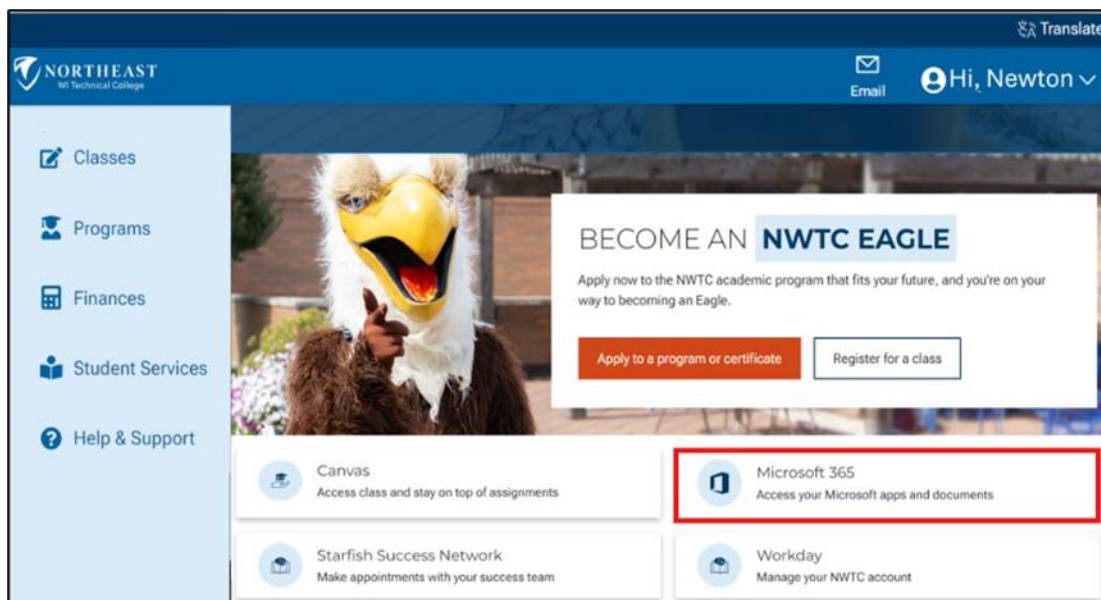


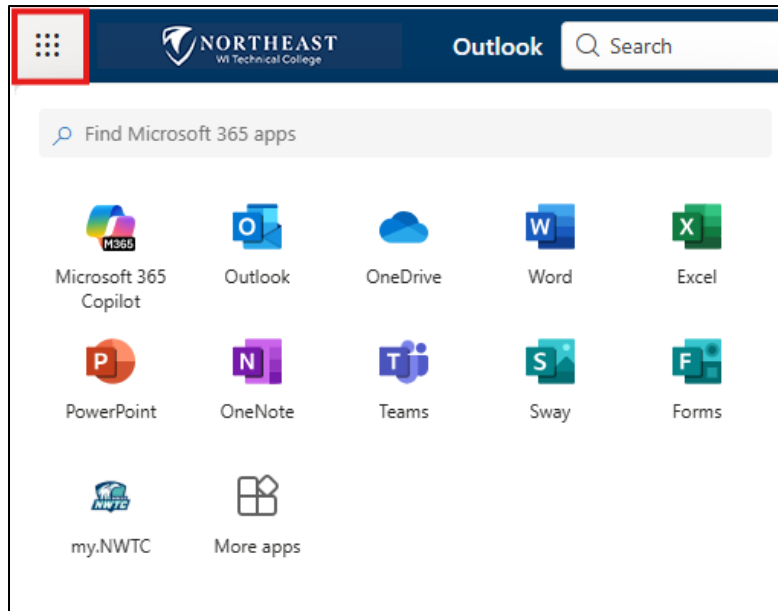
Installing Microsoft 365

To install Microsoft 365:

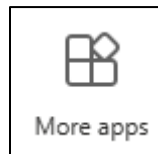
1. Log in to the [Student Portal](#) using your NWTC ID number and password. You may need to use [multi-factor authentication](#) to verify your identity. ([Watch a short video about how to log in to your account.](#))
2. On the home page, click **Microsoft 365**. The portal should automatically sign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



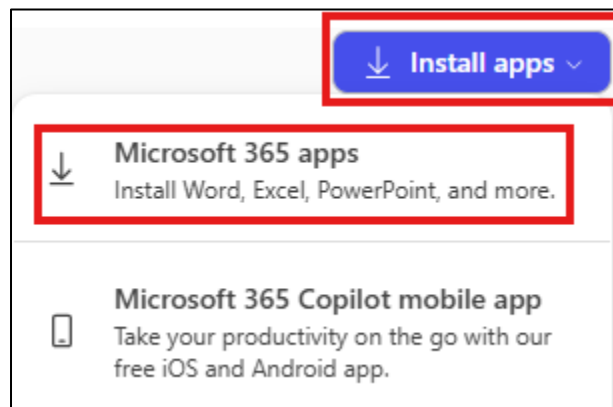
3. Click the **waffle icon** (9 dots) in the upper left to see your Microsoft 365 apps.



