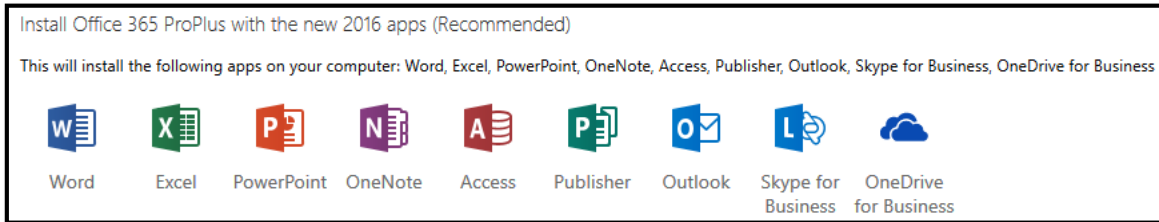


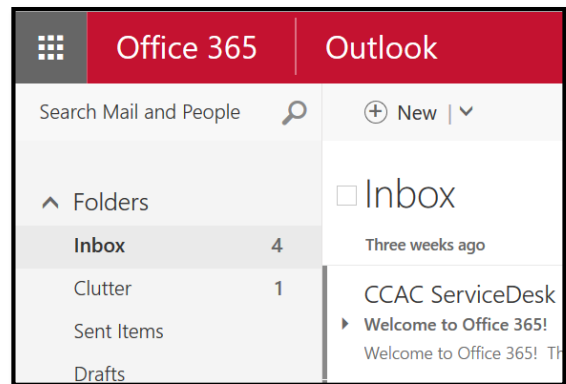
Install Office 365 on Your Home Computer

By installing Office 365 on your home PC or Mac, you will receive access to the following applications:



Accessing Academic Email

- Navigate to my.ccac.edu and log into the MyCCAC portal using your CCAC username and password
- Scroll down to the My Email web part
- Click on the Academic Email link
- Once you are taken into your inbox, click on the Office 365 logo in the upper left corner



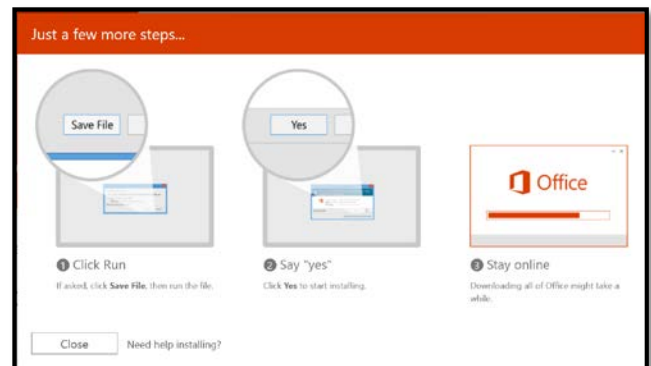
Download

- Make your selection for the Bing search engine and MSN browser homepage
- Click Install Now

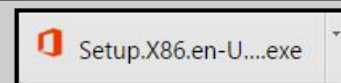


Installing

- Depending on your browser, you may run or save the file
- Follow the prompts as indicated by Microsoft seen here
- If you receive a UAC pop up, click YES

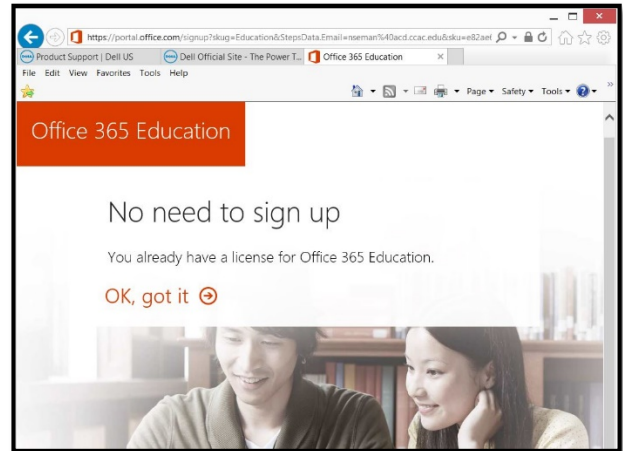


- If you choose Save browse to the download folder and click the Downloaded File



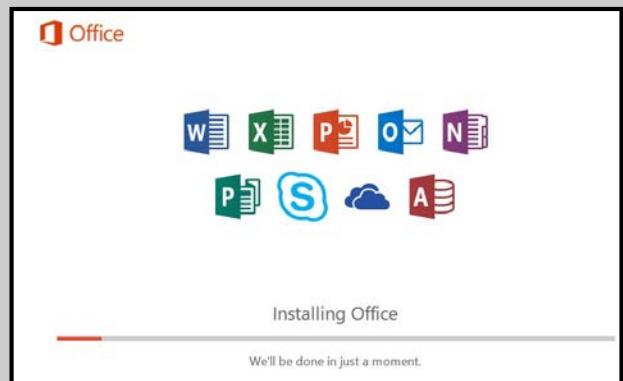
ID Recognized

- This screen appears if you have installed Office 365 at least one time on another device



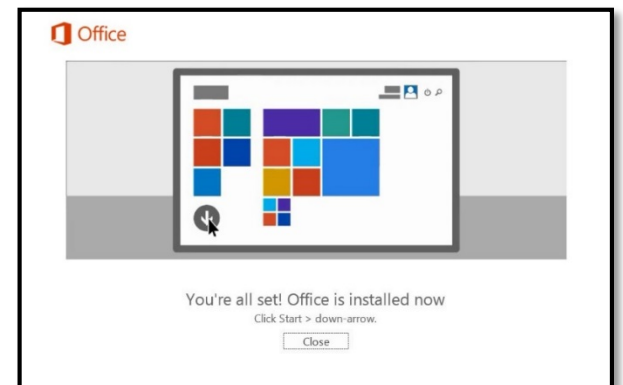
Progress

- Your progress will show here



Installation Complete

- Office 365 is now installed on your computer.
Close the Windows



Begin Using Your Applications

- Click the Start button and open any applications you wish to use
- Start>Programs>Microsoft Office
- **Outlook will need to be set up for first time use. See instructions for Setting up Outlook from Home**
- *NOTE: If you are looking for Access, you will not find it in this folder, it will be at the top of the programs list*

