

# How To Obtain Microsoft Office From Your Student Email Account

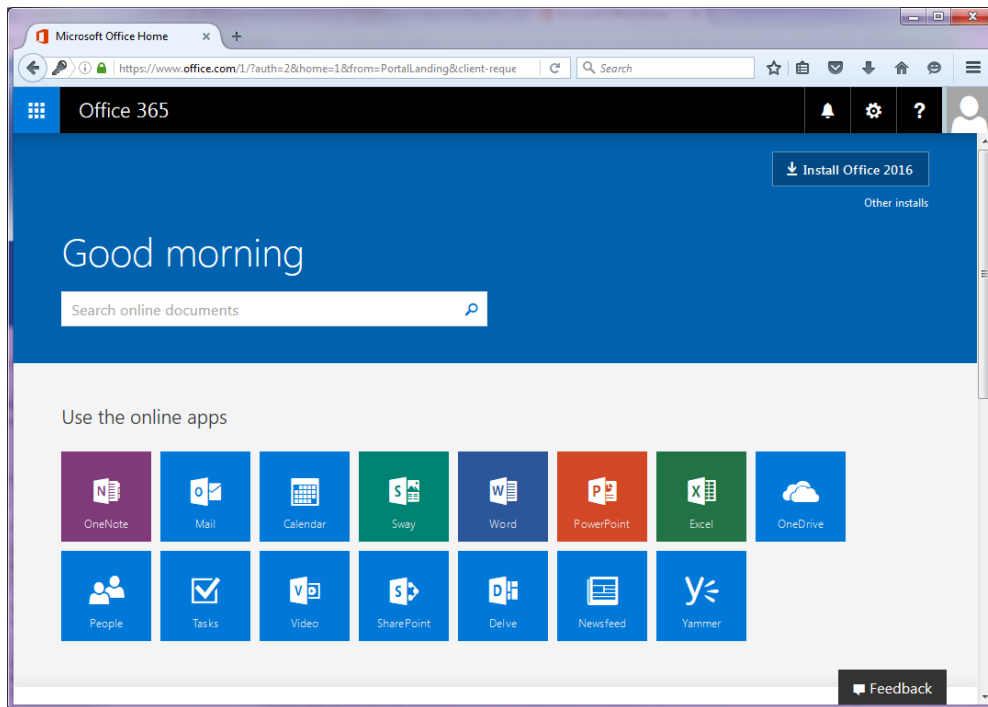
## Accessing the Account

As a student here at Camden County College, you have access to Microsoft Office through your Office 365 email account. Below is a list of instructions on how to obtain this.

To access the download to install Outlook from Office 365 onto your desktop/laptop, please go to:

<https://portal.office.com/Home>

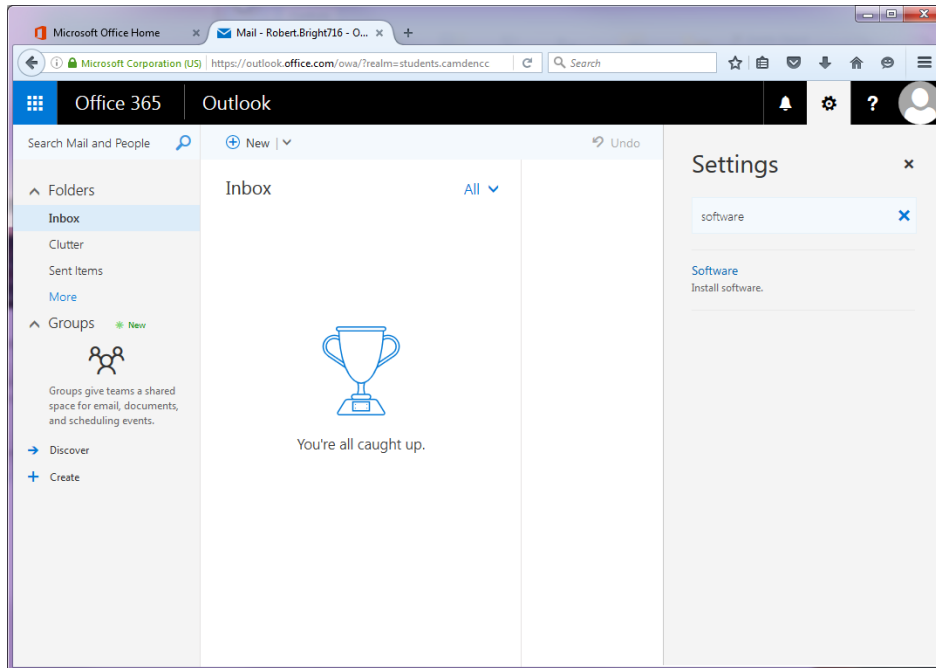
When selecting the above link, you will be taken to an office 365 sign in prompt. Please sign in with your student email account and password.



