## Installing your FREE copy of Microsoft Office

- 1. Log in to your LC student email account
- 2. Click the Menu (waffle) button on the black bar across the top of the email window. (see below)

	Outlook	♀ Search				
=	+ New message	📋 Empty folder 🛭 🖻 Mark all as read 🏷 Undo				
~	Favorites	⊘ Drafts ★ Filter ∨				
	Inbox 11	2017				

3. Locate the Office 365 link on the right side of the panel that appears. (see below)

	Office 365 →			6	ŝ	?	5	Q	0,
1		er 🕒 Mark all as read 🌱	Undo						
Apps		*	Filter $\vee$						
Outlook	OneDrive								

4. At the new screen, locate the Install Office link on the right side of the window. (see below)

III Of	ffice 365		ر م	Search						Q 🔅	?	0
	Good afte	rnoon						-		Install Office $\vee$		•
	+			w	x	P	N	5	<b>L</b> iji	N		
	Start new $\sim$	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook		

## 5. Choose Office 365 apps from the drop-down list. (see below)

Office 365		, C	) Search						Q	ŝ	?	0
Good afte	rnoon							Ir	nstall Office	~		<u>^</u>
+	o -		w	x	P	N	$\overline{\uparrow}$	Office 365 apps Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.				
Start new $\sim$	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	$\rightarrow$	Other install options Select a different language or install other anns available with your subscription				

6. Follow the instructions on the screen to complete the install.