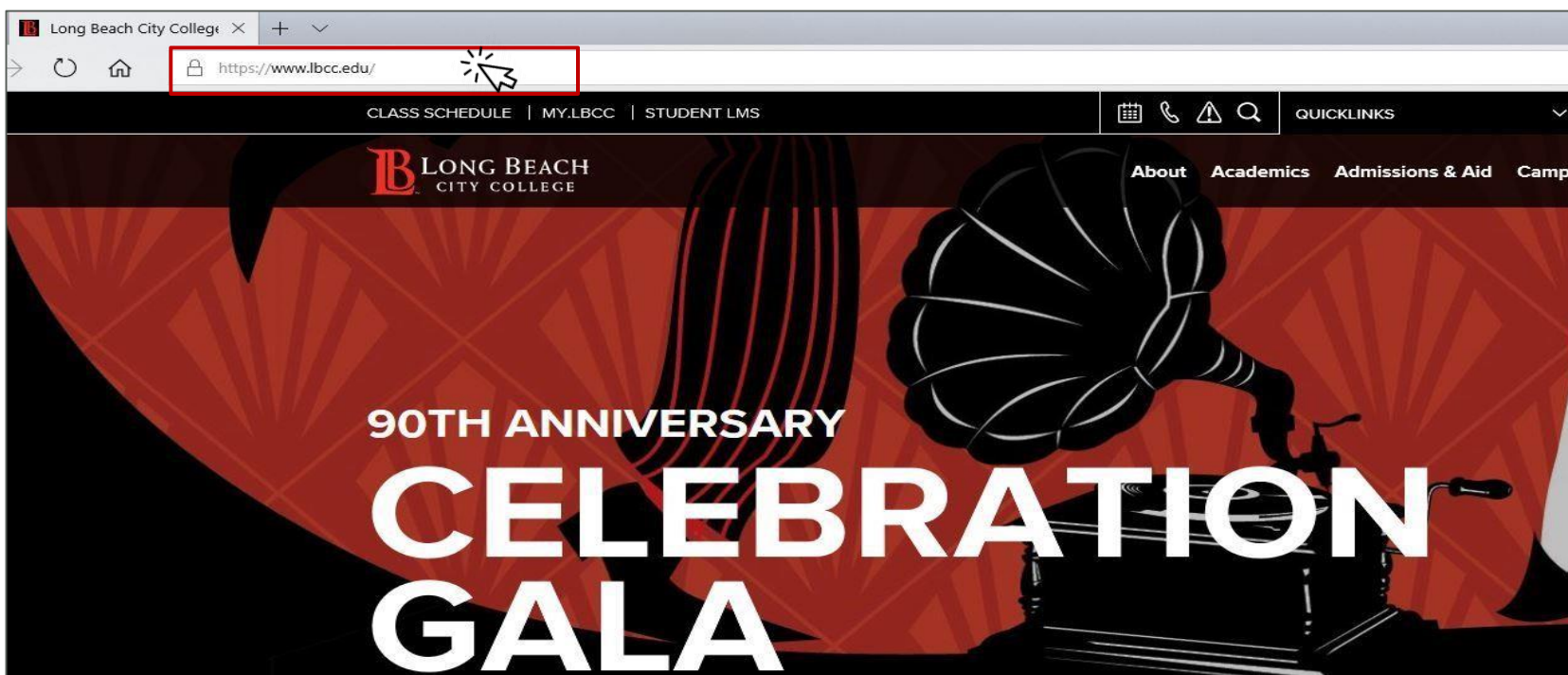


# Installing Office Apps on Personal Computer

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

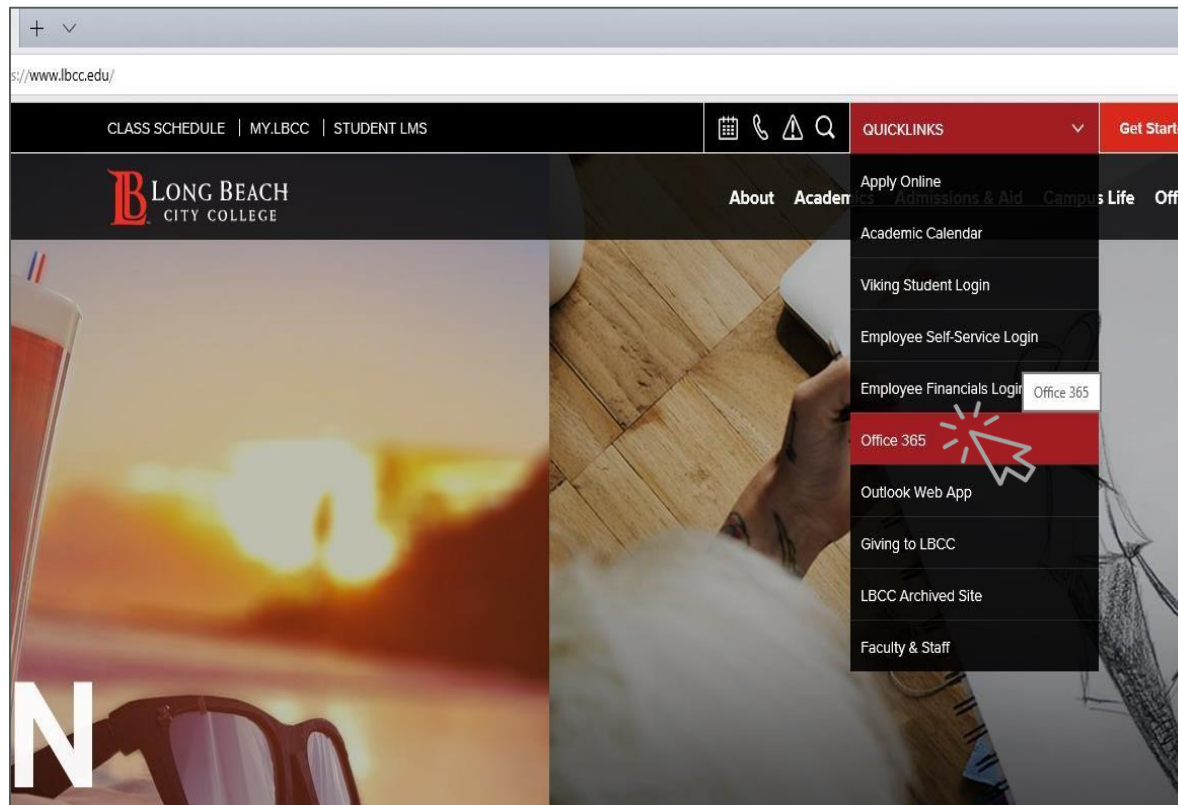


# Installing Office Apps on Personal Computer



**PLEASE NOTE:** Office Apps do not need to be installed on your LBCC office computer since it already has Office software.