Once you sign into your account, the above picture will be the first screen you see. Microsoft has inserted an "Install Office 2016" button on the top right of the screen that will start the download process for you.

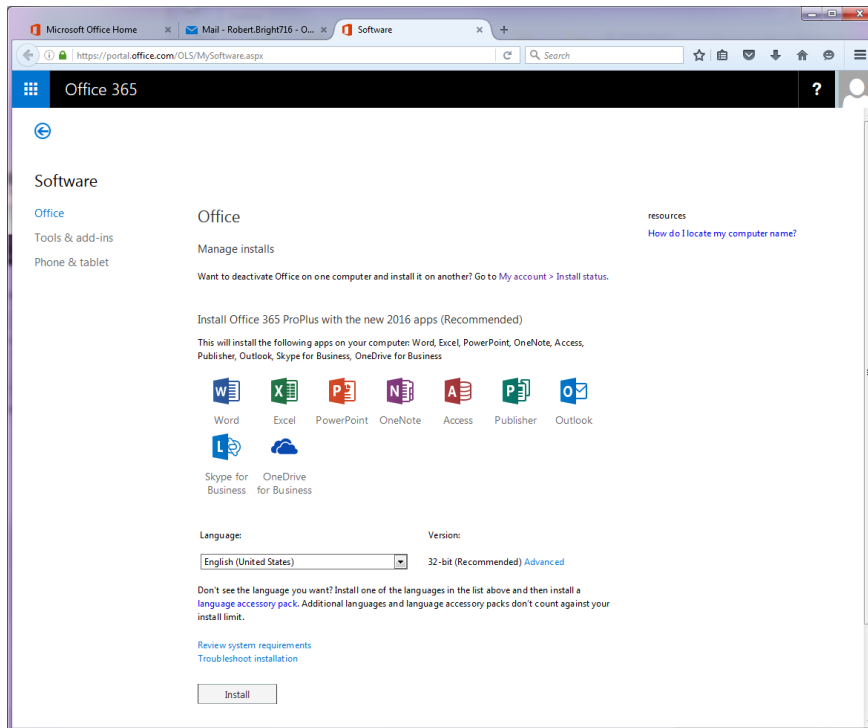
The online apps are always available through your student email account (pictured above) and are able to use through the email account. The apps though will not have all the complete functionality as the full software install would have.

If the button is not visible or you are automatically entered into your inbox, please read the next set of instructions below. If the button is visible, please select the button and skip to the **download and installation** section.



