# How to Download and Install Microsoft Office 365

Microsoft applications such as Word, Excel, and PowerPoint, are essential tools for many courses at Germanna. This handout will demonstrate how to download and install these programs on Windows and Mac devices.

**How to Access Microsoft Office 365**

Germanna students have free access to Microsoft Office 365 applications. The first step to downloading the applications to your computer is to visit the Microsoft Office website, https://portal.office.com/.
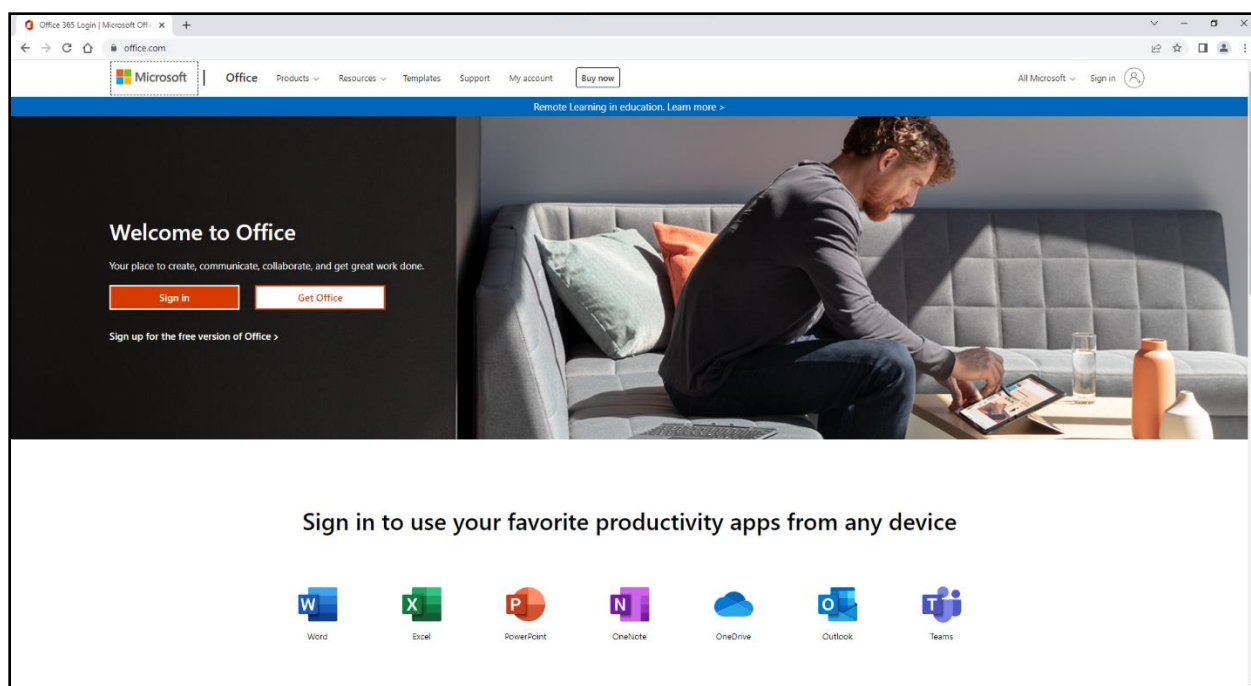

