

Accessing and Downloading Microsoft 365

Before you begin: This video is for students using Windows computers. If you are using iOS or a Chromebook, use the appropriate link in the previous module for directions for your device.

Important: After you sign in, you can open the web versions of Word, Excel, and PowerPoint in your browser. In this lesson, you are learning how to start the download for the desktop version of Microsoft 365. A separate video covers the installation steps.

You will need: your school email address, your school password, and a Windows computer with internet access.

Step-by-Step Instructions

Step 1. Go to office.com

Open your web browser and go to office.com.

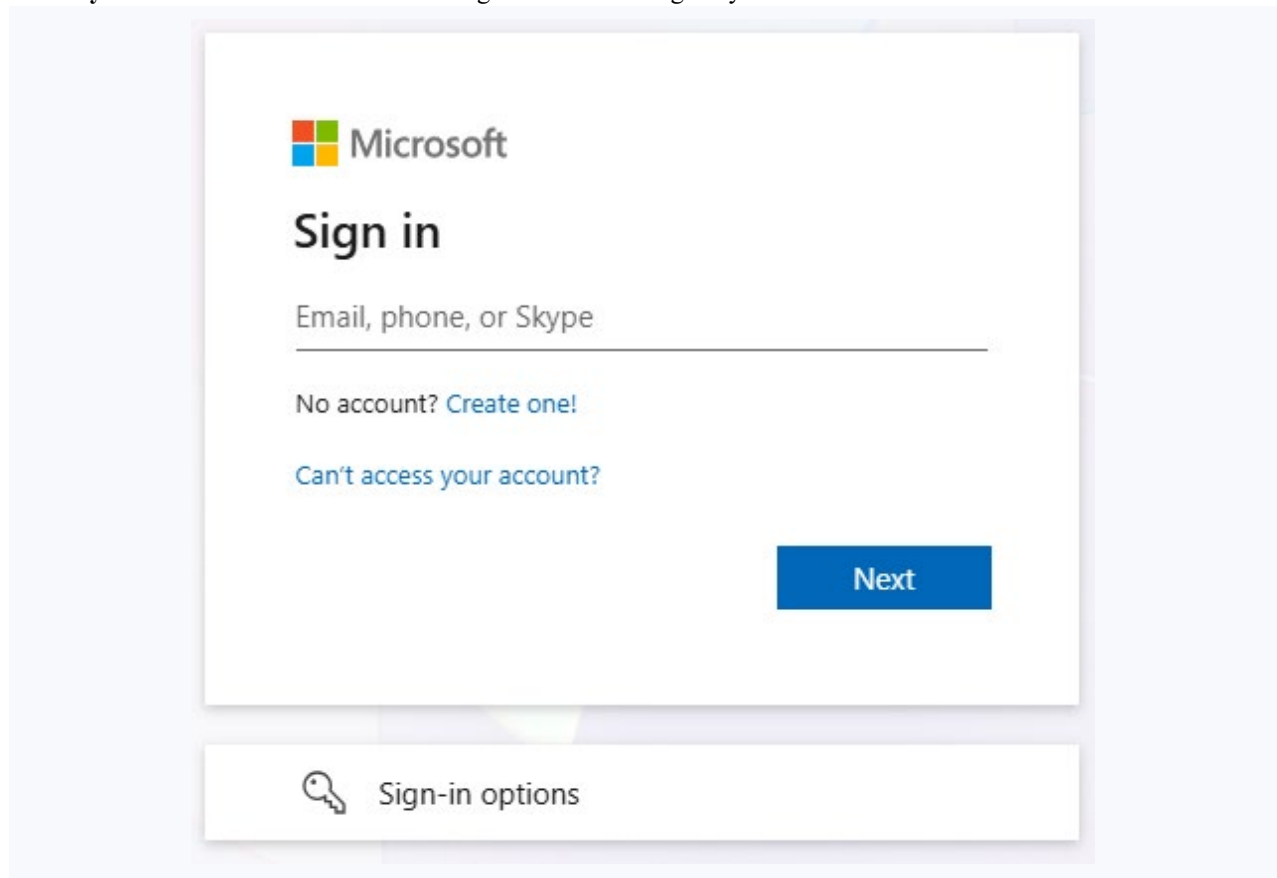
What you should see: You should see the Microsoft 365 sign-in page.



Step 2. Click Sign In

Click the 'Sign In' button.

What you should see: You should see a sign-in screen asking for your school email address.