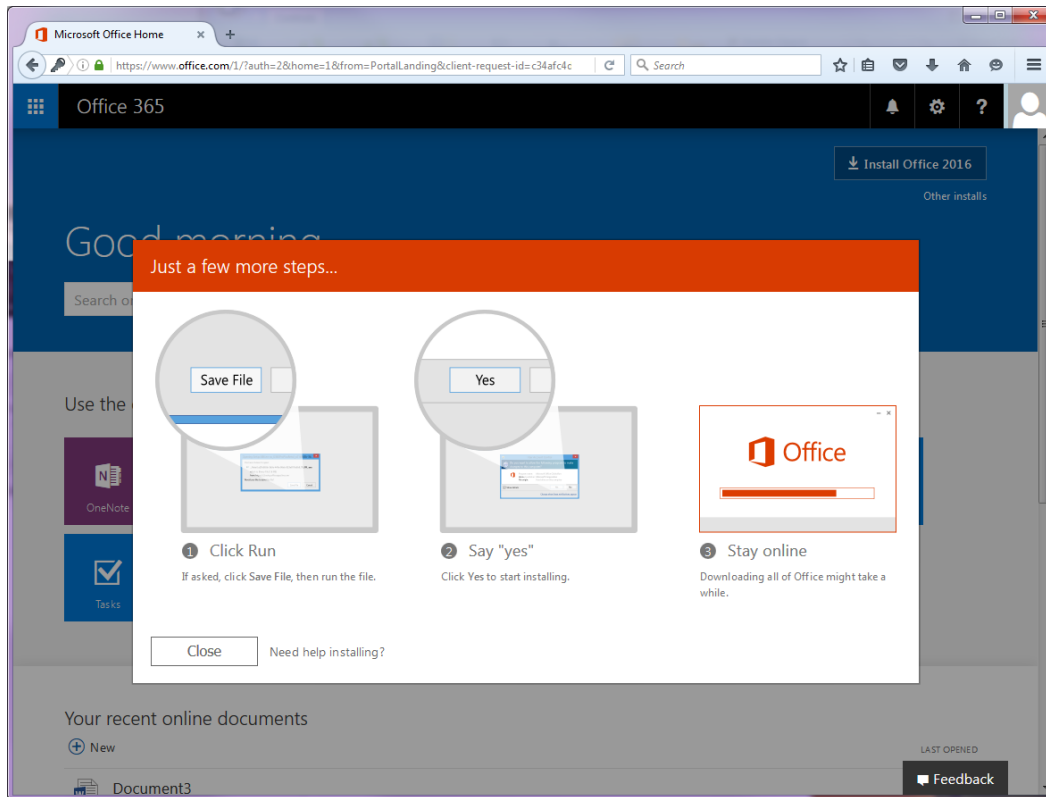
Click on the gear symbol on the top right side and input software into the “Search all settings” search box. Click on the software option that appears as a result. Example picture is currently above.

The picture below is the next screen you will see. Listed is all the programs that will be available to you through the install of Microsoft Office onto your device. Please click on the “Install” listed at the bottom of the page.

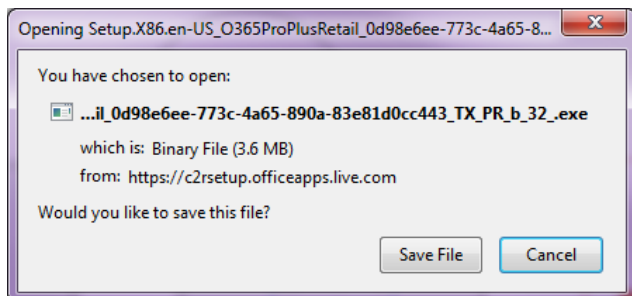


A starting example instructions should appear for you on the screen (see below.) An executable file will download on your current web browser and will be stored for you to access and run.

# Download and Installation



**There is a maximum limit of 5 downloads for this software. Afterwards, the software will be restricted. Also, you need to uninstall any previous versions/installations of Microsoft Office from your device before continuing on with the install.**