Once you are on the website, click the "Sign in" button.
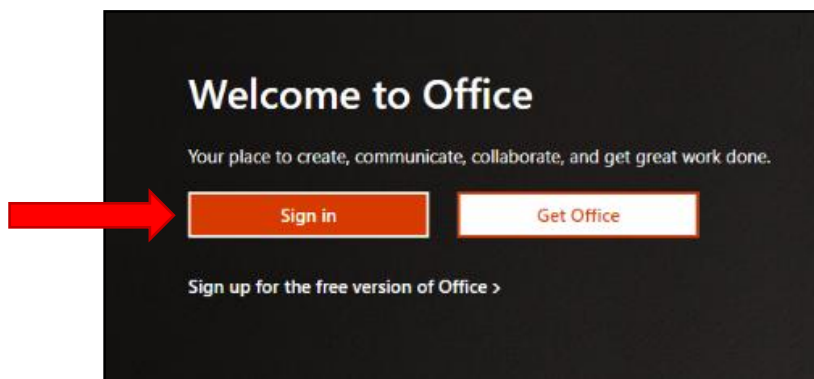
After you click the "Sign in" button, you will be prompted to enter an email address. Use your Germanna student email address, which is your MyGCC username with the domain @email.vccs.edu, for example, daj228@email.vccs.edu.
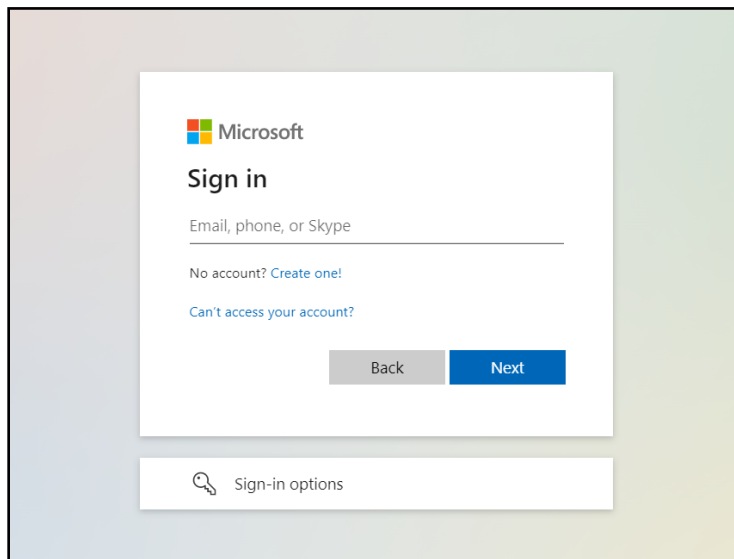
Then, when prompted to enter a password, you should enter the same password that you use to sign in to MyGCC.
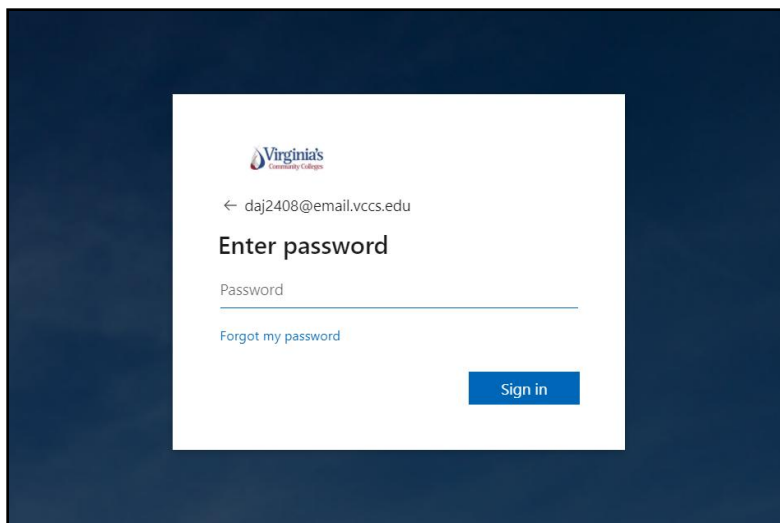
After you successfully sign in, you will see a similar screen to the image shown below. To start downloading Word, Excel, PowerPoint, etc., click the "Apps" button to the left, and then click "Office 365 apps."
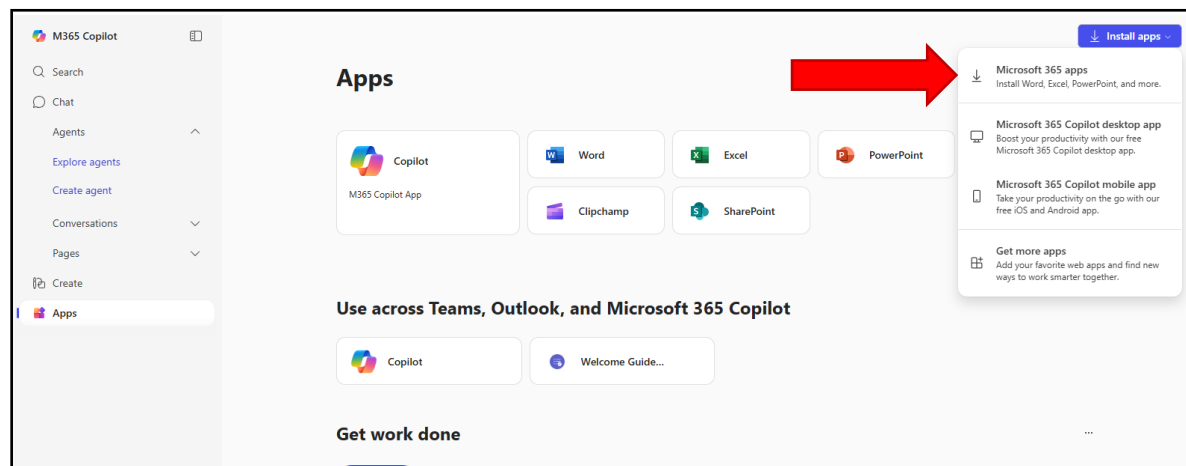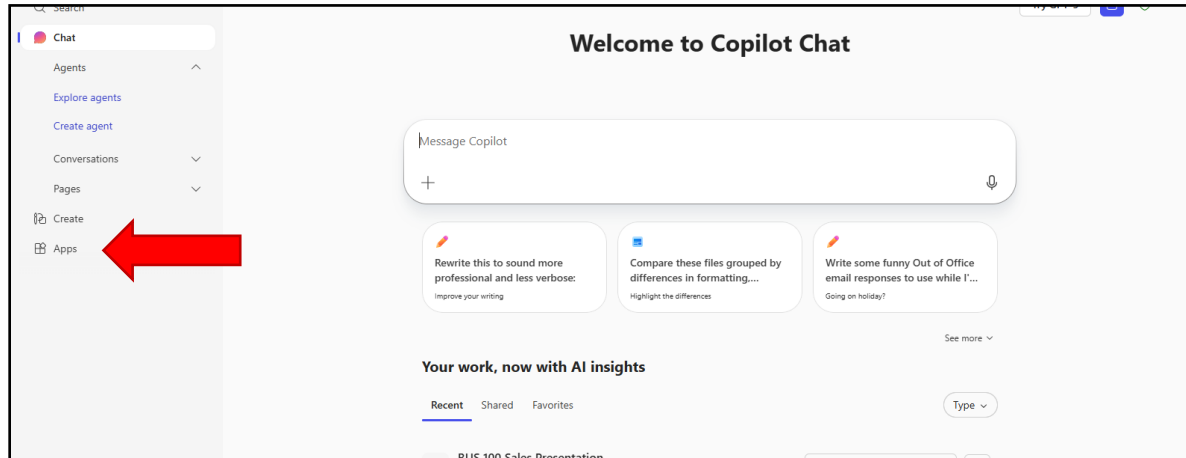

The following sections include instructions for how to download and install applications on Windows and Mac devices. The links shown below go to their respective sections.

