

Note: Running the Office installer will remove previous versions of Office currently on the computer. Because Office is provided directly by Microsoft primarily for personal use, the KVCC IT Department does not support Office on personal devices beyond tutorials with installation. For more information and tutorials on how to use Office 365 at KVCC, visit kvcc.me.edu/Office365.

1. Go to www.office.com and select 'Sign in'
2. Sign in with your KVCC email address and password.
3. On the Office home page, select Install Office > Office 365 apps.
4. Depending on your browser, click Run (In Edge or Internet Explorer), Setup (in Chrome), or Save File (in Firefox)
 - a. If you see the User Account Control prompt that says, Do you want to allow this app to make changes to your device? Click Yes.
5. The install begins. Depending on your computer and internet speed the install may quite awhile.
6. Your install is finished when you see the phrase, "You're all set! Office is installed now" and an animation plays to show you where to find Office applications on your computer.
 - a. Follow the instructions in the window, for example Click Start > All Apps to see where your apps are and select Close.
7. Start using an Office application right away by opening any app such as Word or Excel. In most cases, Office is activated once you start and application and after you click Accept to agree to the license terms.
8. Depending on your product you might see the Microsoft Office Activation Wizard. If so, follow the prompts to activate Office.

To learn more about Office 365 at KVCC, go to kvcc.me.edu/Office365

Kennebec Valley Community College Information Technology

92 Western Avenue, Fairfield, Maine 04937-1367 | (207) 453-5079 | kvcc.me.edu/Office365 | V5 12/18 PS