The image shows a Microsoft sign-in interface. At the top is the Microsoft logo. Below it is the heading "Sign in". A text input field is labeled "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned to the right of the input field. At the bottom of the main sign-in area is a "Sign-in options" link, which is preceded by a key icon.

Microsoft

Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

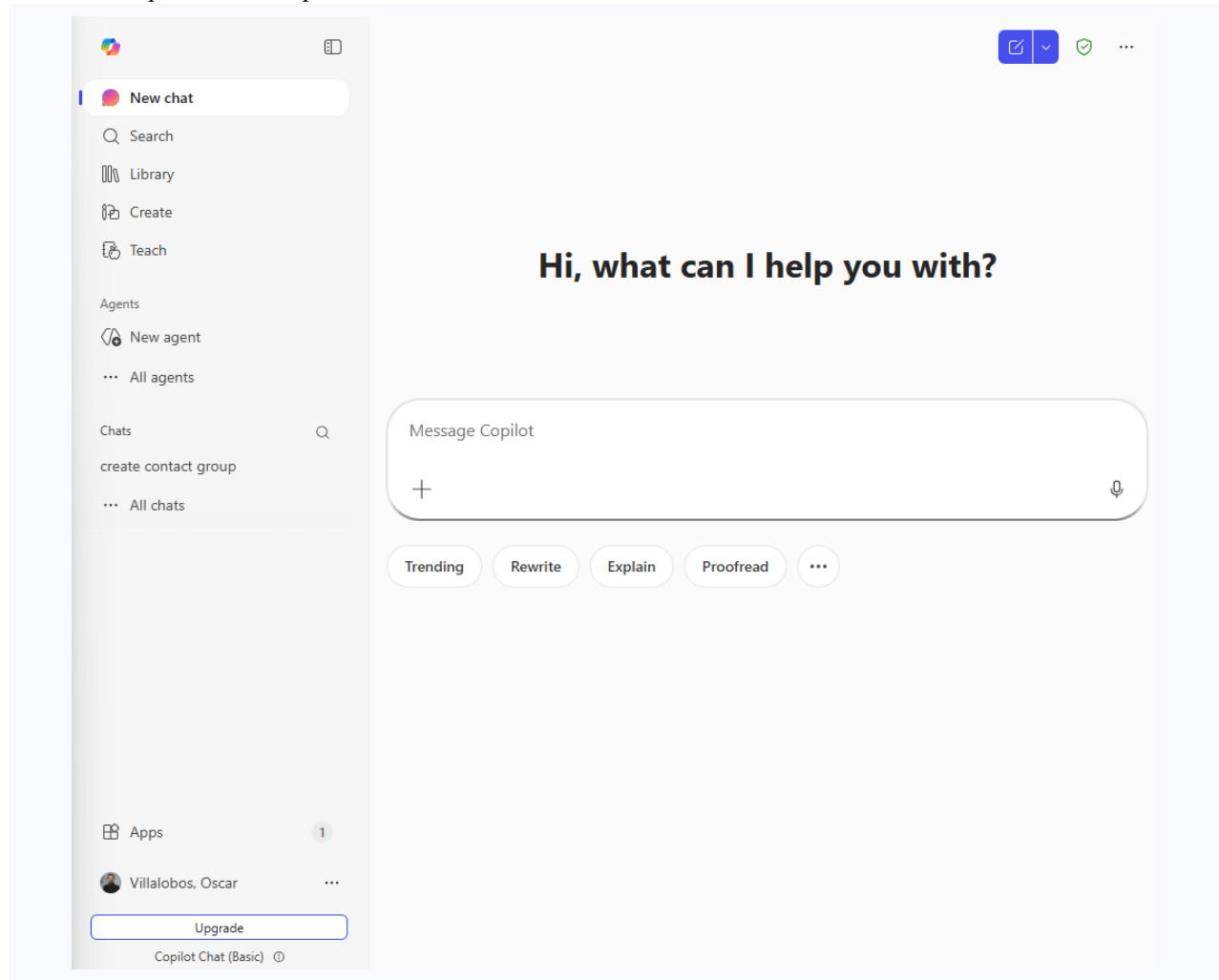
Next

 Sign-in options

Step 3. Sign in with your student credentials

Enter your school email address and password. After you sign in, you will arrive at the Microsoft 365 dashboard.

