

How to Install Office 365 apps on Windows and Mac computers (5 copies Free for SCTCC Students)

1. Go to the SCTCC Web Page - Sctcc.edu

2. Login to your staff or student **email account**

- Students → Starid@go.minnstate.edu
- Staff → Starid@minnstate.edu

3. Click on the **gear icon**. Top right corner of your email. → 

4. Click on "**Office 365**" toward the bottom of the list.

5. A new page will load. Click "**Install Status**" this is located on the left hand side.

6. Click "**Install Desktop Applications**"

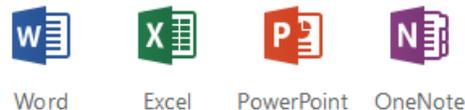
- ◆ Below this blue link it tells you how many computers are already using one of the five licenses.

7. A new page will load showing you the icon of all the apps that will be installed.

8. Click the **install button**.

9. Follow the installation process after it has downloaded.

- This process can take **10-90 minutes** depending on the computer and internet speed.
- You can always remove a computer from your list of 5 at any time.
- Not supported on Chromebooks or Netbook Devices.



Guided Steps:

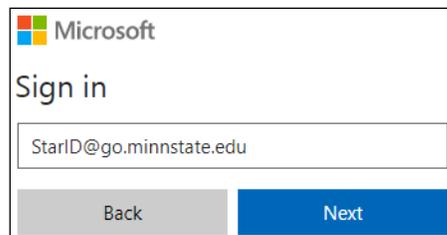
1. Go to the SCTCC Web Page - Sctcc.edu

- Click **Quick Links** (gray tab top right)
- Click **Email**

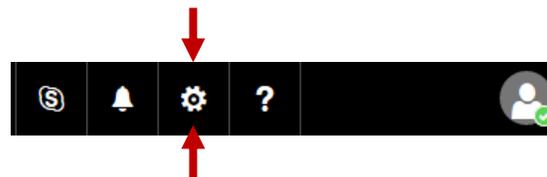


2. Login to your staff or student **email account**

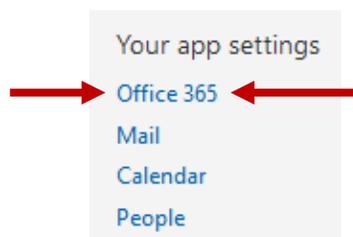
- Students → Starid@go.minnstate.edu
- Staff → Starid@minnstate.edu
- Use your Starid Password
- Forgot Password or StarID?
- <https://starid.minnstate.edu/>



3. Click on the **gear icon**. Top right corner of your email



4. Click on "**Office 365**" toward the bottom of the list.

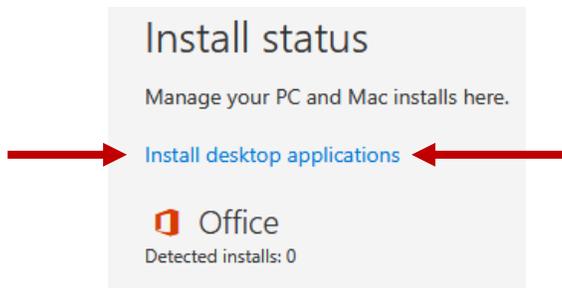


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6. Click "**Install Desktop Applications**"

- Below this blue link it tells you how many computers are already using one of the five licenses.



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9. Follow the installation process after it has downloaded.

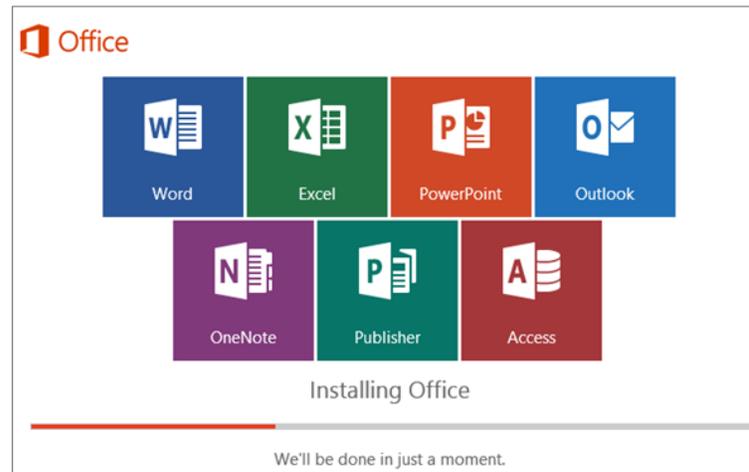
- This process can take **10-90 minutes** depending on the computer and internet speed.
- If you have any questions please contact: **SCTCC IT Services at 320-308-5972**

The Install Process by Office Support (Windows):