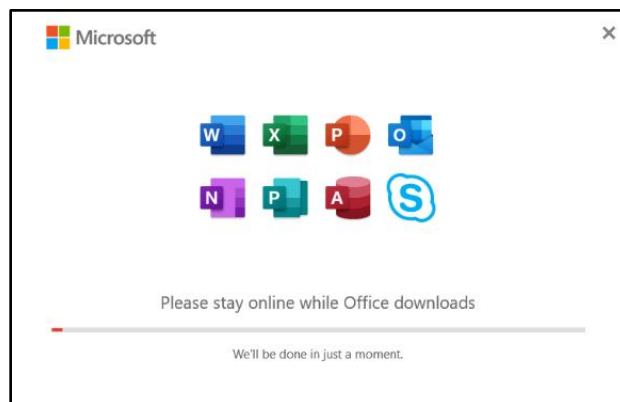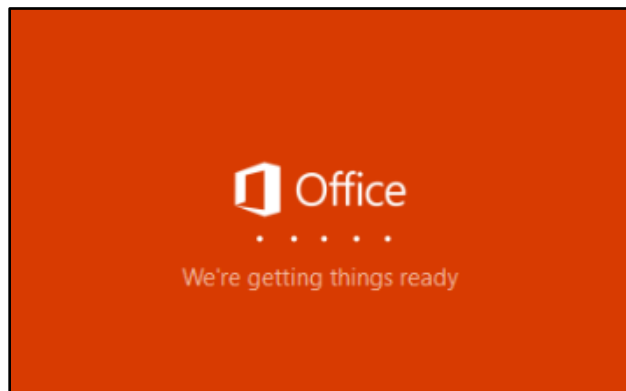[Downloading and installing the applications on a Windows device](#)

[Downloading and installing the applications on a Mac device](#)

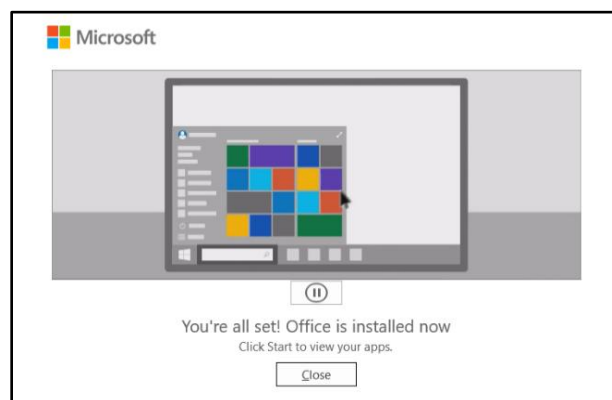**Downloading and installing the applications on a Windows device**

When "Office 365 apps" is selected, a setup file will begin downloading. Once it finishes, navigate to your File Explorer, click "Downloads," and then double click the "OfficeSetup" file.
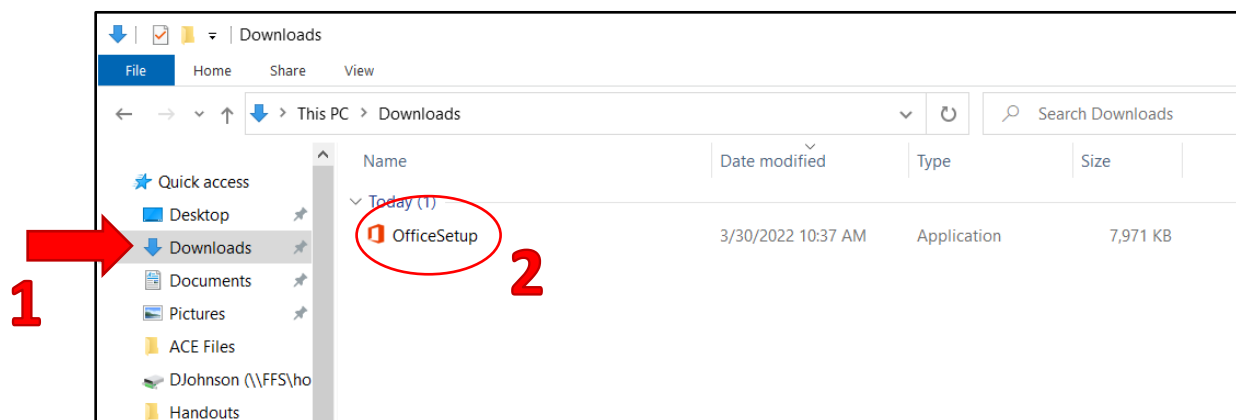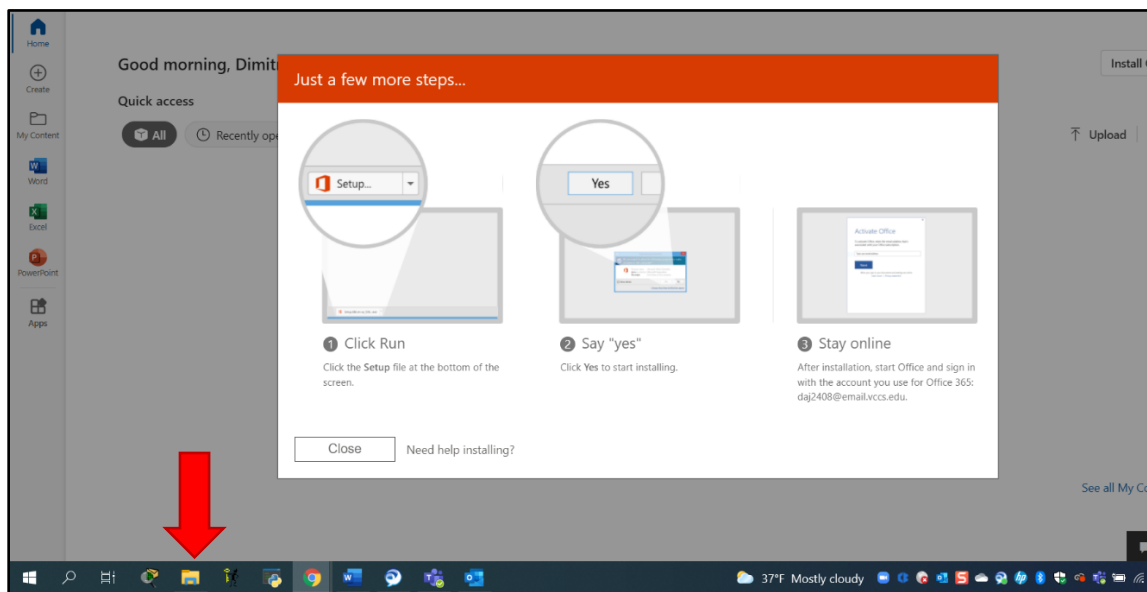
After double-clicking on the OfficeSetup file, a loading screen will appear, and then the Office applications will begin downloading and installing.