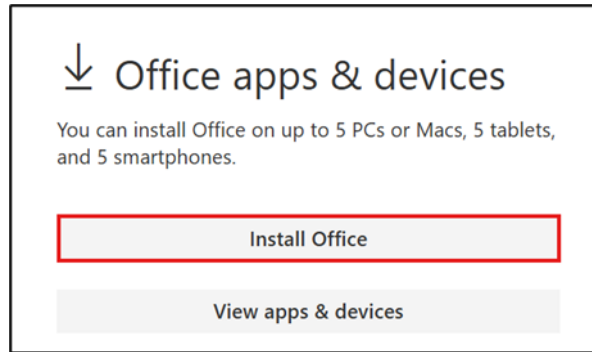
4. Click the **More apps** icon.



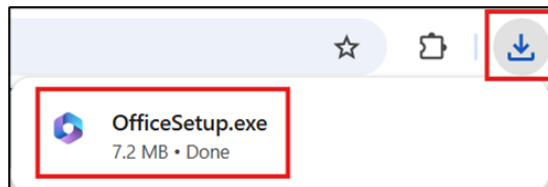
5. Click **Install apps** in the upper right and choose **Microsoft 365 apps**.



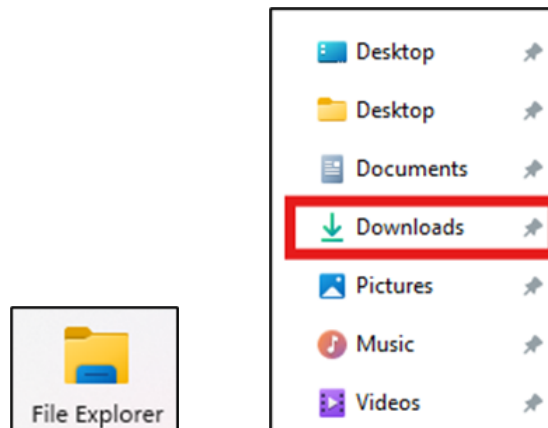
6. Click **Install Office** to download the Microsoft 365 file.



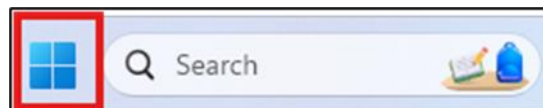
7. Open the downloaded file and follow the instructions to install Microsoft 365.

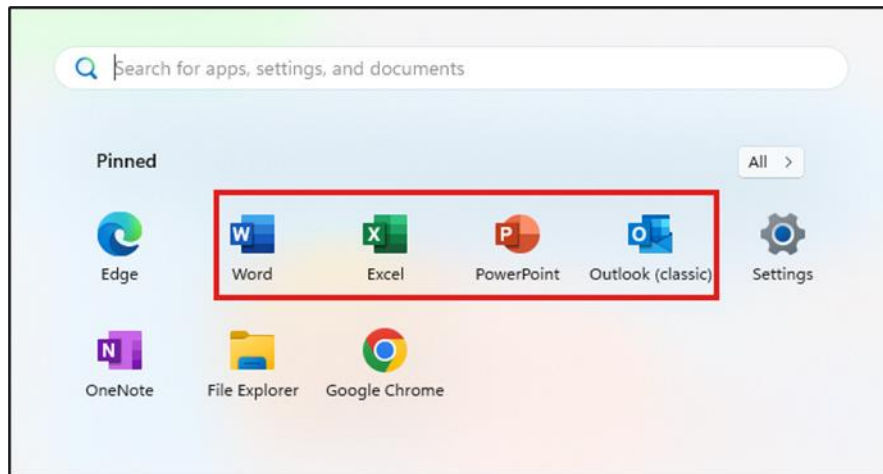


You may also open the file in the **Downloads** folder of the **File Explorer**.



- a. Click **Run** to install the file, then **Yes** to allow changes.
 - b. Wait for the installation process to end.
 - c. A pop-up box may appear asking you to sign in. **Sign in** with your **NWTC ID number** and **password**.
8. 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