

Other Information About Office 365:

You can install Office 365 on up to five devices with your Bay College account

Office 365 provides you with the latest version of Microsoft's Office Products.

Microsoft OneDrive is a cloud storage service that allows you to store your personal files in one place. From OneDrive, you can share your files with others, and get them from any of your devices that are connected to the Internet.

Per Microsoft's License Agreement, only actively enrolled students (or actively employed staff/faculty) qualify for this program.

For more information and helpful guides about Office 365 and its applications, got to:

<https://support.office.com/en-us/office-training-center>

IT Help Desk
906.217.4025
ithelp@baycollege.edu



Installing Microsoft Office 365 on MAC



Office 365

Did You Know?
Enrolled Bay College students
can get Office 365 for FREE!

We recommend uninstalling any previous versions of Microsoft Office before installing Office 365 on your computer.

Steps to Install:

1.) Open Safari and go to <https://portal.office.com> and login with your Bay College information

Work or school account

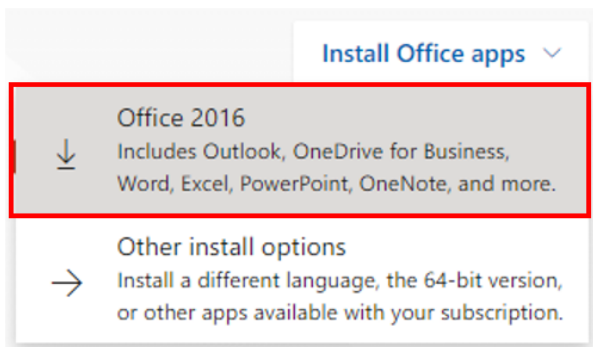
username@baycollege.edu

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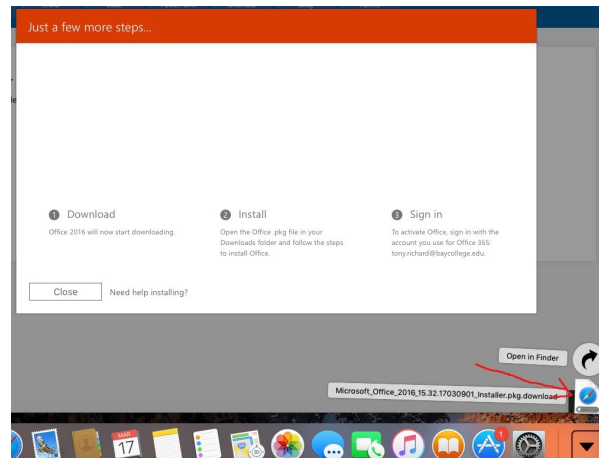
Keep me signed in

Sign in

2.) Click the “Install Office apps” Button towards the top right of your screen.

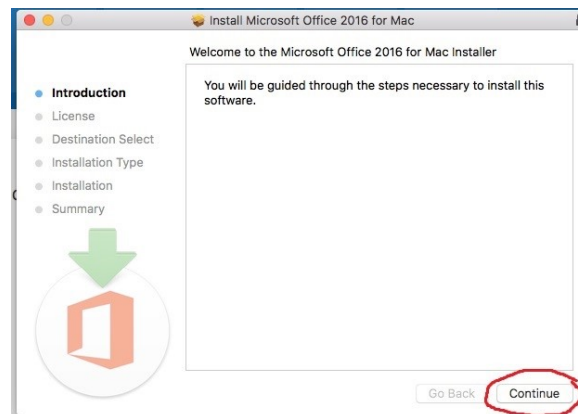


Office 365 will begin downloading automatically.



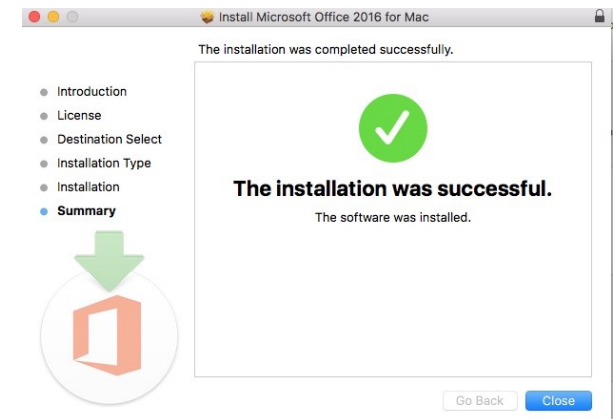
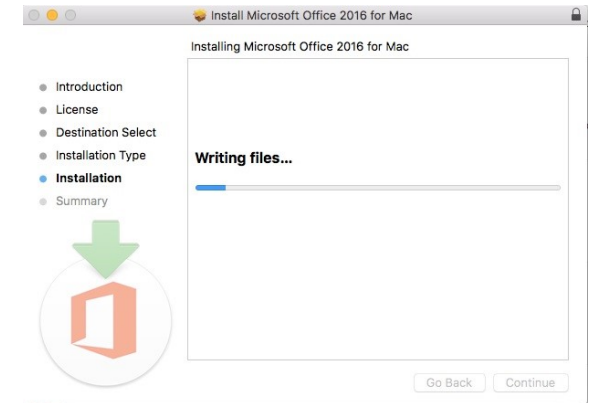
Once the installer download is complete, open the downloaded file

The Office 365 Installer will open, click Continue



On the Installation Type screen, click on Install.

Office 365 will begin installing.



Once the installation is complete, Office 365 Apps will be added to your Applications

Programs Included in Office 365 for Mac Computers:

- Word
- PowerPoint
- Excel
- Outlook