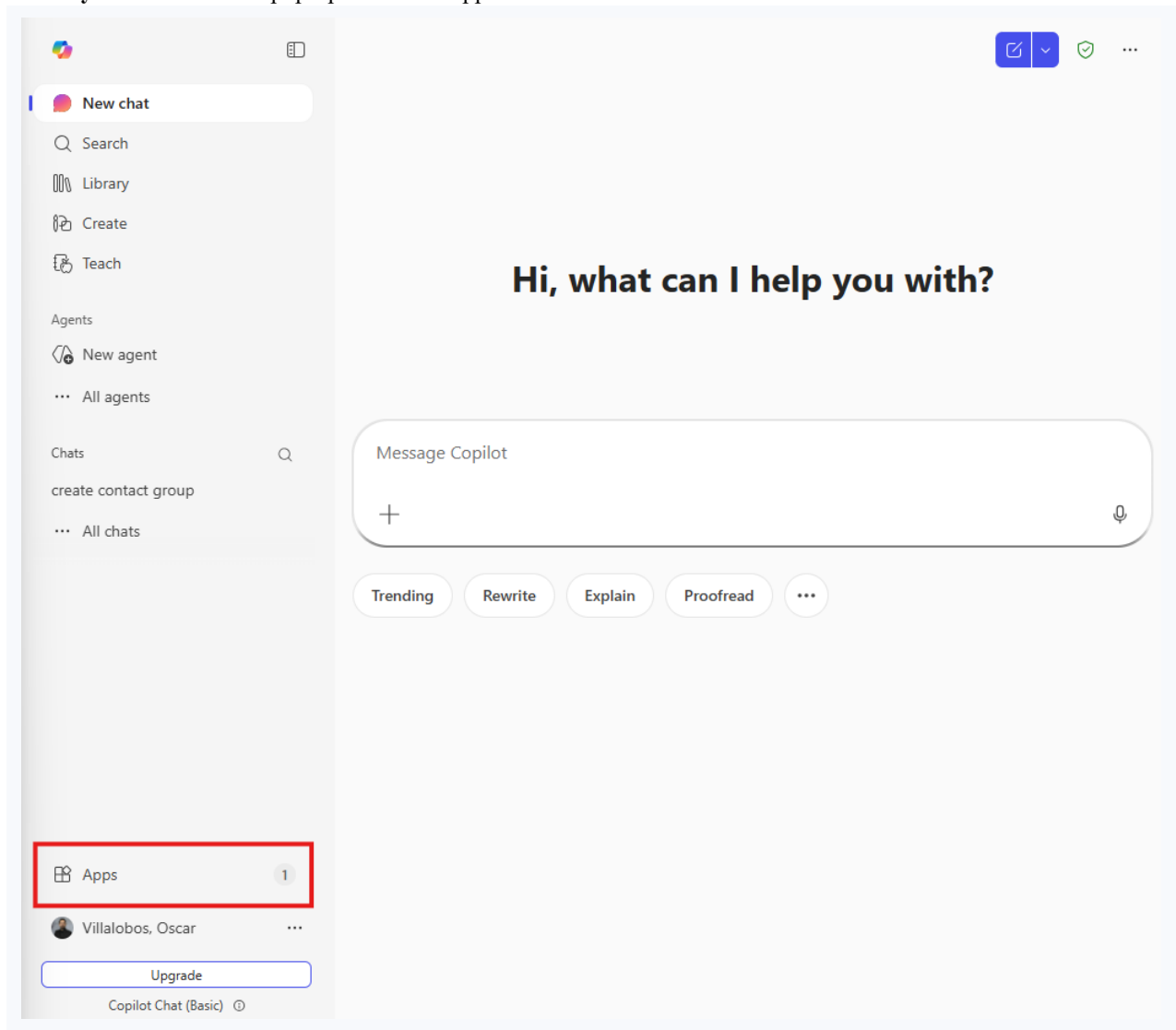
What you should see: From this dashboard, you can use the home page for Microsoft 365. For this lesson, continue to the desktop download steps below.



Step 4. Click Apps

On the lower-left side of the screen, click the **Apps** icon.