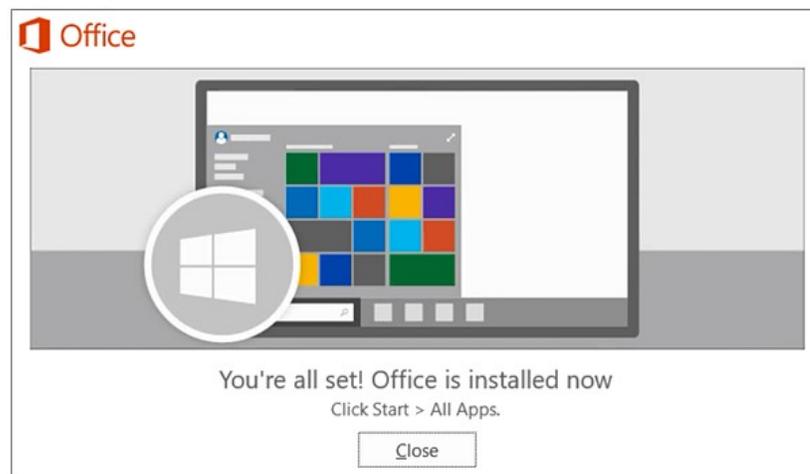


1. Depending on your browser, click Run (in Edge or Internet Explorer), Setup (in Chrome), or Save File (in Firefox).
 - If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?**
 - **Click Yes.**

- The install begins.



2. Your install is finished when you see the phrase, **"You're all set! Office is installed now"** and an animation plays to show you where to find Office applications on your computer.
 - Follow the instructions in the window, for example **Click Start > All Apps** to see where your apps are, and select **Close**.



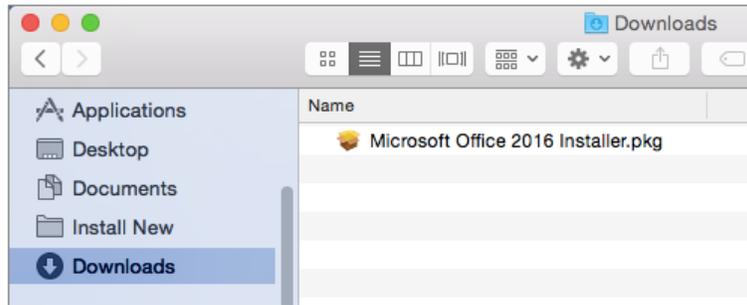
Activate Office

- Start using an Office application right away by opening any app such as Word or Excel.
- Can't find Office after installing? Click the Windows icon and type Word or Excel.
- In most cases, Office is activated once you start an application and after you click **Accept** to agree to the License terms.
- [Office Support Page](#)

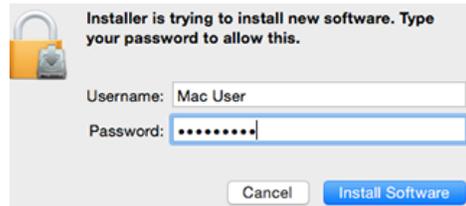
The Install Process by Office Support (Mac):



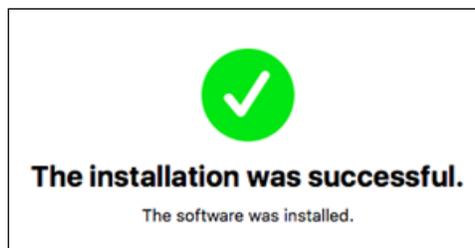
1. Once the download has completed, open Finder, go to **Downloads**, and double-click **Microsoft_Office_2016_Installer.pkg** (the name might vary slightly).



2. On the first installation screen, select **Continue** to begin the installation process.
3. Review the software license agreement, and then click **Continue**.
4. Select **Agree** to agree to the terms of the software license agreement.
5. Choose how you want to install Office and click **Continue**.
6. Review the disk space requirements or change your install location, and then click **Install**.
 - **Note:** If you want to only install specific Office apps and not the entire suite, click the **Customize** button and uncheck the programs you don't want.
7. Enter your Mac computer login password, if prompted, and then click **Install Software**. (This is the password that you use to log in to your Mac.)



8. The software begins to install. Click Close when the installation is finished. If Office installation fails, see [What to try if you can't install or activate Office 2016 for Mac](#).



Activate Office

- Start using an Office application right away by opening any app such as Word or Excel.
- Can't find Office after installing? Click the magnifying glass to open Spotlight. Type Word or Excel into the Spotlight search bar. Or, open your Applications Folder and find the Word or Excel app in there.
- In most cases, Office is activated once you start an application and after you click **Accept** to agree to the License terms.
- [Office Support Page](#)