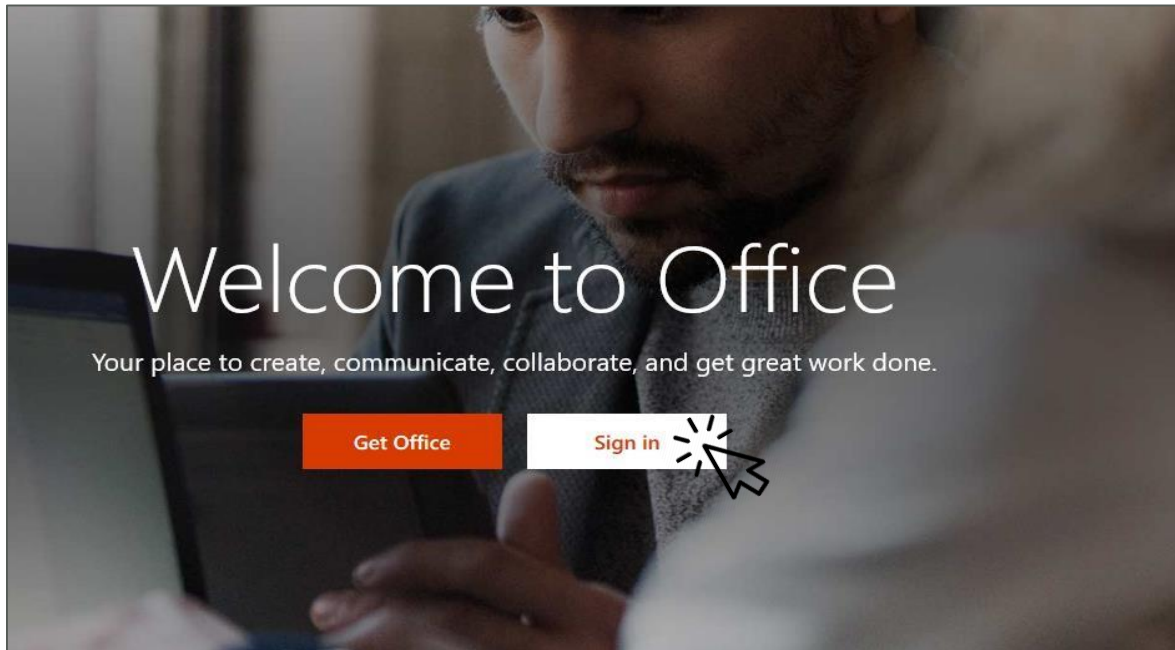
## Installing Office Apps on Personal Computer



- From a web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, etc) go to: [www.lbcc.edu](http://www.lbcc.edu)
- Click on **QUICKLINKS** and select **Office 365** from the drop down menu.

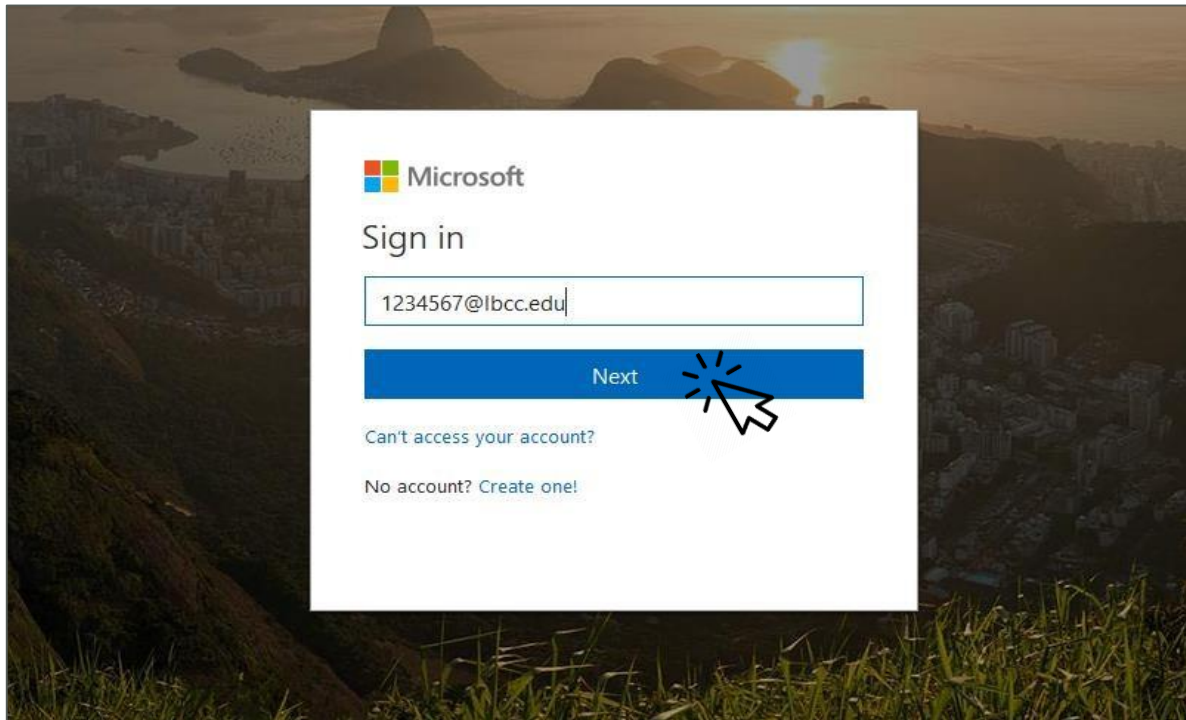
# Installing Office Apps on Personal Computer