When the process is complete, a new prompt will appear stating that Office is installed.


Upon opening one of the Office applications, you may be asked to sign in to receive access to all of the application's features. The sign-in information that you should use is your Germanna student email address and MyGCC password.

Downloading and installing the applications on a Mac device

When "Office 365 apps" is selected, the download will begin. Once it finishes, navigate to your Finder.
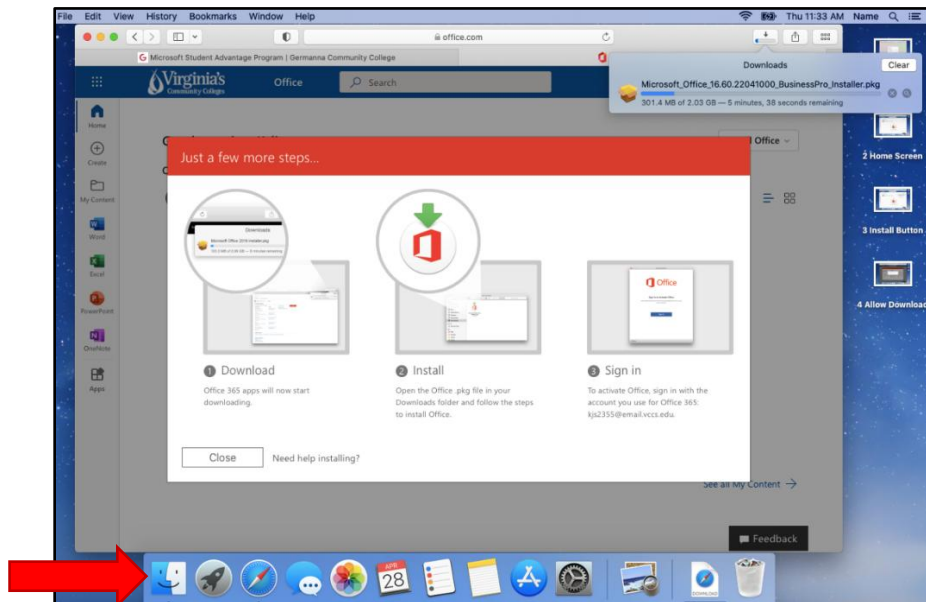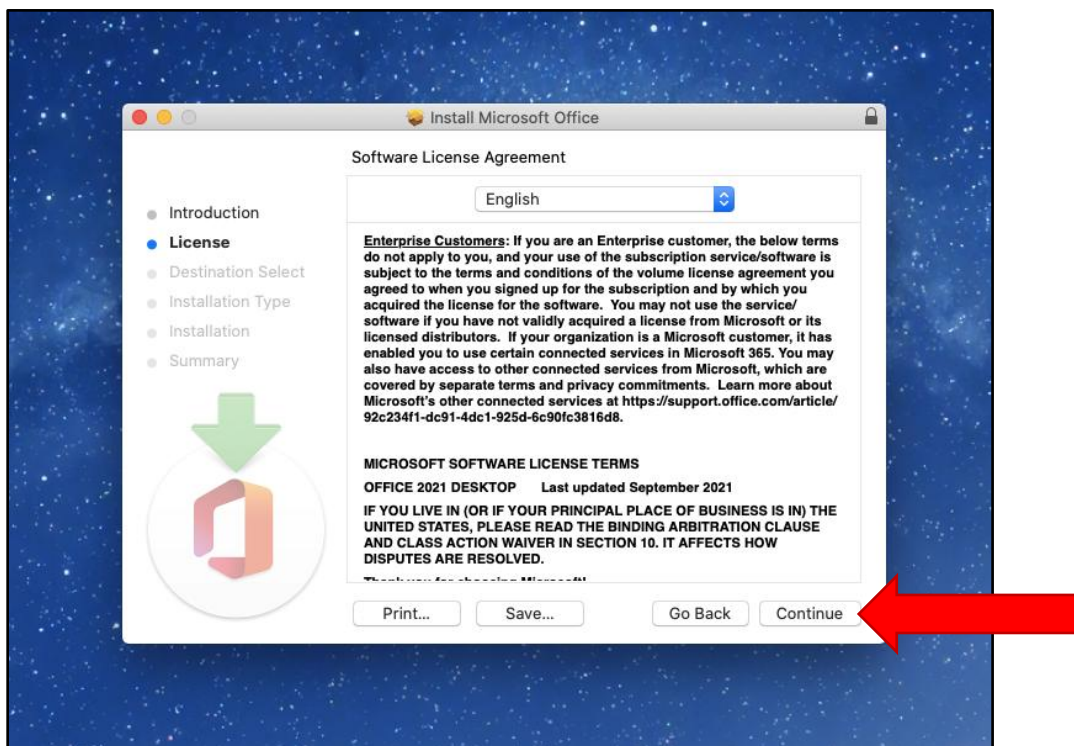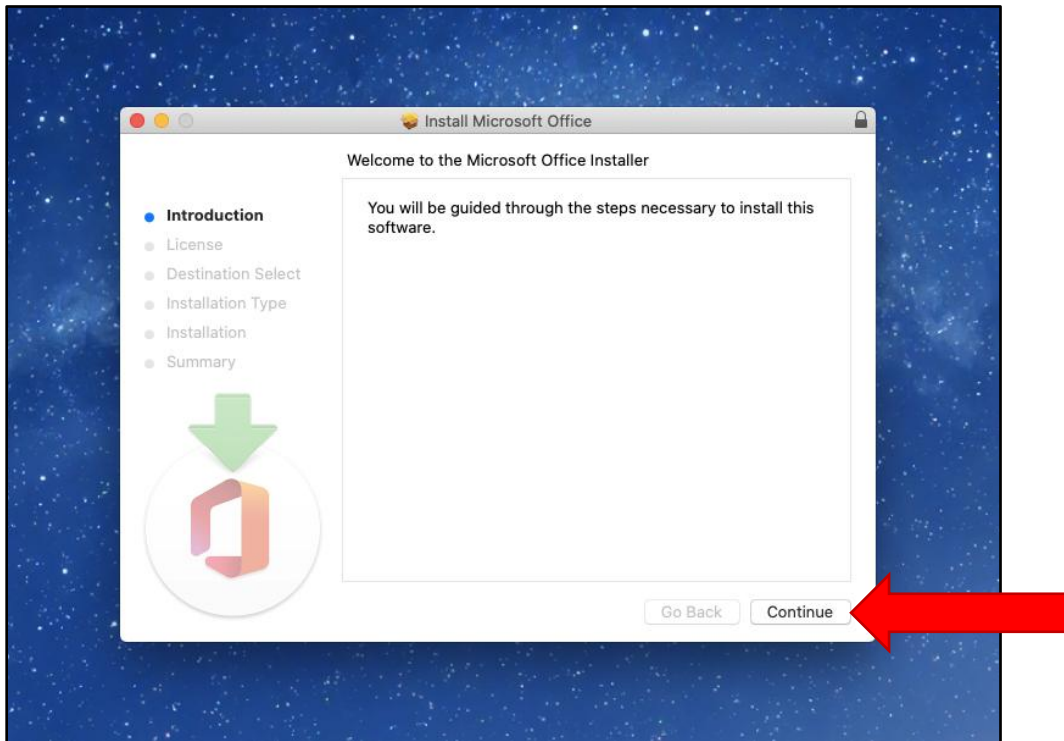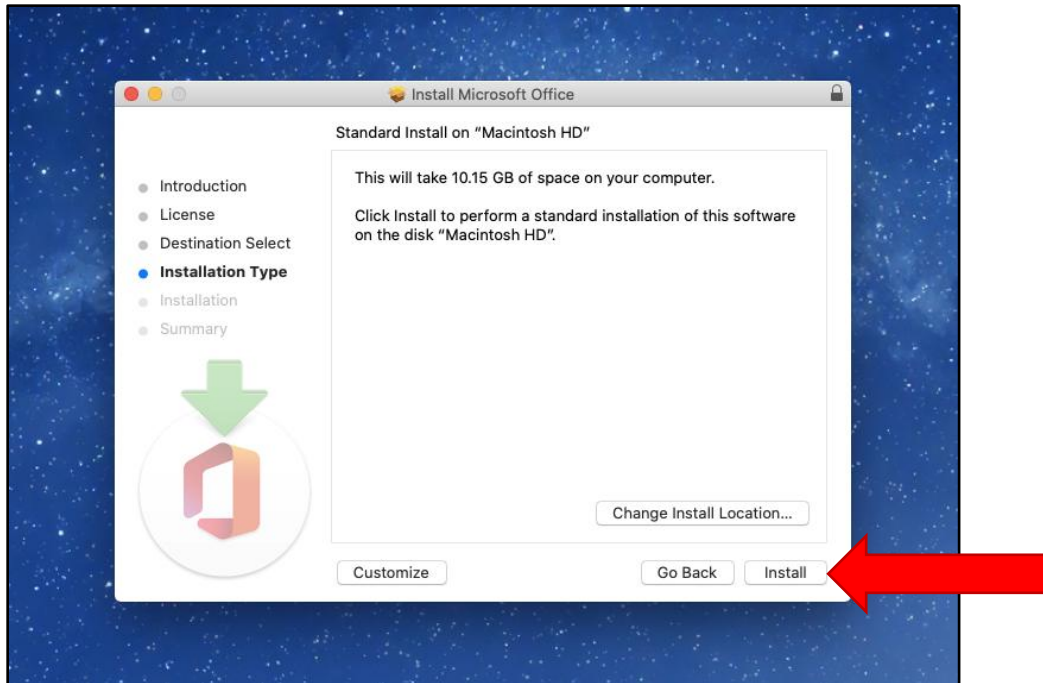