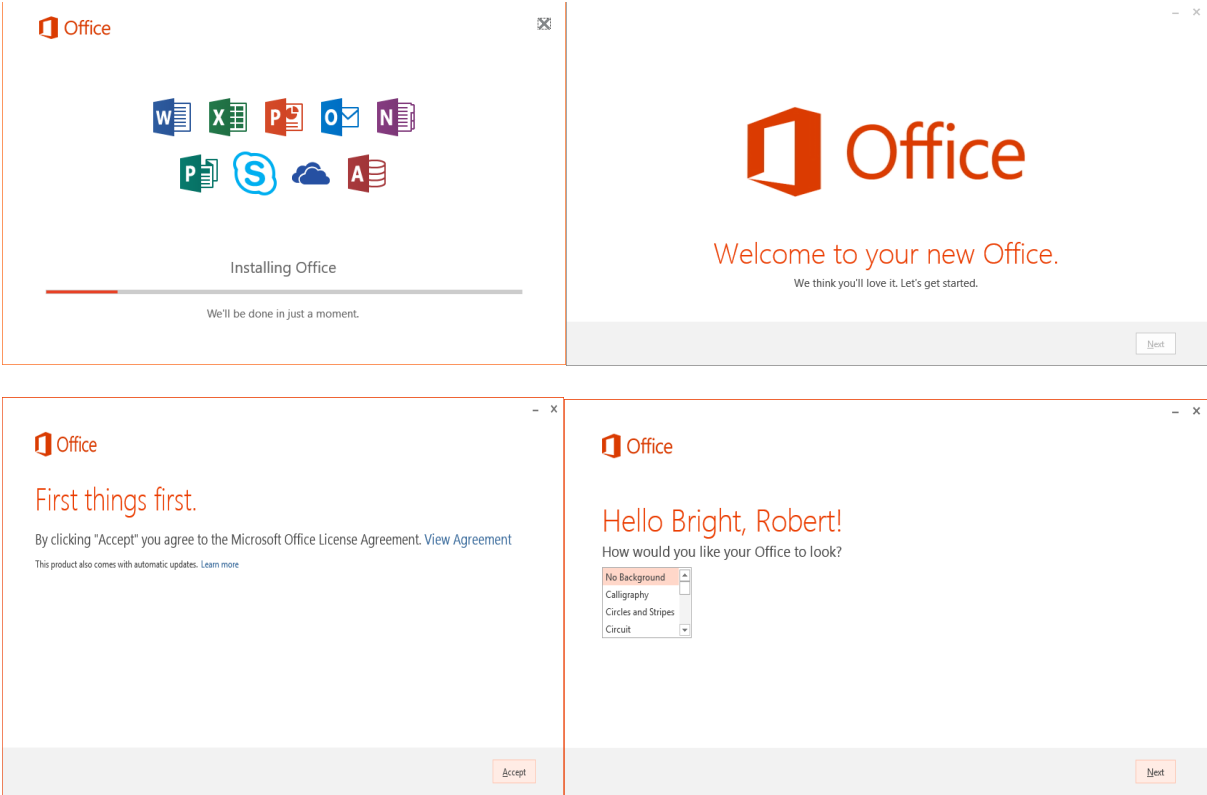


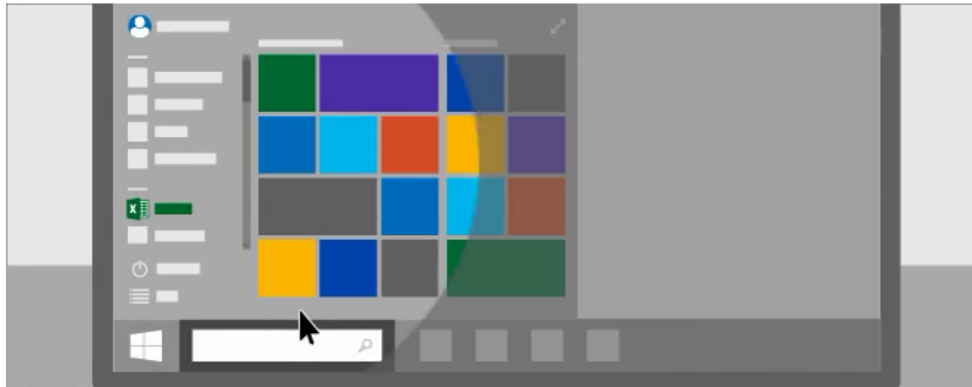
This security warning box could appear on your screen. Please select **run**. If not, the file is stored under the download section of your browser active browser.



This box will appear to prepare for your install of the Outlook products.

The next few boxes (see below) should appear on your screen after Microsoft Office has finish beginning preparation of installing onto your device.





