

# MS Office 365

## Installing Office 365 on Chromebook

---

FOR LONG BEACH CITY COLLEGE **STUDENTS**

# Installing Office 365 on Chromebook

---

In this tutorial, you will learn how to:

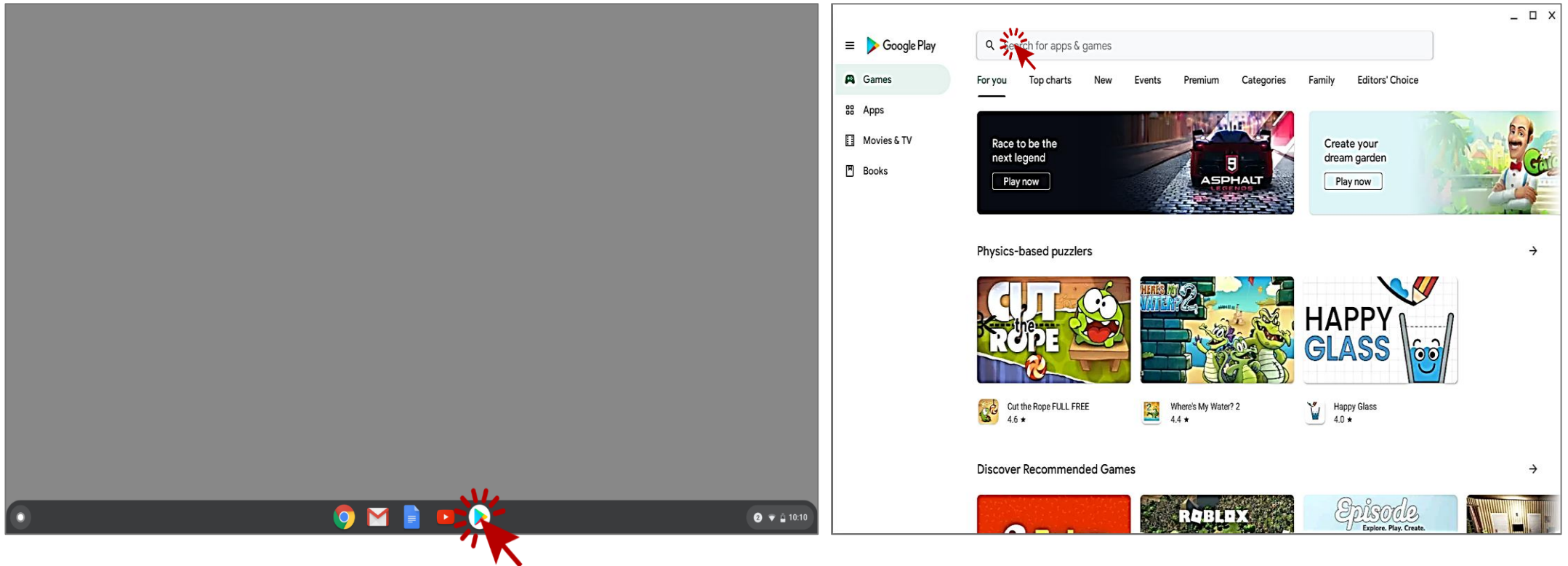
- ✓ Install and uninstall Office 365 applications on Chromebook.

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

Office 365 applications on Chromebook offer limited editing tools when compared to Office 365 applications that are available to Microsoft and macOS devices.