When you open the Finder, click "Downloads," and double click the Microsoft Office installer that was downloaded.
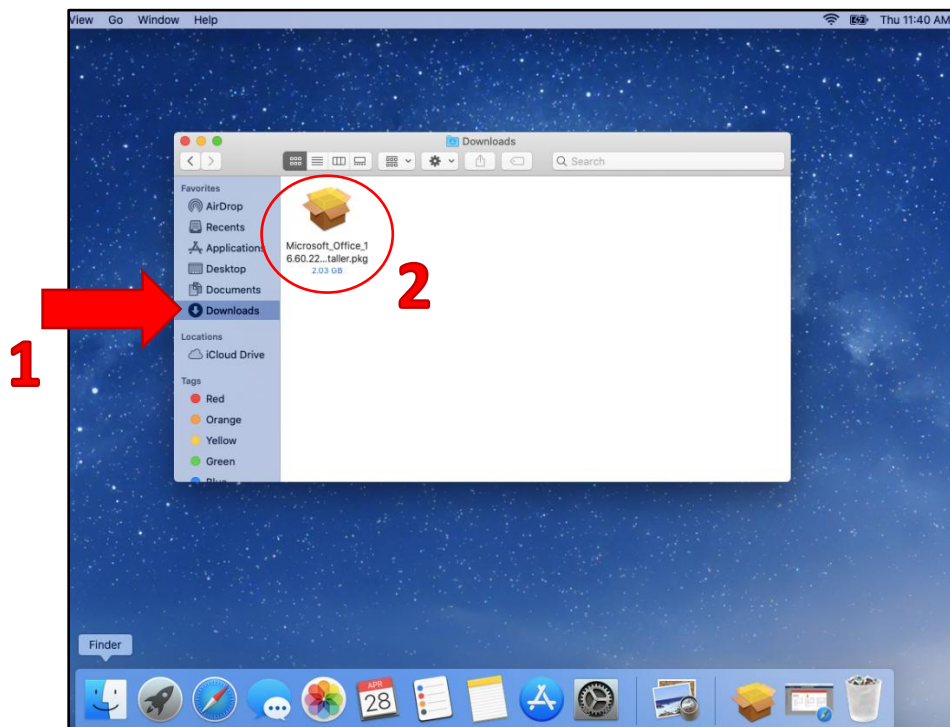
After opening the installer, you will see the window that is shown in the image below. Click "Continue" or "Install" as they appear in the bottom of the window to move on to the next step.
