



How to install Microsoft Office – Windows device

Create your best work with Office 365. Because you are a student, you get the current versions of Word, Excel, PowerPoint, Outlook and more at no cost. You can work from anywhere on all your devices and always have the latest up-to-date apps. Plus, 1 TB of OneDrive storage.

1. Enter the address www.office.com into the address bar of your desired browser (**Chrome, Firefox, Internet Explorer**)

2. On **Microsoft's** website, click **Sign in**

3. On **Microsoft** website, **Sign in** using your g.cofc.edu information

4. Enter g.cofc.edu email address then click **Next**

5. Enter password associated with your g.cofc.edu account (usually myCharleston password)

6. Click **Sign in**

For Students:

It's the Office you know and trust

Office 365 includes Word, Excel, PowerPoint, Outlook, and OneNote for both PC and Mac and Publisher and Access for PC only.

Office 365 can be fully installed on your PC or Mac, with no internet access needed to create or edit documents.

Users have access to 1 TB of OneDrive cloud storage per user (access documents from anywhere)

****Students also have access to the online application version in addition to the locally installed version.**

Office

Language \odot
English (United States)

Version
64-bit

Install Office

7 INSTALLS \vee

7. Click **Install Office** to download Office Suite