

Microsoft 365 Installation

Purpose	Scope
To instruct on installing Microsoft 365 from your SCC account	This applies to all SCC students and permanent SCC Employees

Log in and install

You may install Microsoft Office on up to 5 computers and 5 mobile devices. Your license will only be valid while you are currently enrolled in SCC courses or employed with the college. Please note that available applications differ between operating systems.

1. Login to your Office 365 account at the following link:
<https://m365.cloud.microsoft/>
 - a. **Students** log on with **YourStarID@go.minnstate.edu**
 - b. **Employees** log on with **YourStarID@minnstate.edu**
2. After you have logged into your Office 365 account, click on **Apps**, on the left menu
3. Click on **Install apps** in the upper right, then click **Microsoft 365 apps**
4. Once the new tab opens, click **Install Office**
5. Save the download to your computer
6. Open the download and run the installer program
7. Sign in using your SCC Office 365 credentials when you launch the programs to license them

