

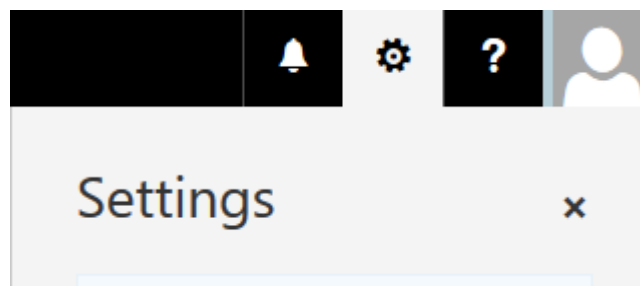
## Downloading Microsoft Office from Your School Email

Prior to installing this version of Office remove your current version of Office, if it is older than Office 2013. Go to Control Panel→Uninstall a program→Highlight Office in the programs list and click “Uninstall.” (This only applies to PC users. Mac users don’t have to remove previous version.) Then follow the steps below.

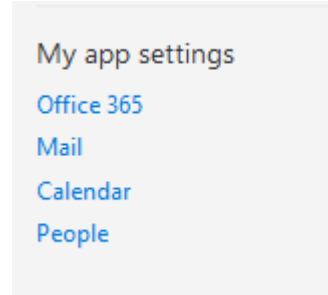
1. Sign in to your SCC email account through <http://portal.office.com> in a web browser.



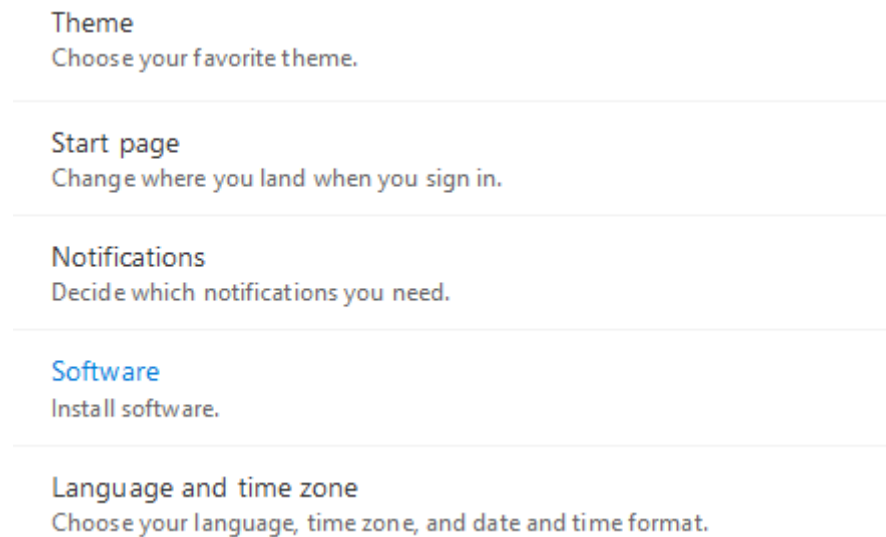
2. Locate and click the cogwheel in the upper right-hand corner of your account picture.



3. In the drop-down menu, select “**Office 365**” link.



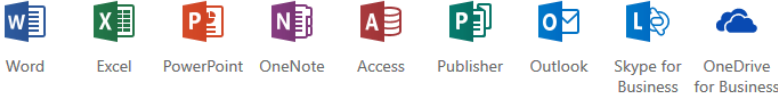
4. Select “**Software.**”



5. Next you will see a list of Office Apps available to you on a PC:

Install Office 365 ProPlus with the new 2016 apps (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business



Word   Excel   PowerPoint   OneNote   Access   Publisher   Outlook   Skype for Business   OneDrive for Business

Language:    Version:

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language

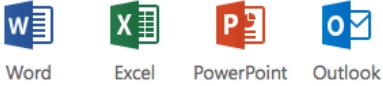
[Review system requirements](#)  
[Troubleshoot installation](#)

or on a Mac (Microsoft has a limited amount of Apps for the Mac OS):

Office

Install the latest version of Office for Mac

This will install the latest version of the following apps on your computer: Word, Excel, PowerPoint, Outlook.



Word   Excel   PowerPoint   Outlook

Language:

**Note:** Installing additional languages on a computer that already has this version of Office for Mac doesn't count against your install limit (5).

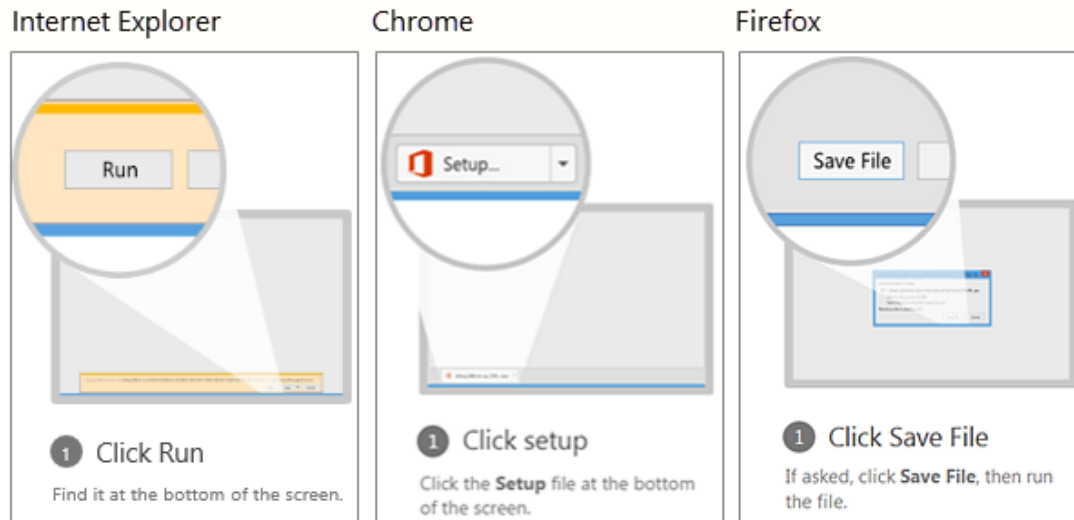
[Review system requirements](#)

6. Choose “Install” button at the bottom.

**Note for students who need Office 2013 instead of Office 2016, for example OTEC students – to install Office 2013 scroll down and choose the following option, then choose “Install” button as well.**

▼ Install Office 365 ProPlus with the 2013 apps [Why would I install Office 2013?](#)

Here are some pop-ups that may appear, depending on your browser, after choosing to install Office:



(photo source: support.office.com)

7. For PC users, the installation will be happening in the background. For Mac users, first the entire .dmg installation file will download, and then has to be executed from the Downloads folder.

8. When the installation is complete, you will be asked to sign-in to activate your Office product. Use your school email and password to sign in.

\* Check out what Office Apps are available to you on your phone or tablet by clicking “**Phone & tablet**” option under “**Software**”:

## Software

Office

Tools & add-ins

Skype for Business

[Phone & tablet](#)

Questions? Problems? Email us at [helpdesk@southcentral.edu](mailto:helpdesk@southcentral.edu) or call us at 507-389-7280.

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