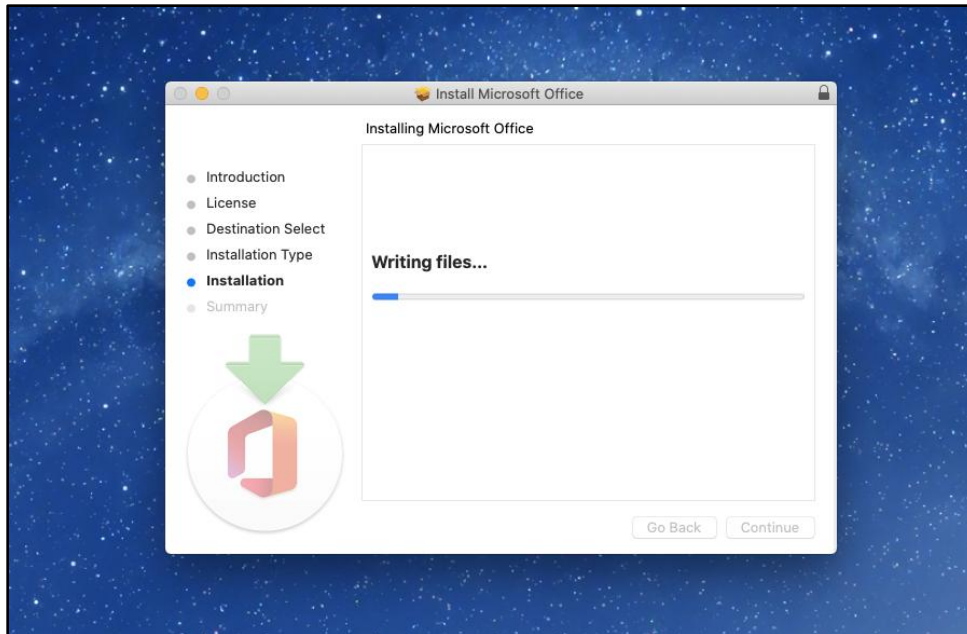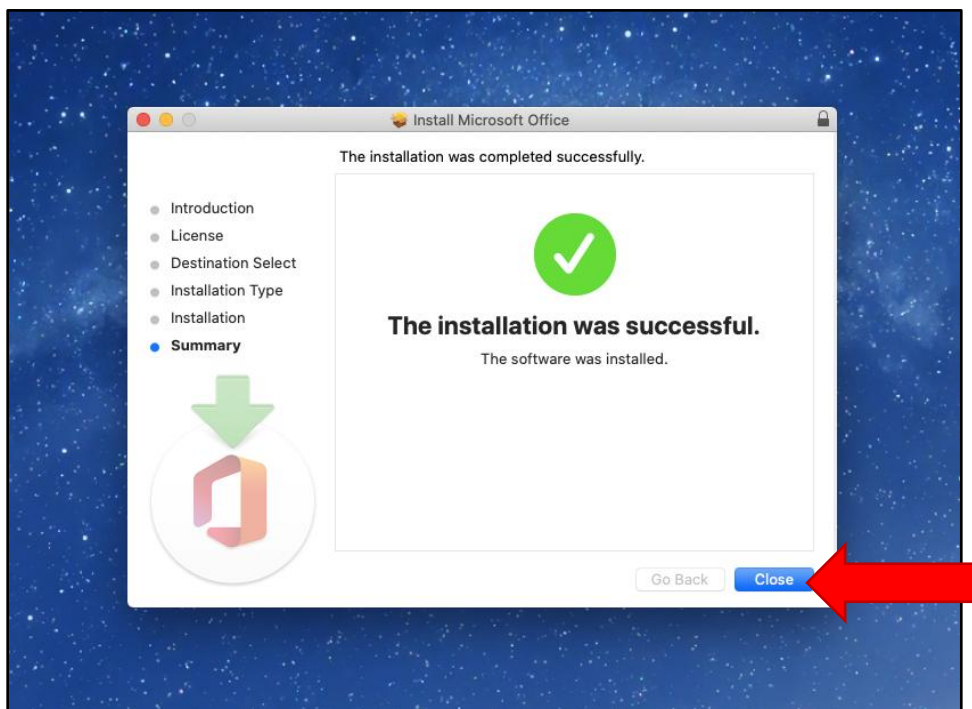
After clicking "Install," you will be prompted to enter the username and password that you use to log into your computer. Enter that information, click "Install Software," and wait for the installation to complete.
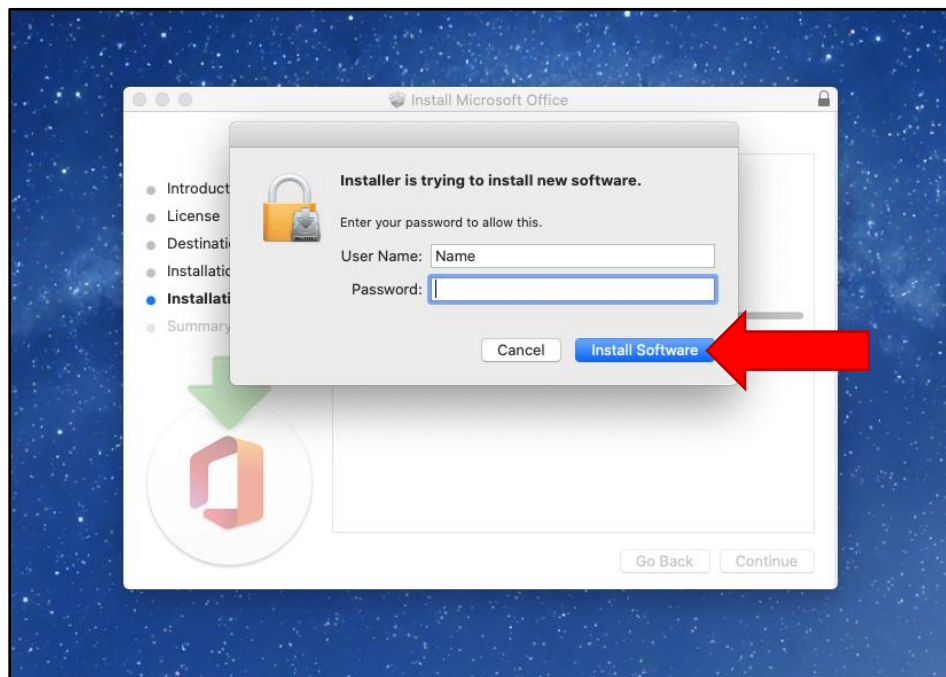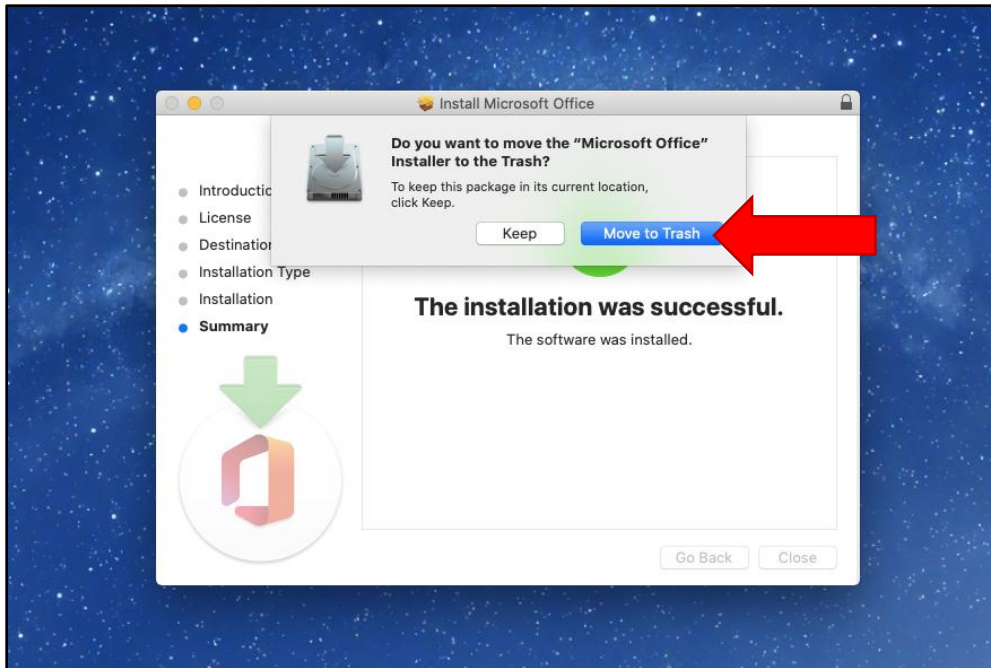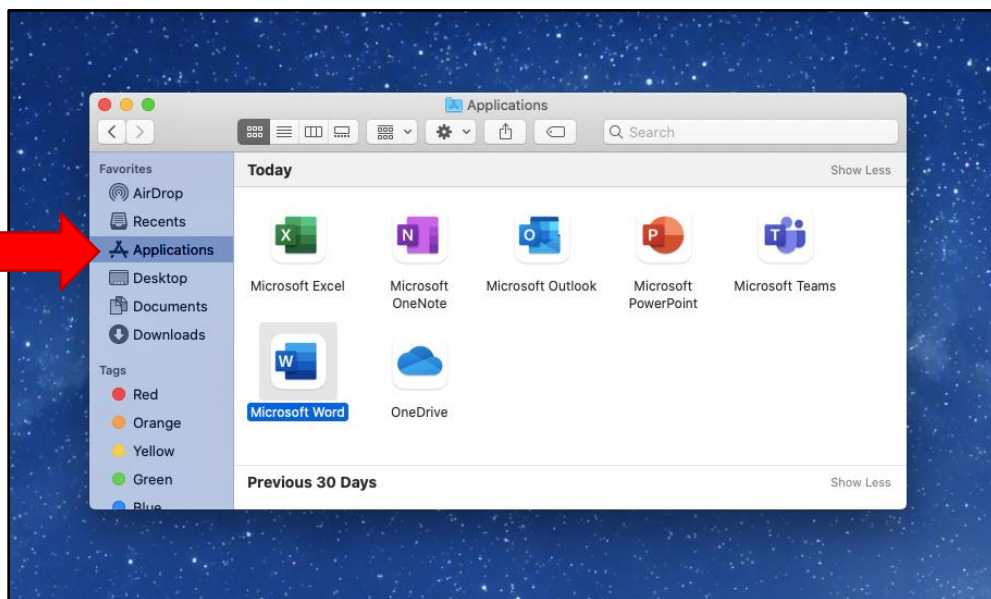
