INSTALL MICROSOFT 365

Delgado students and employees can install Microsoft 365 software for free on up to five devices (PCs, Macs, tablets, and smartphones). This offer is provided by Delgado Community College in partnership with Microsoft and includes:

- o Word
- o PowerPoint
- o Excel
- o OneNote
- o Outlook
- o Access
- o Publisher
- o OneDrive

To install Microsoft 365:

1. Go to http://outlook.com/dcc.edu.
2. Enter your Delgado email username and password, then click **Login.**
3. Click on the **Account manager** button in the top right corner, which contains your profile picture or your first/last name initials.
4. Click **View account.**
5. Click the **App launcher** button in the top left corner of the screen.
6. Click **Microsoft 365.**
7. Click **Apps** on the left navigation menu**.**
8. Click **All apps.**
9. Click **Install apps** at the top right of the screen**.**
10. Click **Microsoft 365 apps.**
11. Under **Apps & devices,** click **Install Office** to download and install the latest version of Office.

References:

https://support.microsoft.com/en-us/contactus

DISCLAIMER: Office of Information Technology (OIT) Help Desk hours are Monday through Friday, 8:00 am – 4:30 pm. Limited technical support may be available on evenings and weekends. Response times outside of normal business hours are contingent upon staff availability.