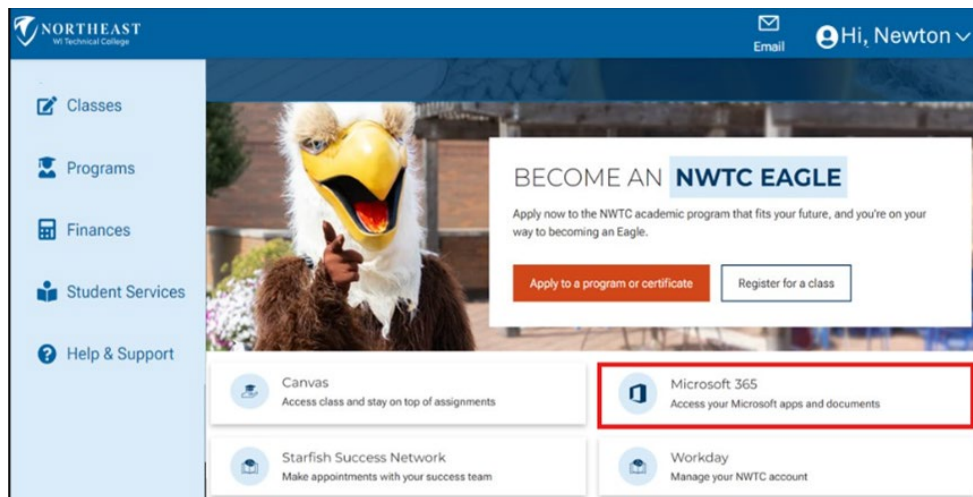
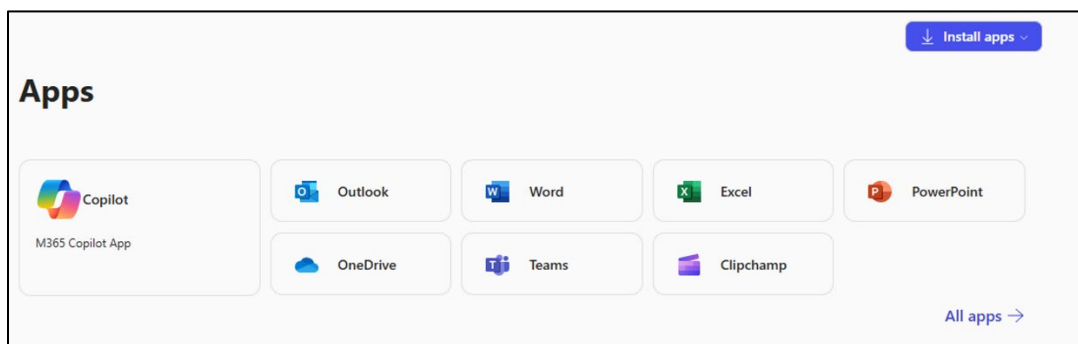


Installing Microsoft 365

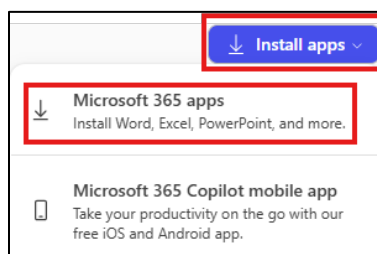
1. Log in to the [Student Portal](#) using your NWTC ID number and password. You may need to use [multi-factor authentication](#) to verify your identity. ([Watch a short video about how to log in to your account.](#))
2. On the home page, click **Microsoft 365**. The portal should automatically sign 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).



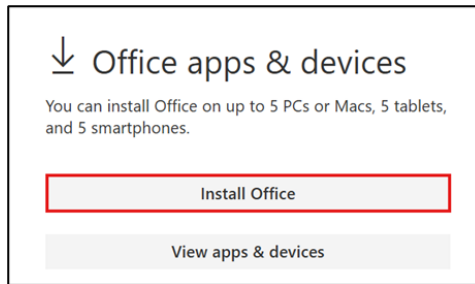
3. On the Microsoft 365 apps page, click the **Install Apps** button on the right side.



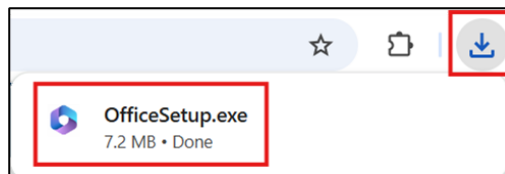
4. Then choose **Microsoft 365 apps**.



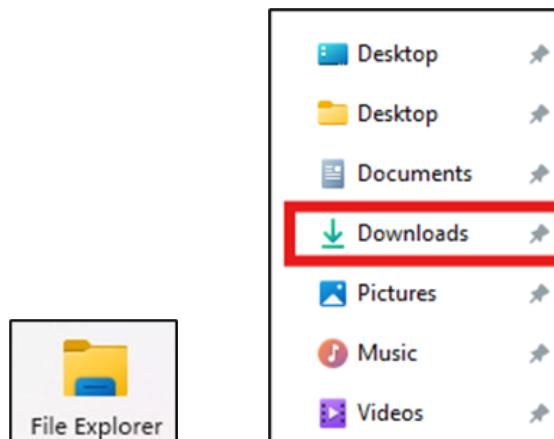
5. Click **Install Office** to download the Microsoft 365 file.



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

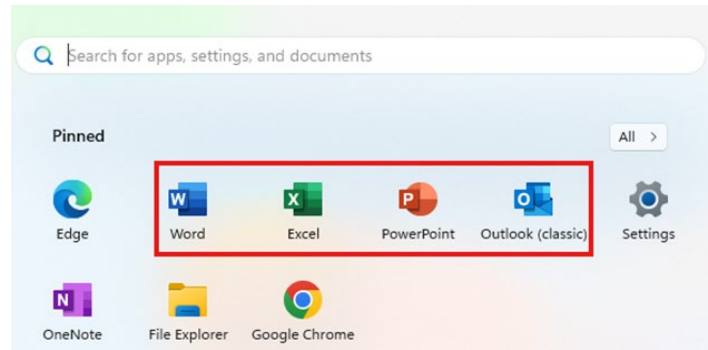


You may also open the file in the **Downloads** folder of the **File Explorer**.



- Click **Run** to install the file, then **Yes** to allow changes.
 - Wait for the installation process to end.
 - A pop-up box may appear asking you to sign in. **Sign in** with your **NWTC ID number** and **password**.
7. When Microsoft 365 is finished installing, you can access Microsoft Office applications from the start menu by clicking the Windows icon.





Select Word for typing documents, Excel for creating spreadsheets, PowerPoint for creating presentations, or Outlook to access your NWTC email and calendar.