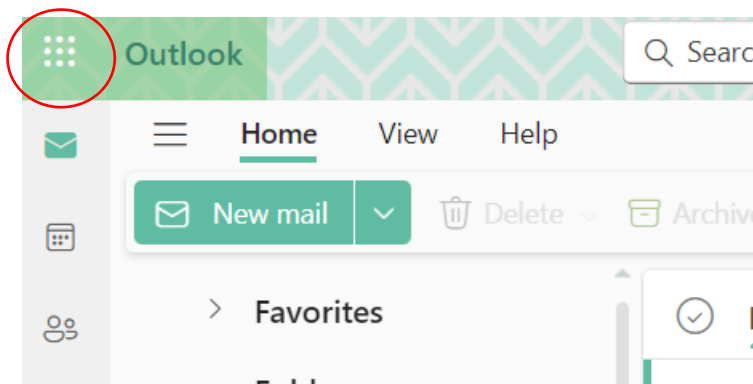
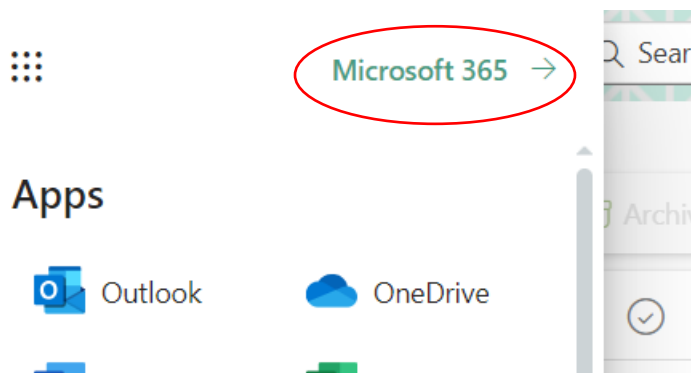


How to get OFFICE 365 on your home computer or laptop for FREE! Available to download on up to 5 devices!

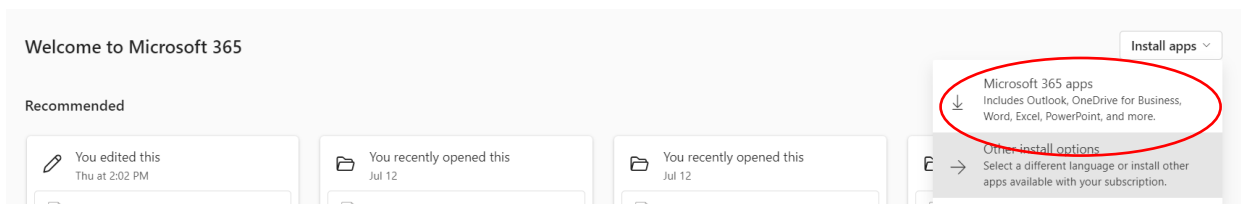
1. Go to: <https://outlook.office.com/mail/> log in with MTC username and password
2. Click on the squares in the left-hand corner of the screen:



3. Select Microsoft 365



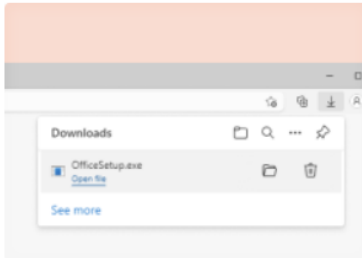
4. Click "Install Apps" on left hand side of the screen, and select the Microsoft 365 Apps:



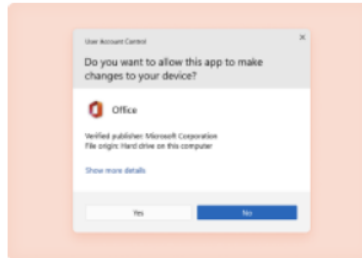
5. A pop up will appear (may need to allow pop up blocker) and then select the download file on the bottom of your screen:



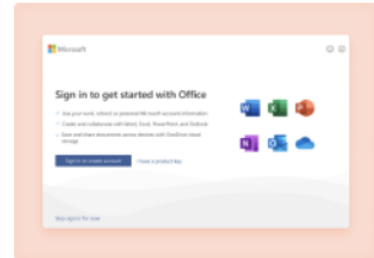
Get started with Microsoft 365



1 Select "Open file" after the Microsoft installer downloads



2 Select "Yes" to install on your device



3 Open any Microsoft 365 app and sign in: hesse@mtc.edu

[Learn about Microsoft 365](#)

Need help?

Got it



Follow the prompts to download on your computer.

Cal Morris
Director, College Credit Plus
morrisc@mtc.edu

Ellie Hess
Assistant Director, College Credit Plus
hesse@mtc.edu

Taylor Merritt
Coordinator, GPS
merrittt@mtc.edu