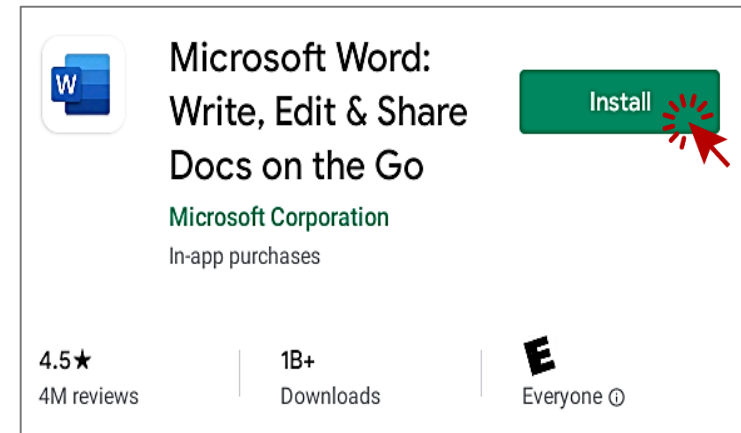
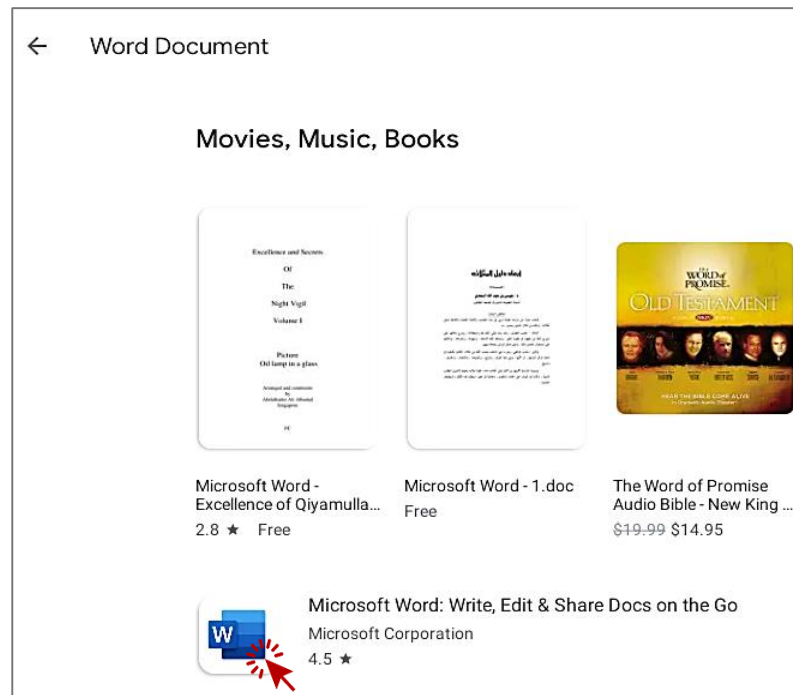
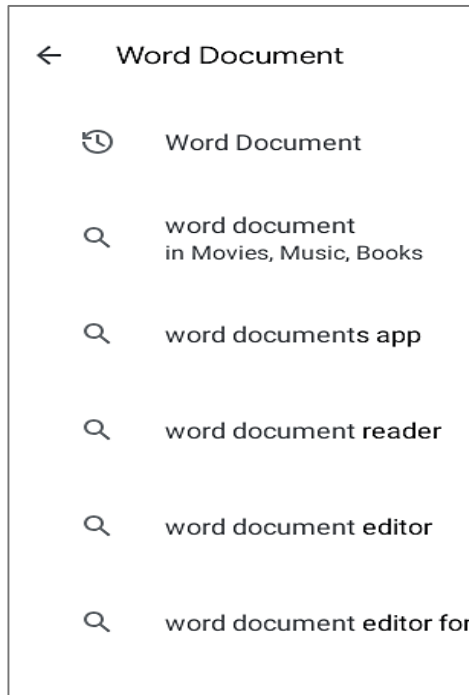
# Installing Office 365 on Chromebook

➤ Open the **Google Play Store** located at the bottom of the screen.

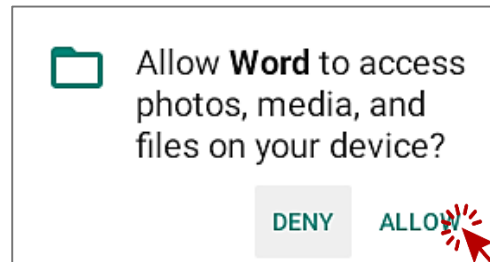
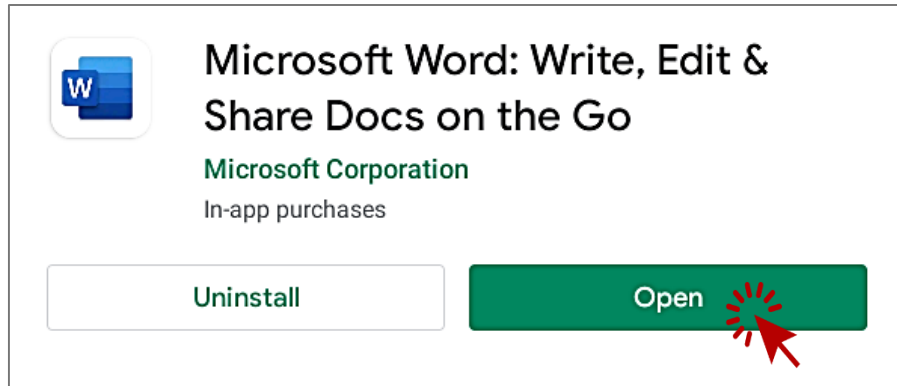


# Installing Office 365 on Chromebook

- Search for the Office program you would like to download and select it by clicking the **Install** button.
- In this example Ole will search for **Word Document**.

