

# Installing Microsoft 365 Products

## Step1.

Manually input the following link into either Chrome or Firefox:

<https://login.microsoftonline.com/>

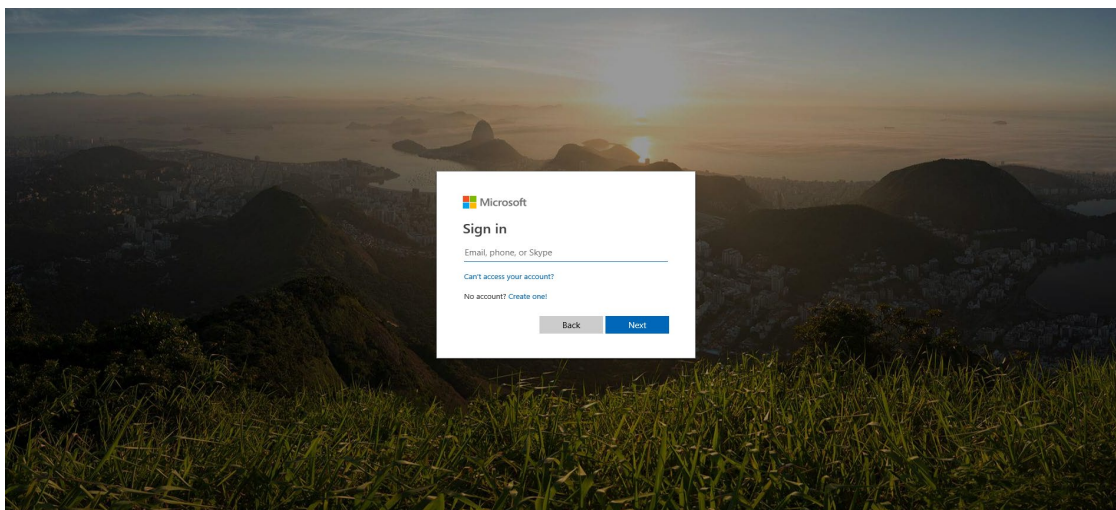


## Step2.

Click "Sign in" in the top right hand corner.

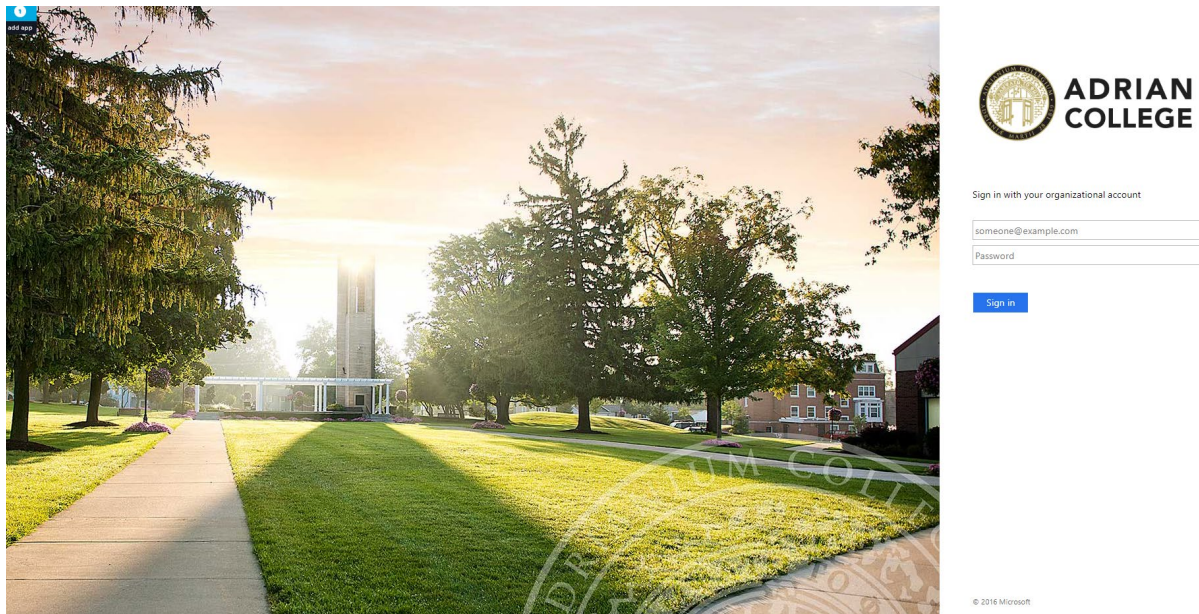
## Step 3.

Log in with your AC email username and hit enter.