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➤ Click on **Sign in**.

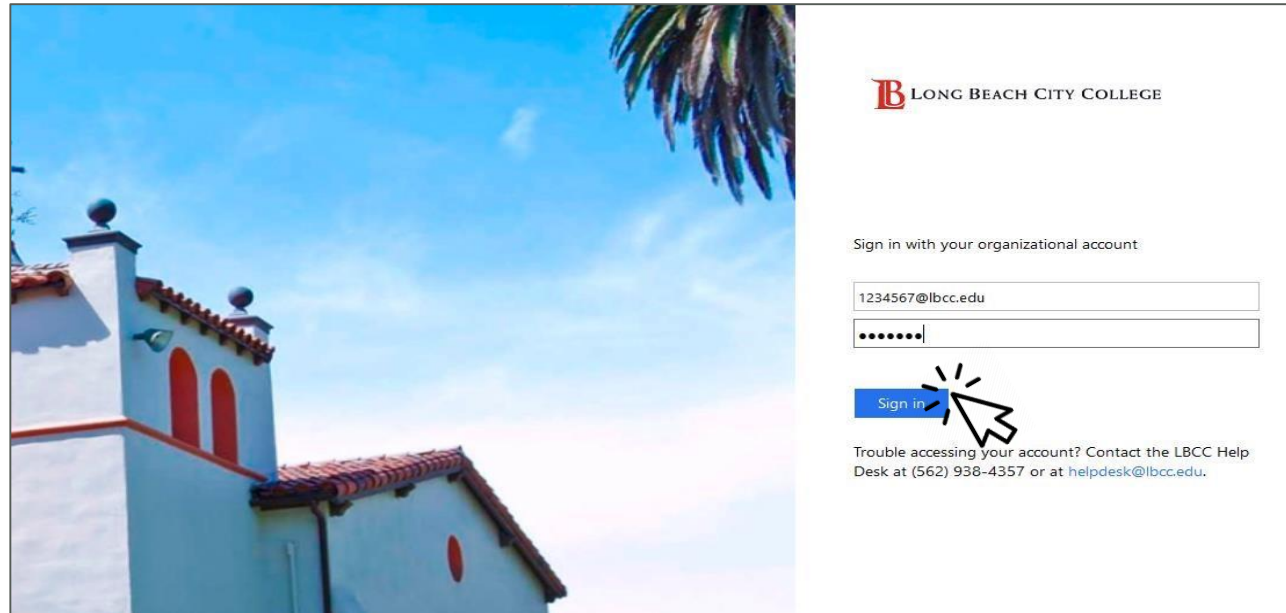
# Installing Office Apps on Personal Computer



- At this screen, put in your EmployeeIDNumber@lbcc.edu
- For example: **1234567@lbcc.edu**