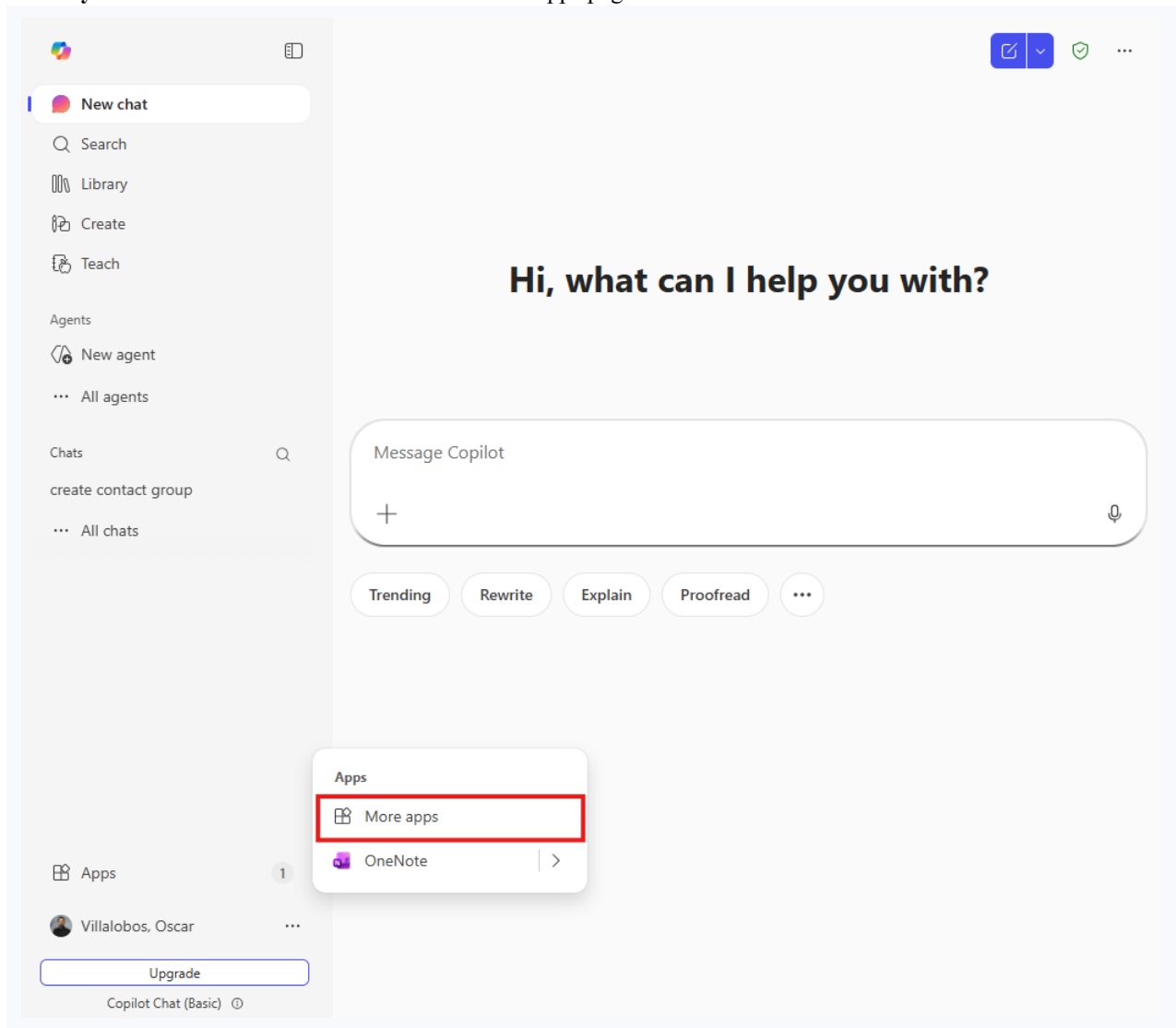
What you should see: A pop-up menu will appear.



Step 5. Click More Apps

In the pop-up menu, click **More Apps**.

What you should see: You should now see the full Apps page.



Step 6. Open the Install Apps menu

At the top right of the Apps page, find the blue **Install Apps** button. Click the drop-down arrow next to it.

