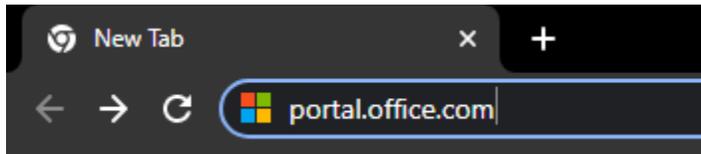
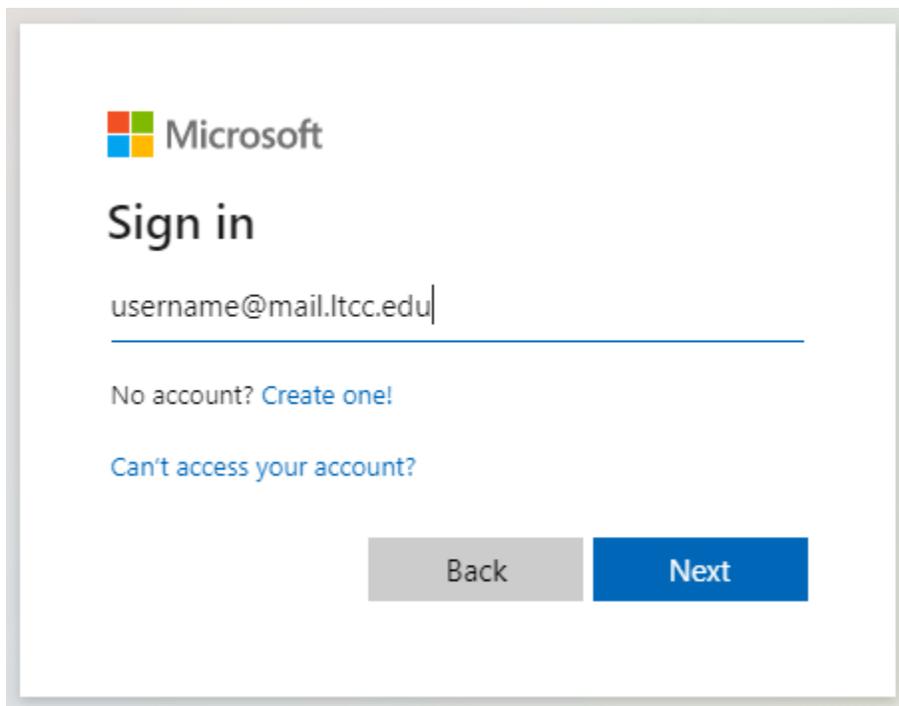


How to Install Microsoft Office 365

1. Enter ***portal.office.com*** into your browser.



2. Sign in using your full LTCC email (EX. username@mail.ltcc.edu) and password.



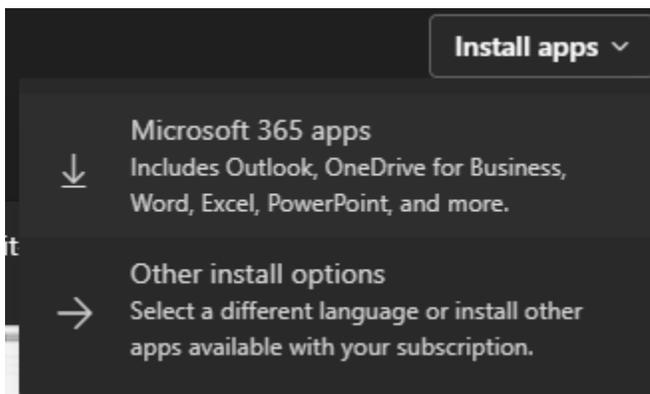
3. Redirects to LTCC Single Sign on Page



4. Sign in using your LTCC username and password.
 - a. Your username shows just before the @ in your full email ending @mail.ltcc.edu.
 - b. You can reset your password here if needed.
5. Complete your multi-factor authentication (MFA) for security.
6. From the Microsoft 365 home page you have access *to web browser versions* of all apps by clicking on the dots on the top left.
*Chromebooks use the web browser version only, instead of apps.



7. To install Office 365, click on **Install Apps** on the top right.
 - a. Install Microsoft 365 apps.



8. After installation, be sure to *sign in* to one of the Office apps to activate the license!
 - a. username@mail.ltcc.edu email and password
 - b. Can install software on *up to* five devices.
 - c. License ends after you are no longer affiliated with Lake Tahoe Community College.