

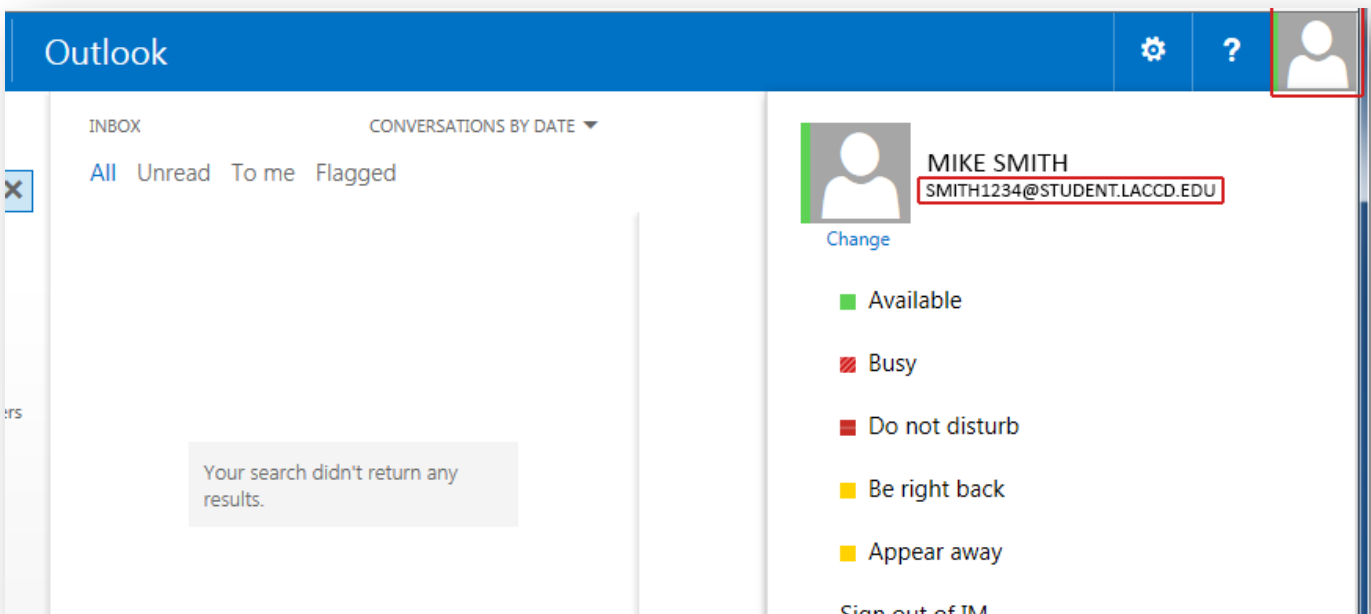


Instructions for Downloading & Installing Microsoft Office 365 on Your Personal Computer

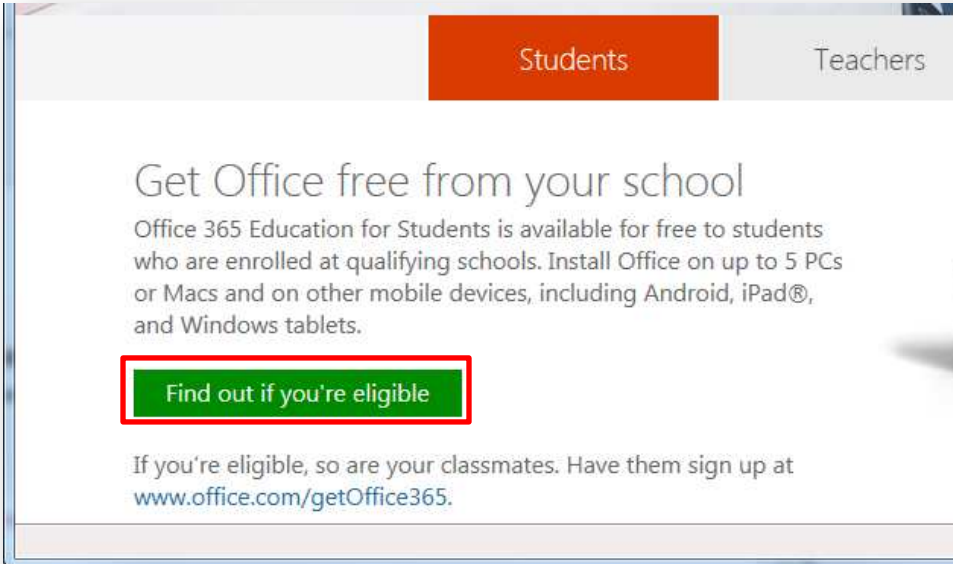
1. Log in to your LACCD Email using your Student ID and PIN at the following link: (<https://student.laccd.edu/>)



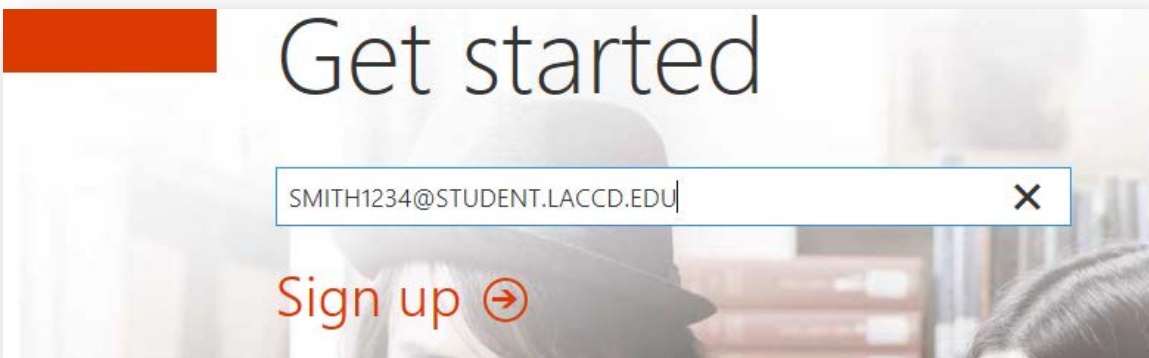
2. Once logged in, take note of your LACCD Email address by clicking your account photo at the top right:



3. While logged into your account, change the website URL to: <http://www.office.com/getoffice365> hit enter to load then page, then click the “Find out if you’re eligible” button:



4. Enter your LACCD email address you took note of in step 2 and click “Sign up”. Then click “Start” to accept the terms and conditions, Microsoft’s Privacy Policy and make Office 365 available for download



5. Once complete, you may have to re authenticate to your LACCD Student Email (<https://student.laccd.edu/>) and Click on the "Office 365" home button to see the option to download and install Office 365 on your computer:

