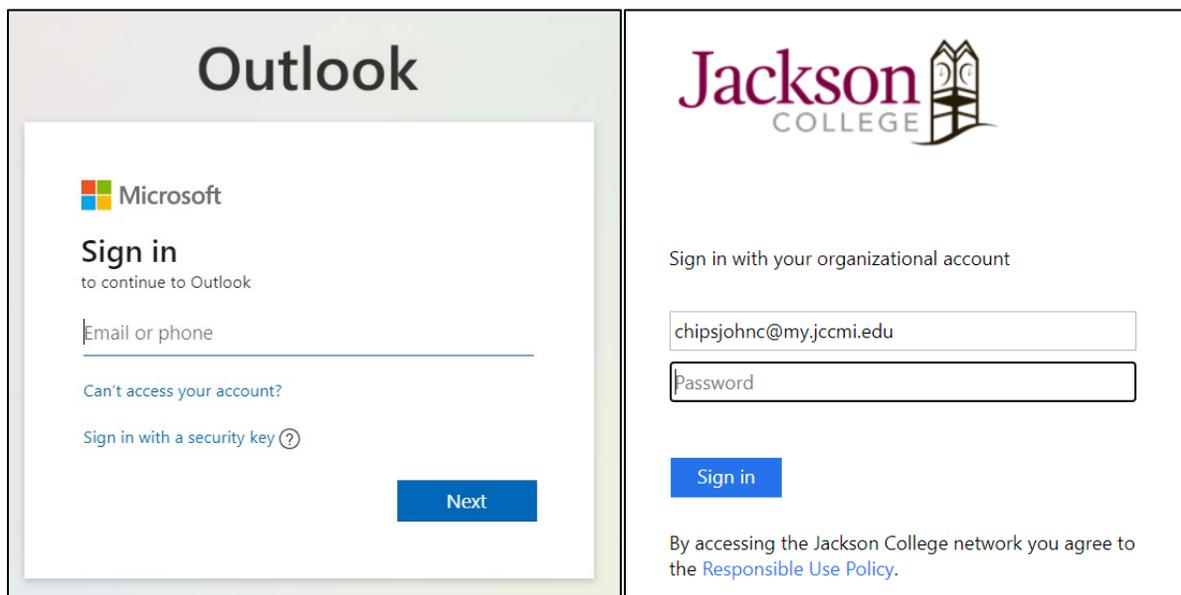


How To Install And Activate Microsoft Office (For Windows & MacBooks)

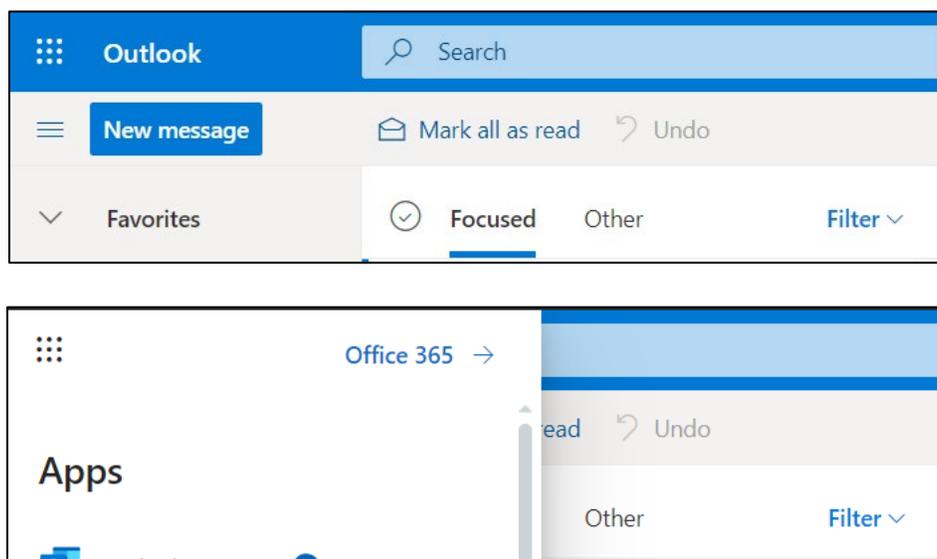
STEP 1:

Go to www.jccmi.edu, click on the **e-mail** link, click the **Office 365 Login** button, and then sign in with your JC email account (including the @my.jccmi.edu or @jccmi.edu) which will take you through the following login pages.



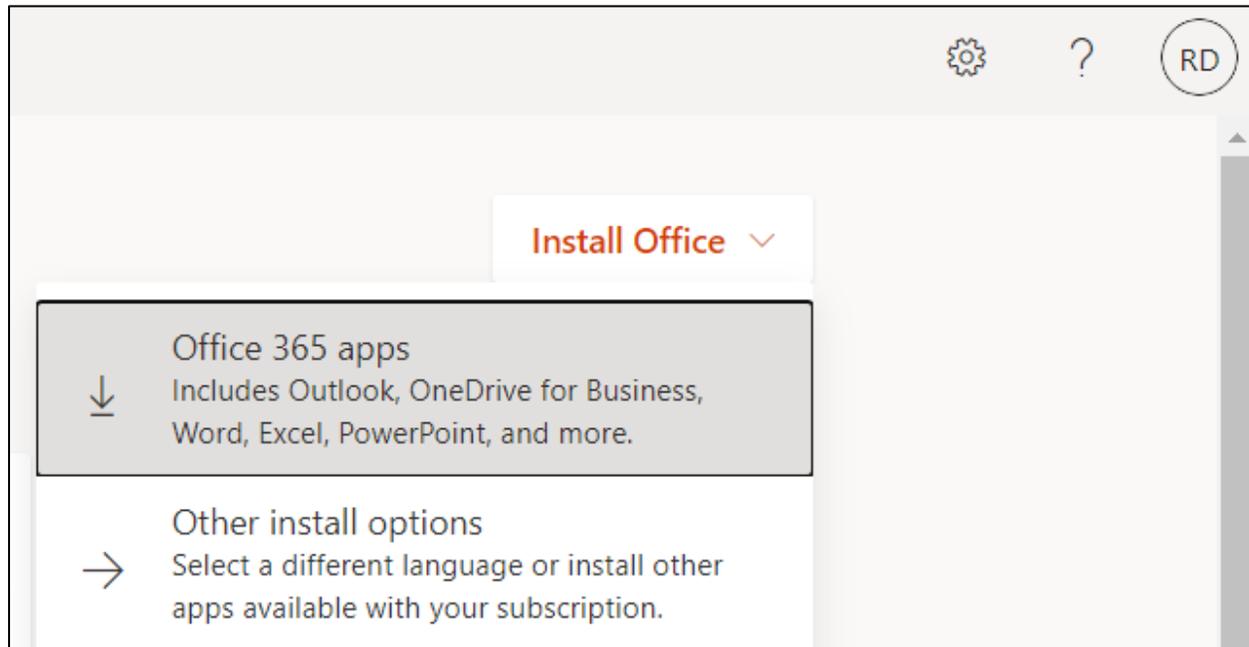
STEP 2:

From your inbox, click on the nine dots in the upper left-hand corner, and then click on **Office 365**.



STEP 3:

Click **Install Office**, and then select **Office 365 apps**. This is located on the right side of the page.



STEP 4:

PC install:

Depending on your browser, click **Save**, **Run**, **Setup**, or **Save File** from the bottom of your screen.

Mac install:

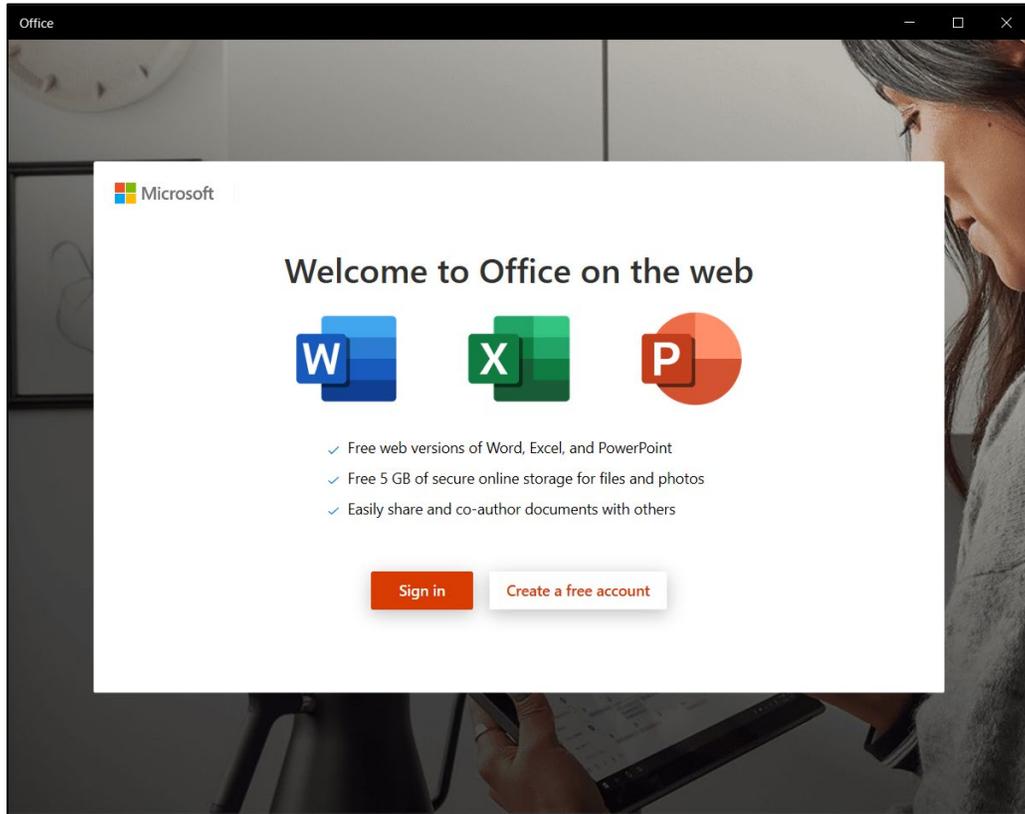
Open **Finder** > **Downloads**. Double-click **Microsoft Office installer.pkg**.

For more questions on the installation process for Office 365 apps, visit this link on Microsoft's support page: https://support.microsoft.com/en-us/office/download-and-install-or-reinstall-microsoft-365-or-office-2019-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658#InstallSteps=Install_on_a_PC

Step 5:

Once the Office 365 apps have finished downloading, you'll need to sign into the Office app, with your JC credentials.

To do this, open the **Office** app that has been installed on your computer, and click on the **Sign in** button.



Select the option to sign in with your **Work or school account** and then sign in with your JC credentials, same login used for Step 1. This will activate the license for every Office app on your computer including Word, Excel, PowerPoint, etc.

If you're still unable to sign-in to the Office app with your JC credentials, please contact the JC Solution Center at 517-796-8639 or at jcsolutioncenter@jccmi.edu