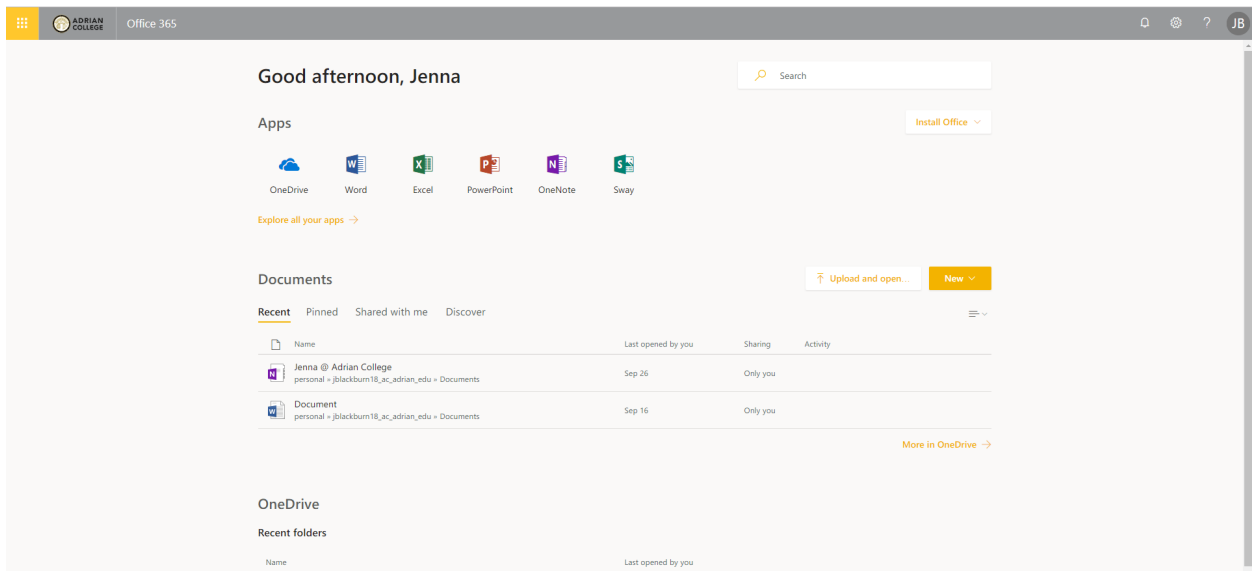
## Step 4.

It will redirect you to this page (shown below) where you will enter your AC email username and password.



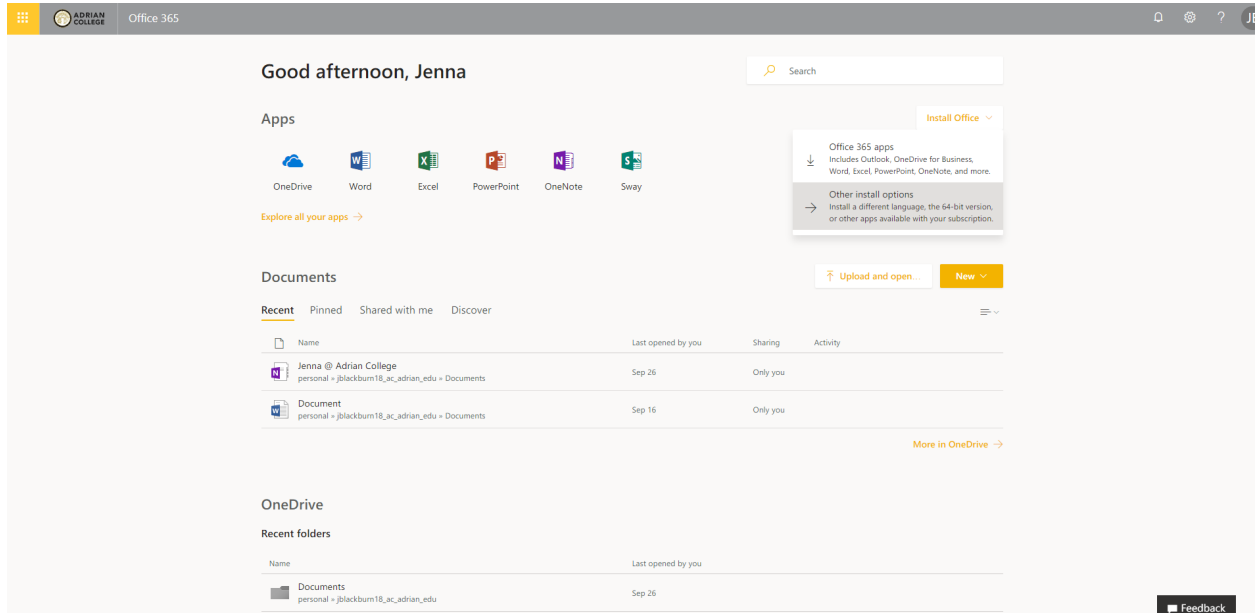
## Step 5.

It will then take you to your home page (shown below).



## Step 6.

Then proceed to click “Install Office” and click “Office 365 Apps” and let the installation package that will pop in the bottom left hand corner run until installation has been complete.



The screenshot shows the Office 365 web interface for user Jenna. The top navigation bar includes the Adrian College logo and the text 'Office 365'. The main content area is titled 'Good afternoon, Jenna' and features a search bar. Below the greeting, there are sections for 'Apps', 'Documents', and 'OneDrive'. The 'Apps' section displays icons for OneDrive, Word, Excel, PowerPoint, OneNote, and Sway, with an 'Install Office' button and a dropdown menu. The dropdown menu contains two options: 'Office 365 apps' (which includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more) and 'Other install options' (which allows installing a different language, the 64-bit version, or other apps available with the subscription). The 'Documents' section shows a table of recent documents, and the 'OneDrive' section shows recent folders. A 'Feedback' button is visible in the bottom right corner.

**\*\* If you have any issues once the applications have been installed please feel free to contact the Helpdesk at [helpdesk@adrian.edu](mailto:helpdesk@adrian.edu) or (517) 417 - HELP (4357) or the Helpdesk Coordinator directly at [jblackburn@adrian.edu](mailto:jblackburn@adrian.edu) or (517) 264 - 3117 to help resolve the issue that is occurring. \*\***

Thank you,

IT Department