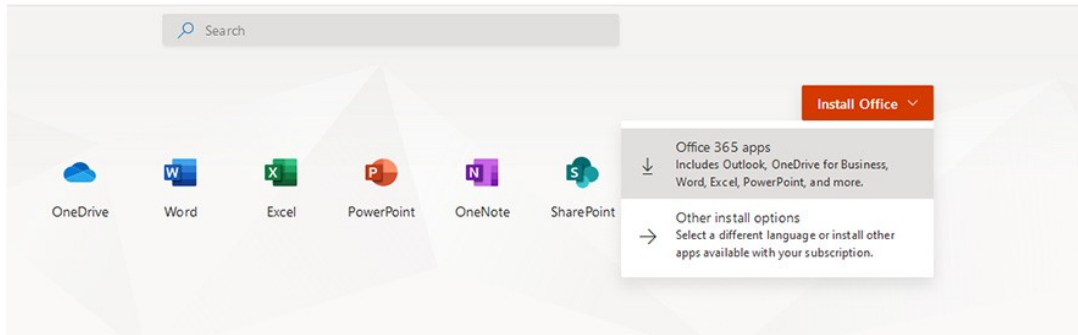


Installing Office 365 Academic (PC)

1. Sign in with your school email account (@mail.sandhills.edu account) as you would normally.

NOTE: If you do not know your email address or password, use the Password Management link on the MySCC page to get the required information.

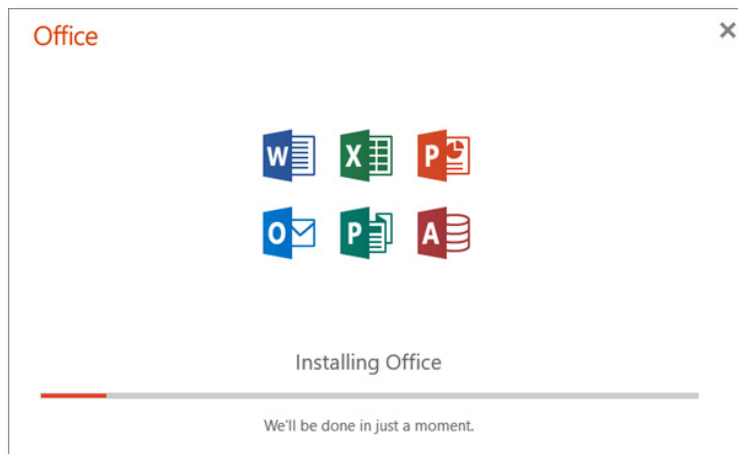
2. Select **Install Office > Office 365 apps** in the upper-right of the Microsoft landing page.



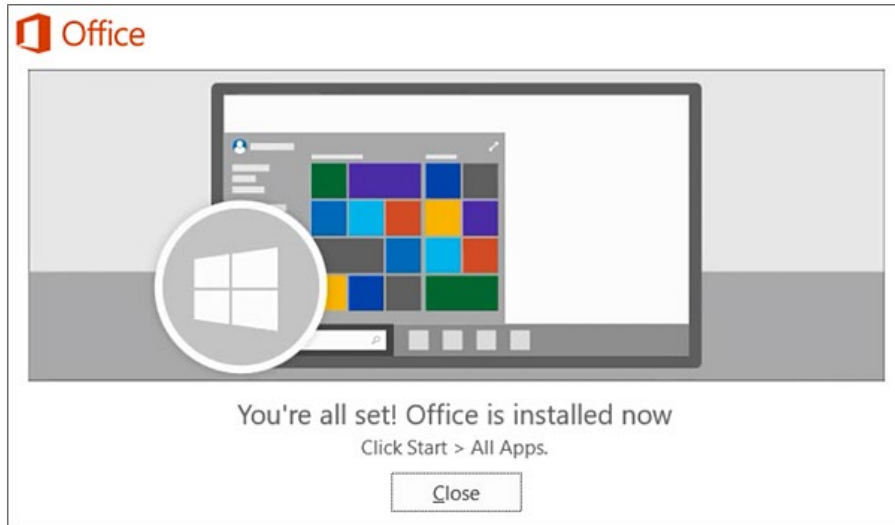
NOTE: The 64-bit version is installed by default unless Office detects you already have a 32-bit version (such as a trial version of Office) installed. In this case, the 32-bit version of Office will be installed instead.

To change from a 32-bit version to a 64-bit version or vice versa, you need to uninstall the 32-bit version of Office first. If you're not sure which version to install, see [Choose the 64-bit or 32-bit version of Office 2016](#).

3. Depending on your browser, go to the install pop-up that appears and **Save File** (in Firefox), **Setup** (in Chrome) or **Run** (in Edge).
4. The installation begins.



5. 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. Select **Close**.



IMPORTANT: To activate your copy of Office you need to open an Office application.

6. Select the **Start** button (lower-left corner of your screen) and type the name of an Office app, such as Word. Note: If you have Windows 8.1 or 8.0, type the name of an Office app on the Start screen.
7. Select its icon in the search results.
8. When the Office app opens, select **Accept** for the license agreement. Office is activated and ready to use.

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