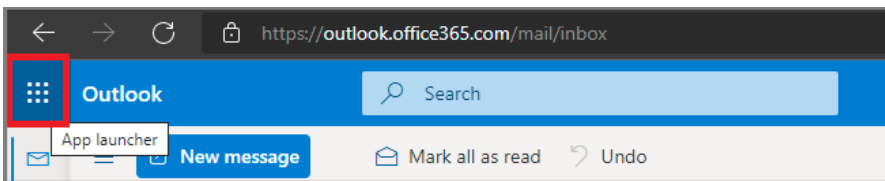




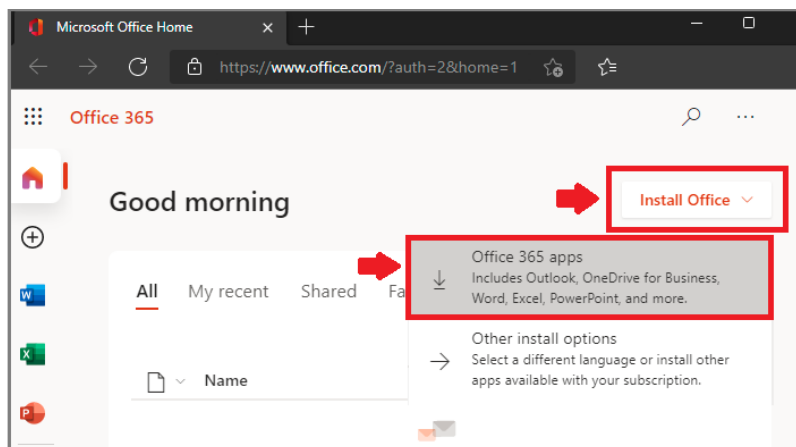
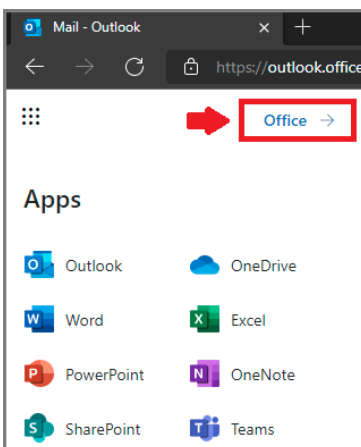
ACCESSING AND INSTALLING OFFICE 365

Students at Central Oregon Community College receive a free subscription to Microsoft Office 365 A1 Plus, which includes web and desktop versions of Microsoft Office 365 applications: Word, Excel, PowerPoint, Outlook, OneDrive, OneNote, SharePoint, and Teams.

1. Log into your COCC email account from the Student Login page at cocc.edu.
2. Click the “App launcher” dot icon in the top left corner.



3. You can use the web apps online, or
4. To install the desktop software, click on the “Office →” link.
5. Select “Install Office” and download the “Office 365 apps.”



6. The download may take a few minutes. Open the file from your download folder.
7. Follow the prompts to complete the installation.
8. Launch Office 365 apps (Word, Excel, PowerPoint, et al) from the start menu of your computer.

- You have five licenses to install Office 365 on up to five devices you own
- Your subscription will be deactivated one year after you are no longer a student.
- For assistance, visit a Computer Lab or contact COCC Student Tech Support at web: cocc.edu/tech-help email: techhelp@cocc.edu phone: 541-383-7716