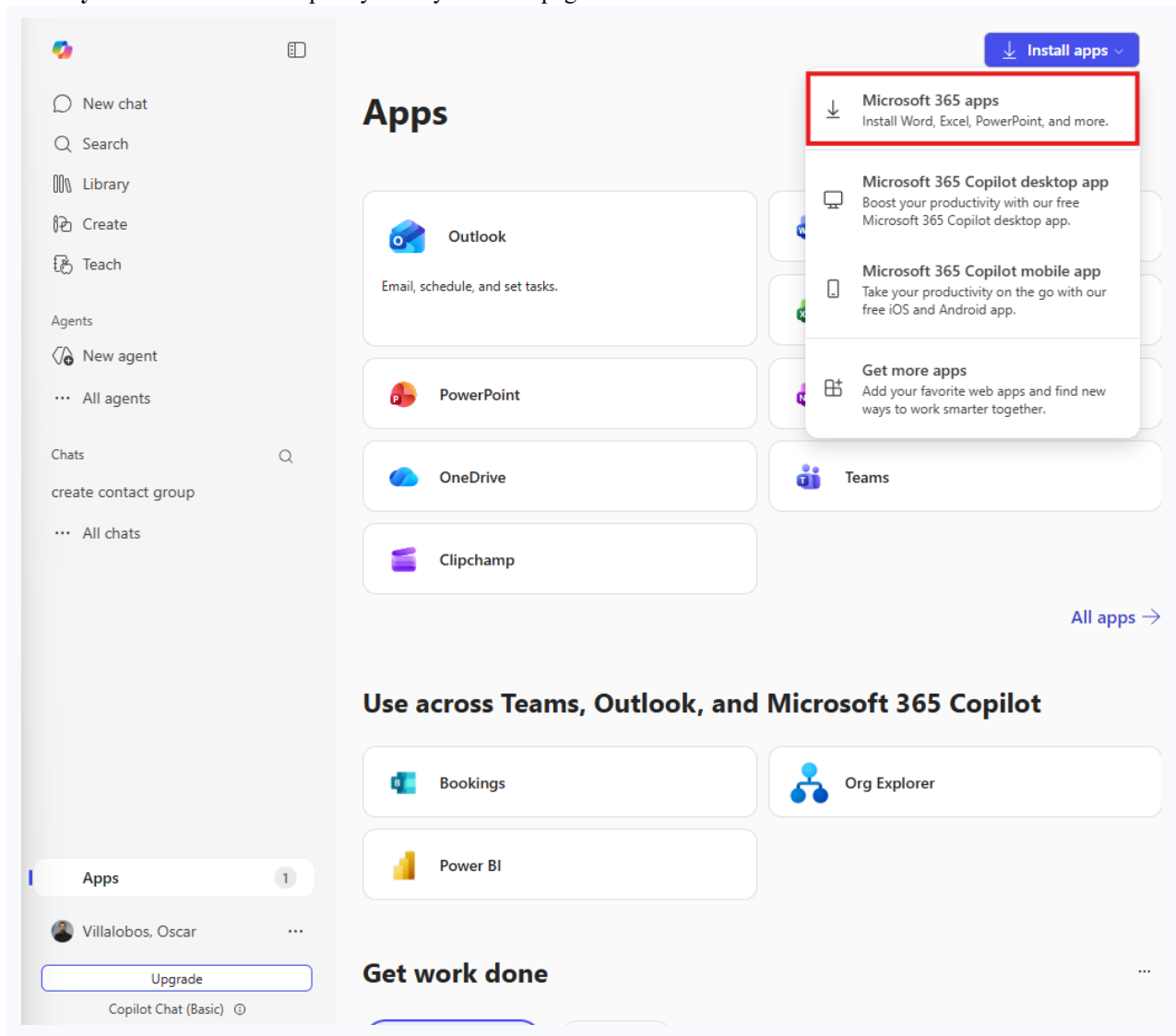
What you should see: A menu with installation options will open.

The screenshot displays the Microsoft 365 Copilot interface. On the left is a sidebar with navigation options: 'New chat', 'Search', 'Library', 'Create', 'Teach', 'Agents' (with 'New agent' and 'All agents' sub-options), 'Chats' (with 'create contact group' and 'All chats' sub-options), and a bottom section for 'Villalobos, Oscar' with an 'Upgrade' button and 'Copilot Chat (Basic)' label. The main area is titled 'Apps' and features a grid of application tiles: Outlook (Email, schedule, and set tasks.), Word, Excel, PowerPoint, OneNote, OneDrive, Teams, and Clipchamp. A blue 'Install apps' button with a dropdown arrow is in the top right. Below the grid is a link 'All apps →'. A section titled 'Use across Teams, Outlook, and Microsoft 365 Copilot' contains tiles for Bookings, Org Explorer, and Power BI. At the bottom, a 'Get work done' section is partially visible.

Step 7. Choose Microsoft 365 Apps

Select the first option: **Microsoft 365 Apps** (Install Word, Excel, PowerPoint, and more).

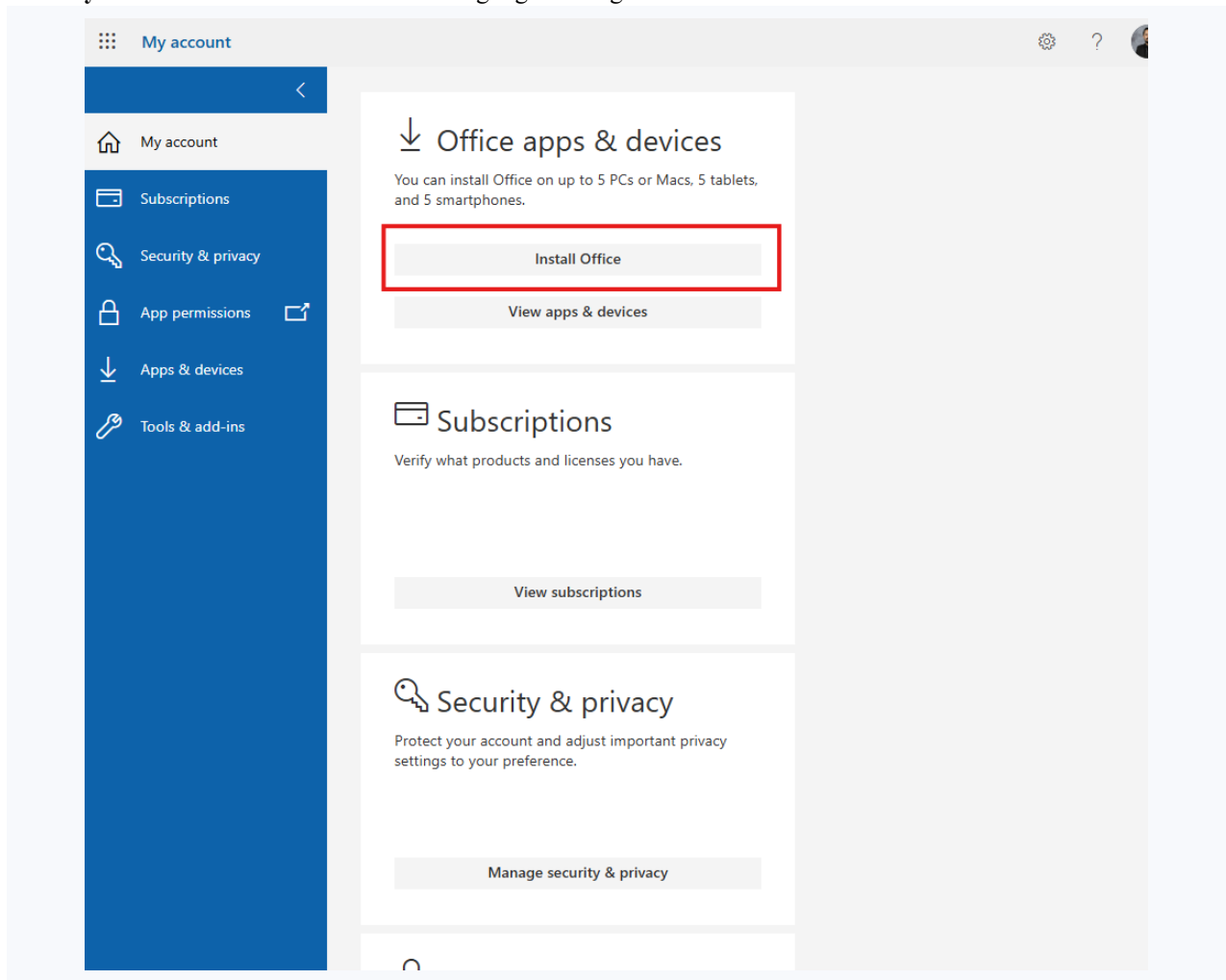
What you should see: This opens your My Account page.



Step 8. Click Install Office

On the My Account page, click the first box labeled **Install Office**.

What you should see: Your browser will begin generating the download file for Microsoft 365.



Quick Review

- Go to office.com.
- Click Sign In and choose Work or School Account.
- Sign in with your school email address and password.
- Click Apps, then More Apps.
- Open Install Apps.
- Choose Microsoft 365 Apps.
- Click Install Office.

Need help? If you cannot sign in or do not know your school email password, contact your instructor or your school support office.

Instructor: Villalobos_Oscar@sccollege.edu

Student Help Desk: [CLICK HERE](#)