When the installation is complete, click "Close," and then move the installer to the trash when prompted.
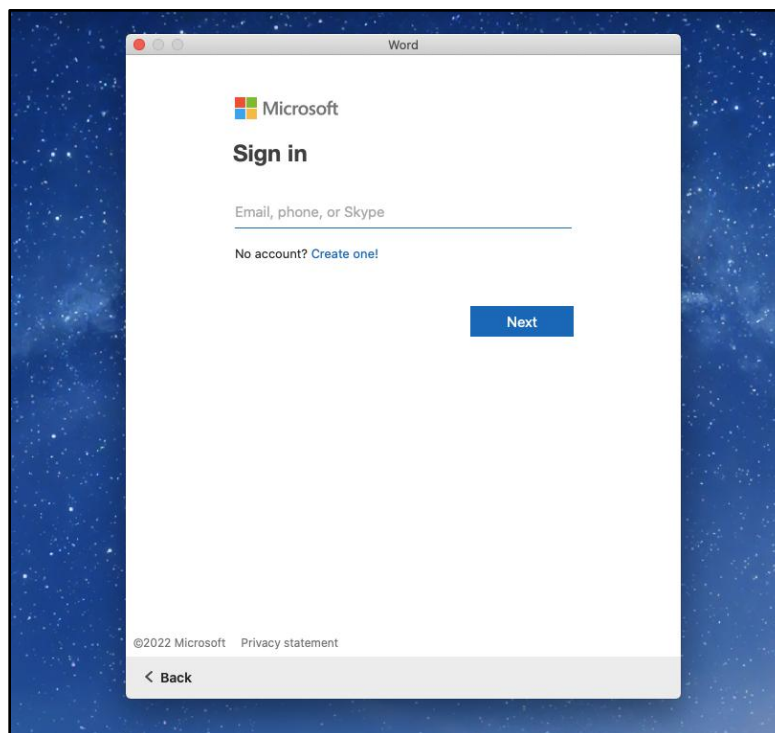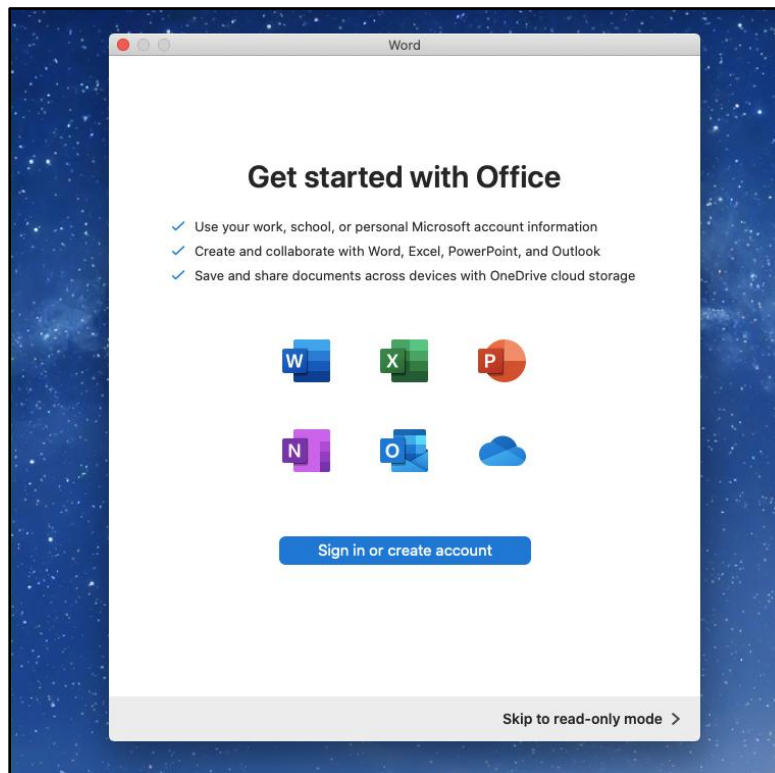
After the installer is moved to the trash, locate the app that you want to open. To do this, open the Finder, click on "Applications," and double click the desired application to open it.

