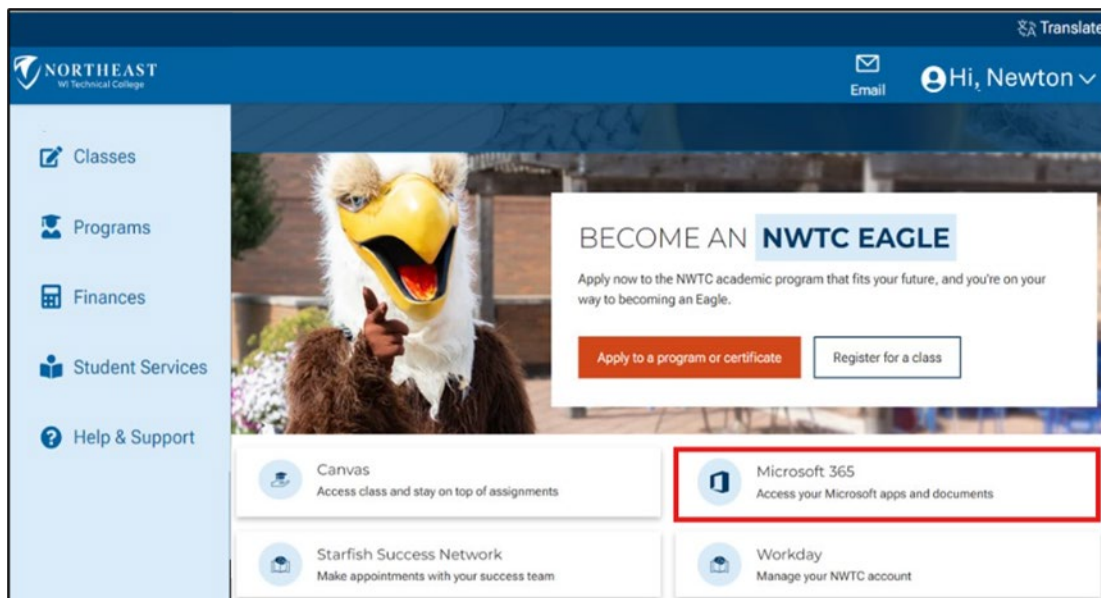


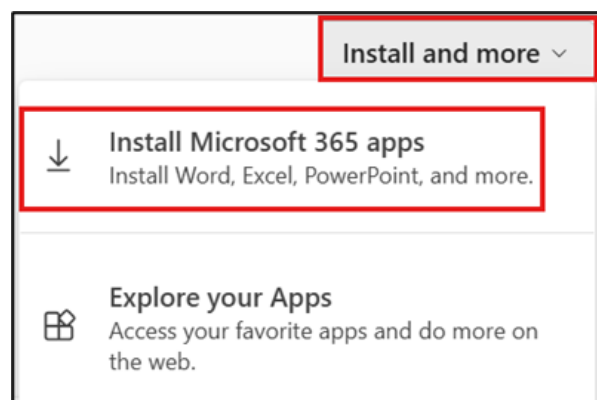
Installing Microsoft 365

To install Microsoft 365:

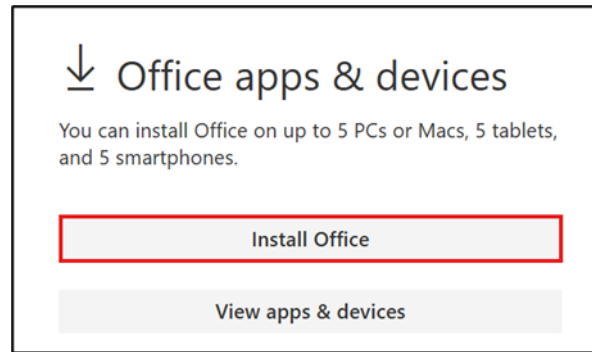
1. Login to the Student Portal at [insert student portal link].
2. On the home page, click **Microsoft 365**. The portal should automatically sign you in to your Microsoft 365 account. However, if asked to sign in, enter **your NWTC ID number** followed by **@nwtc.edu** (for example, 12345678@nwtc.edu).



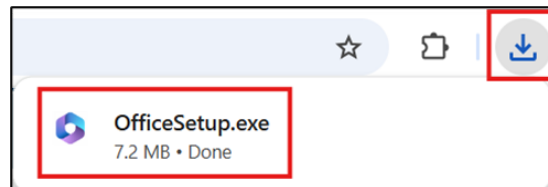
3. Click **Install apps** in the upper right and choose **Microsoft 365 apps**.



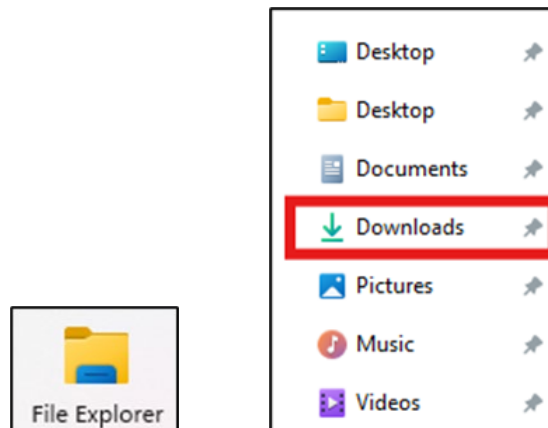
4. Click **Install Office** to download the Microsoft 365 file.



5. Open the downloaded file and follow the instructions to install Microsoft 365.

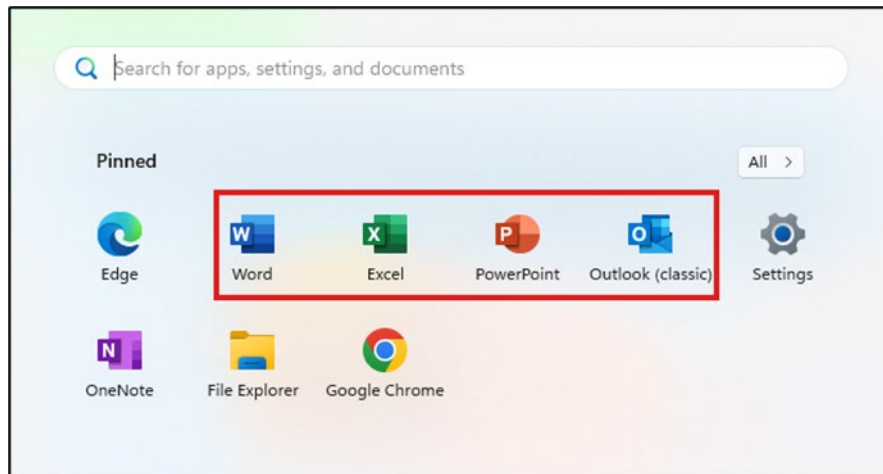


You may also open the file in the **Downloads** folder of the **File Explorer**.



- a. Click **Run** to install the file, then **Yes** to allow changes.
 - b. Wait for the installation process to end.
6. When Microsoft 365 is finished installing, you can access Microsoft Office applications from the start menu by clicking the Windows icon.





- a. Word is for typing documents.
- b. Excel is for creating spreadsheets.
- c. PowerPoint is for creating presentations.
- d. Outlook allows you to access your NWTC email and calendar