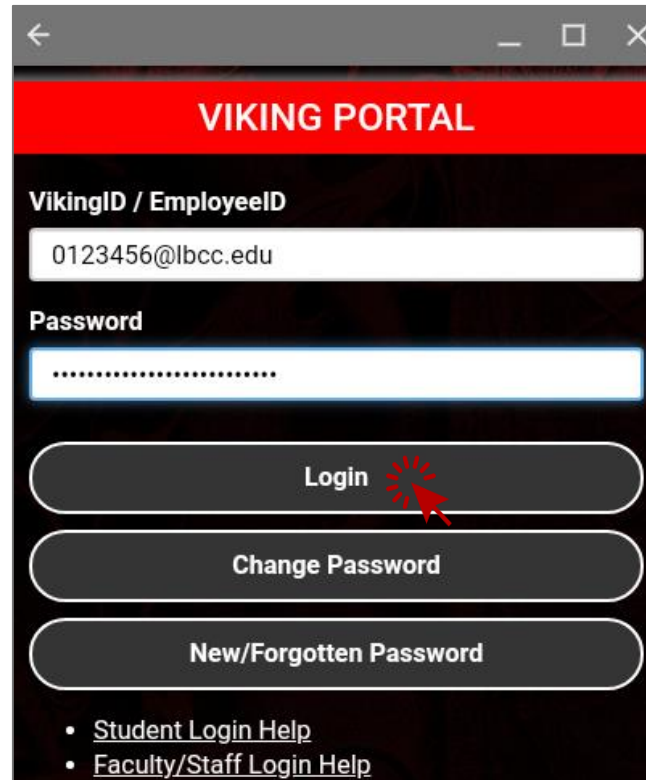
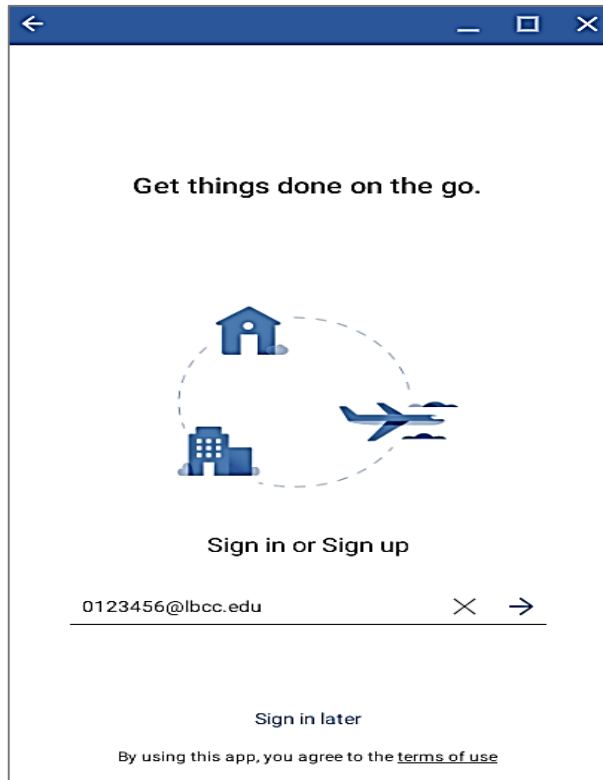