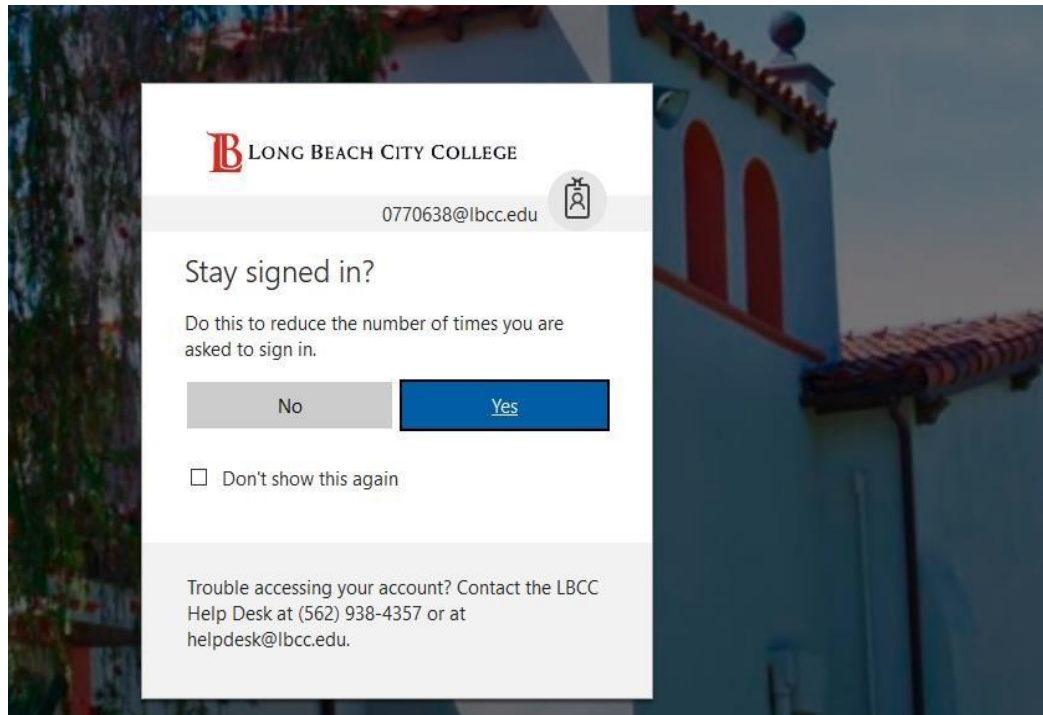
# Installing Office Apps on Personal Computer

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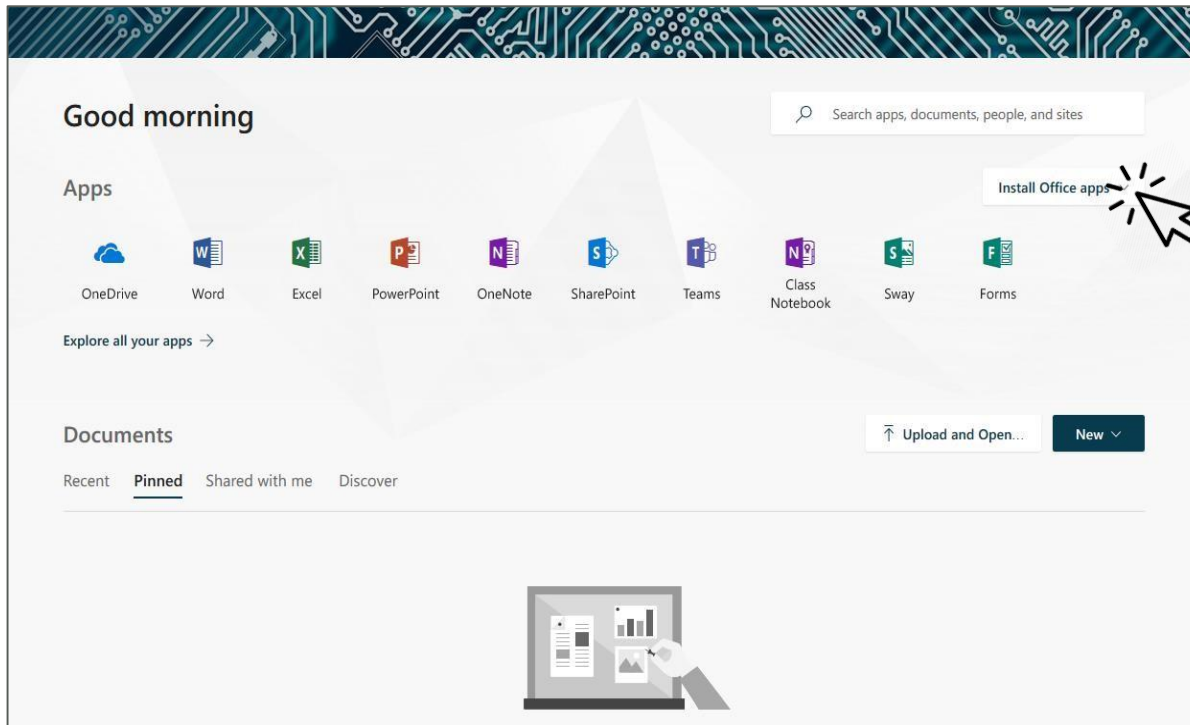
- When the page redirects to the LBCC page, put in your LBCC password.