You're all set! Office is installed now

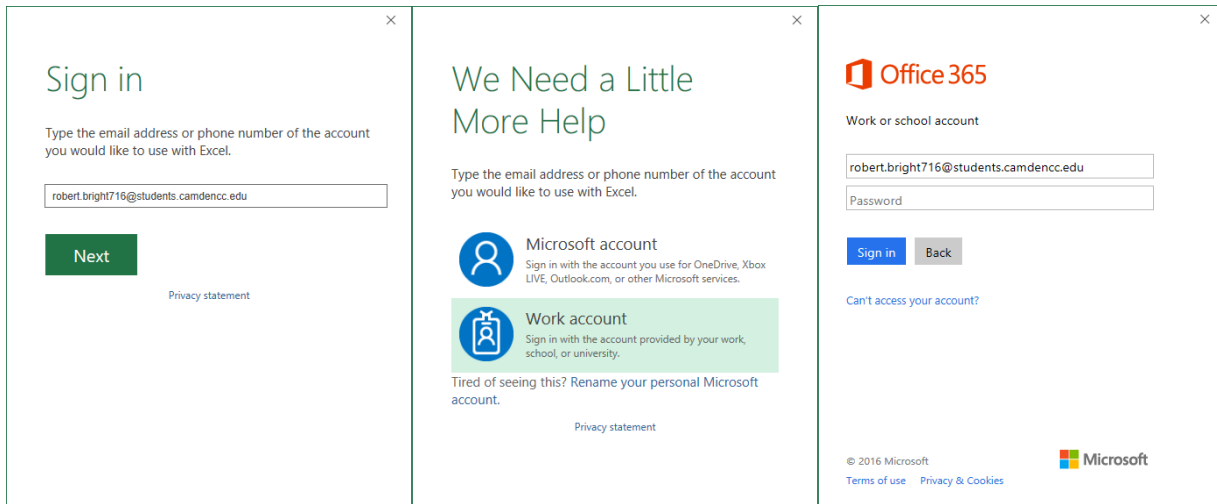
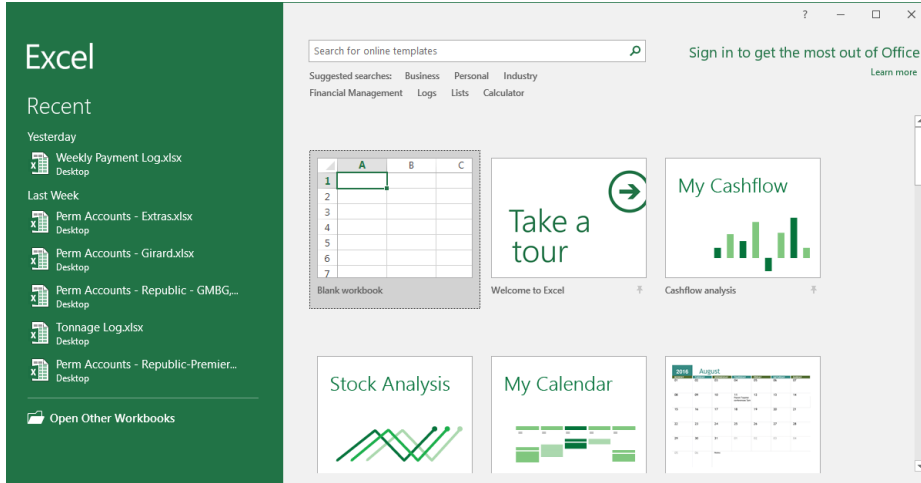
Click Start > All Apps.

Close

When this installation is complete, the above box will be shown and the software has finished installing onto your device.

# Syncing Your Office Account To The Programs

After launching one of the applications, you will need to sync the program to your student email account to ensure you are able to access all features. Please select “Sign In To Get The Most Out Of Office” at the top right side of the program to start this process.



The following above boxes will appear for you as you sync up your account. You will need to sign in with your email user name and then select work account. Selecting Microsoft Account will not work for the CCC email account. Finally, the Office 365 box will appear to input your password.

Congratulations! You have successfully completed installing Office 365 and should have access to all features available.

If you have any questions or difficulties, please contact the OIT help desk at 856-374-4900. Our hours are the following:

- Monday through Friday 8am to 8:30 pm
- Saturday from 9am to 2pm.

We do accept walk-ins at our office as well until 5pm Monday through Friday. Our office is located in the CIM building on the Blackwood Campus, Room 204. If you are taking classes at the Camden Campus, please go to the E-Village located on the second floor of the Camden Technology Center. Their number is (856) 968-1266 to confirm hours of operation.