

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 PC



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.

Programs Included in Office 365 for Windows PCs:

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



Steps to Install:

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

Work or school account

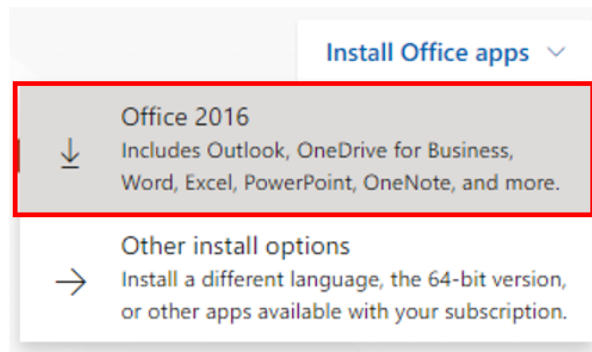
username@baycollege.edu

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Keep me signed in

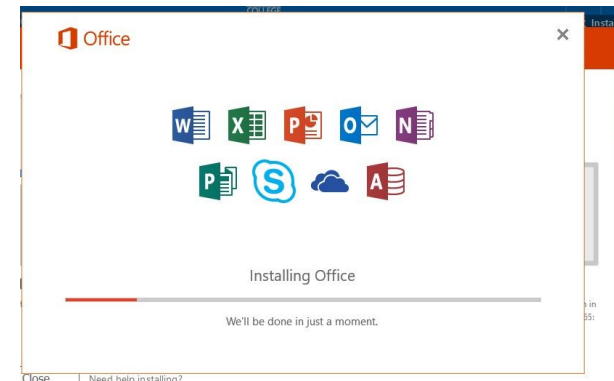
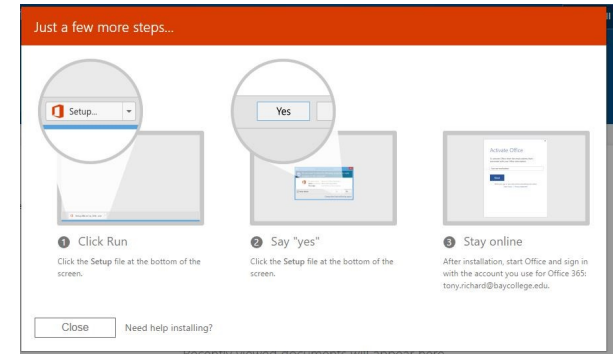
Sign in

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



A prompt will open asking you if you want to save the file. Click save and then run the downloaded file.

A User Account Control prompt may also pop up asking you if you want to allow this software to make changes to your computer, click yes.



Once the installer finishes running all Office 365 Applications, they will be added to your list of installed programs.