Once you choose an application, you will be prompted to sign in. The credentials that you use should match your Germanna student email address and MyGCC password.

After the correct login credentials are entered, you can begin using the application that you selected.
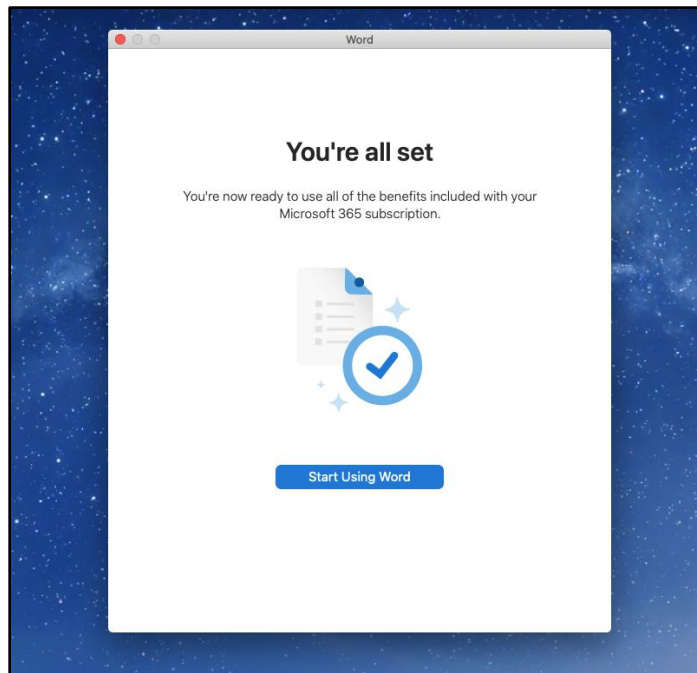
Additional resources

The Academic Center for Excellence (ACE) provides free on-campus and online tutoring. To schedule an appointment with a tutor, please call the ACE office at (540) 891-3017 or email ACE@germanna.edu.