# Installing Office Apps on Personal Computer



- Select **Yes** or **No** at your discretion.
- In the interest of security, only choose **Yes** if you are using your personal computer.

# Installing Office Apps on Personal Computer



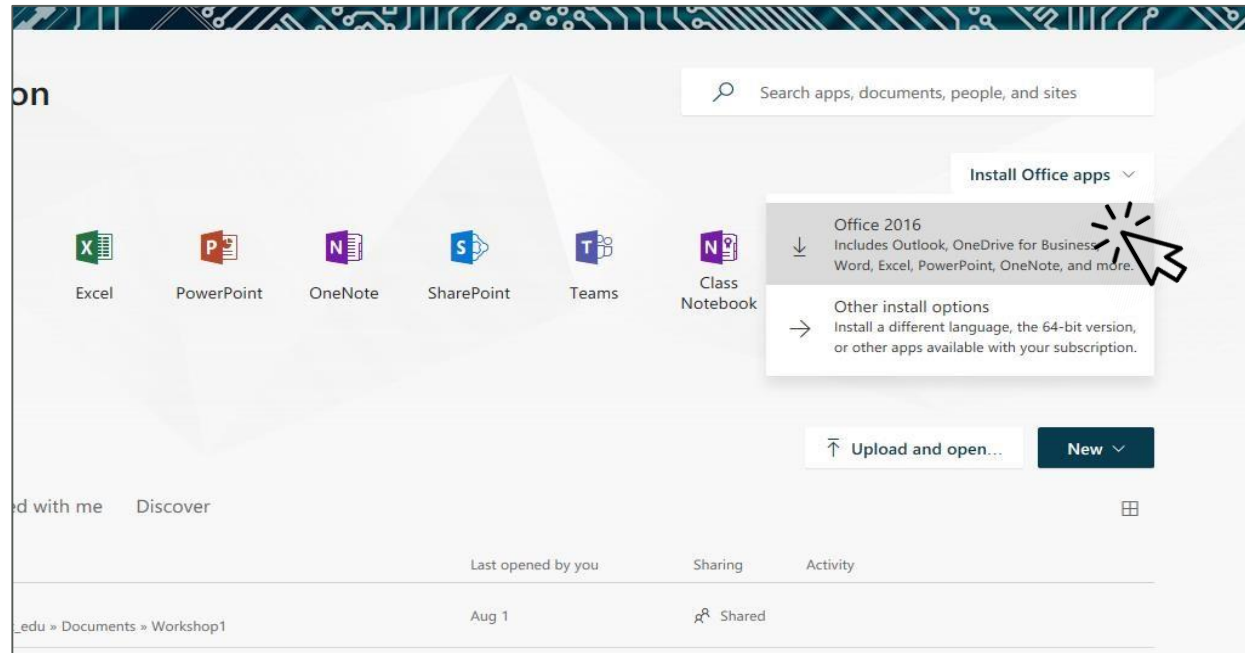
**Congratulations!**

You should now see your Office 365 dashboard.

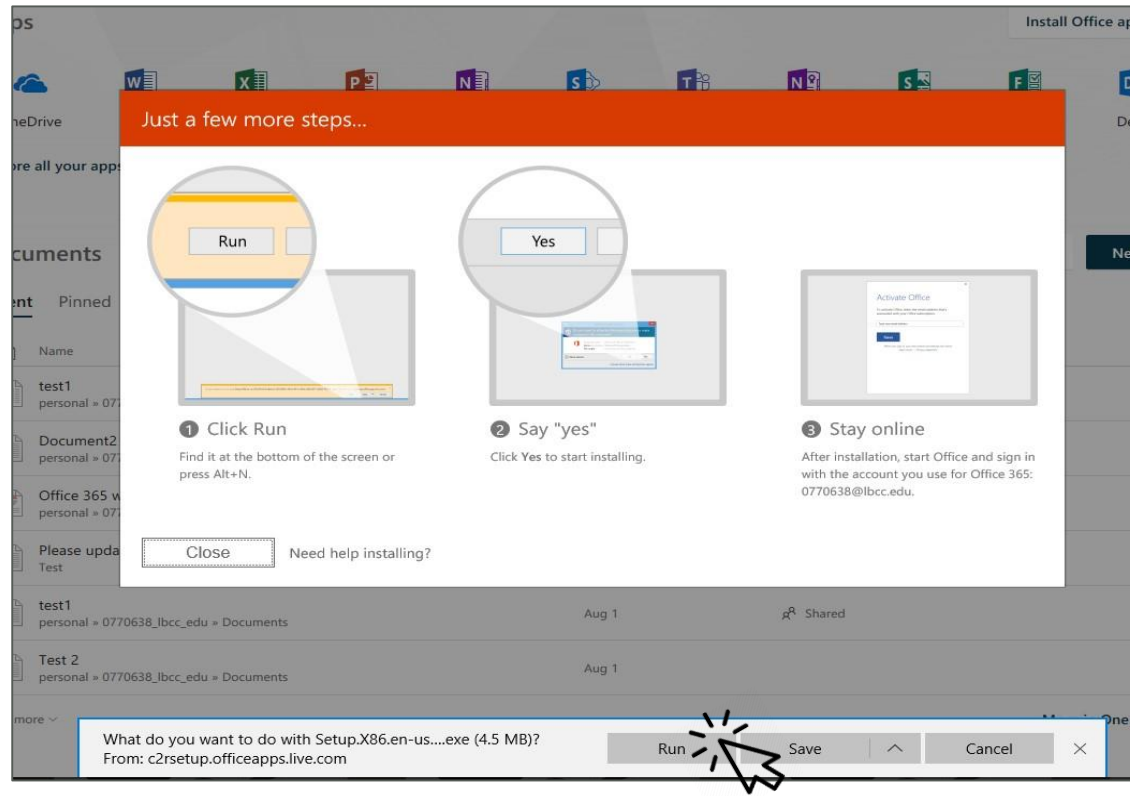
➤ Click on **Install Office apps**.



# Installing Office Apps on Personal Computer



# Installing Office Apps on Personal Computer



# Installing Office Apps on Personal Computer

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# Installing Office Apps on Personal Computer

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- Office should begin to install

# Installing Office Apps on Personal Computer

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- Once completed, Office Apps will be installed on your computer.

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If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

- Phone: (562) 938-4357
- Email: [helpdesk@lbcc.edu](mailto:helpdesk@lbcc.edu)
- In-Person: Check out our schedule online at [www.lbcc.edu/iits](http://www.lbcc.edu/iits)