# Installing Office 365 on Chromebook



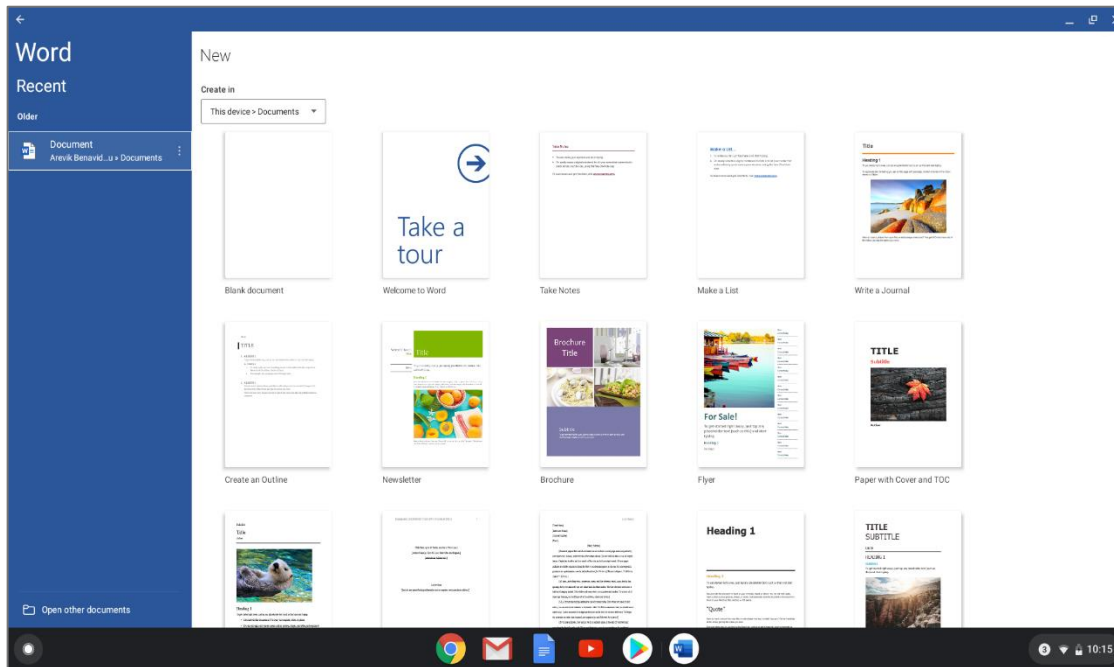
- Once the download is complete, click the **Open** button to start the application.
- Next, you will be asked to grant the application the rights to access your **photos, media, and files** that are located on your device.

# Installing Office 365 on Chromebook



- Sign into your Microsoft Account.
- To sign in, use the seven digits of your **Viking Student ID Number** followed by **@lbcc.edu**.
- In this example, Ole used **0123456@lbcc.edu**
- The system will automatically redirect you to **Viking Portal** where you will input your password.

# Installing Office 365 on Chromebook



**Congratulations!**

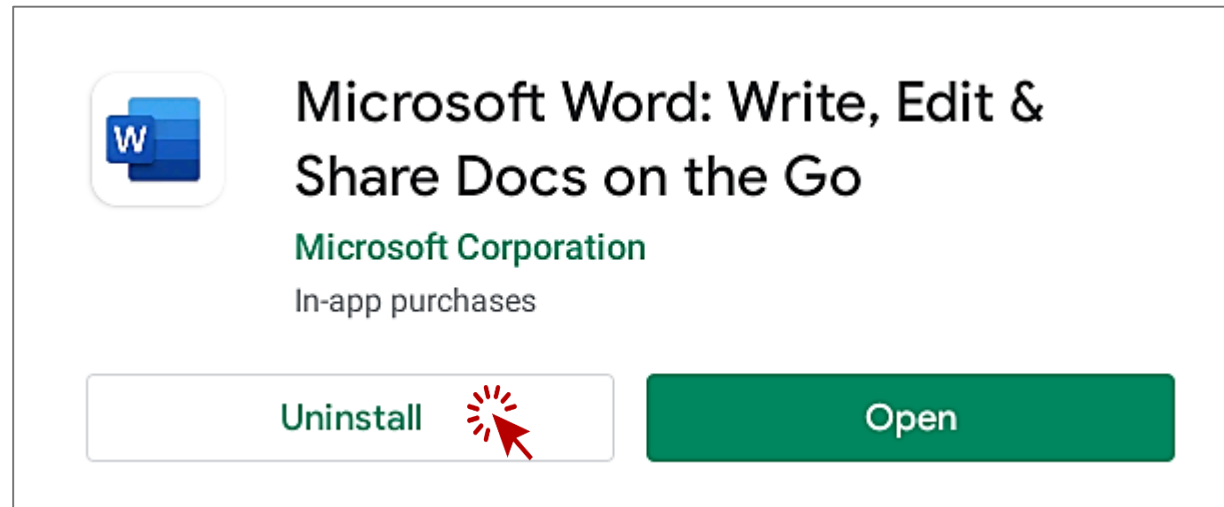
You have successfully installed  
Word Document on  
Chromebook.

# Installing Office 365 on Chromebook

---

To uninstall Word Document from Chromebook:

- Return to the **Google Play Store**.
- Search for **Word Document** and click **uninstall**.





# Installing Office 365 on Chromebook

---

Note that there are different versions of Chromebooks and these instructions may not match all versions. For specific help, reach out to the LBCC Student Technology Help Desk.