Installing Microsoft 365 for NWTC Students

1. Login to the Student Portal (my.NWTC) at https://student.nwtc.edu/login.
2. You may need to use multi-factor authentication to verify your identity. (Watch our short student portal login and secure video for more information).
3. Scroll down and click on the Microsoft 365 button.
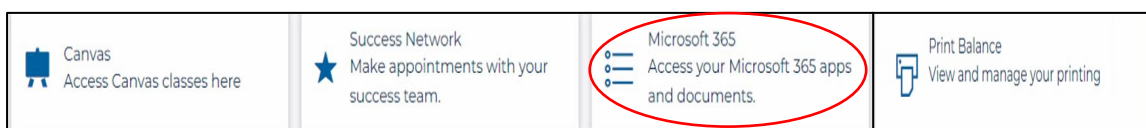


The portal should automatically sign you in to your college Microsoft 365 account. However, if prompted to sign in, type in *your NWTC ID#@nwtc.edu* (for example, 12345678@nwtc.edu).
Do not use your normal login or mymail email address.

4. Click on the **Install apps** button on the right-hand side and select Microsoft 365 apps.
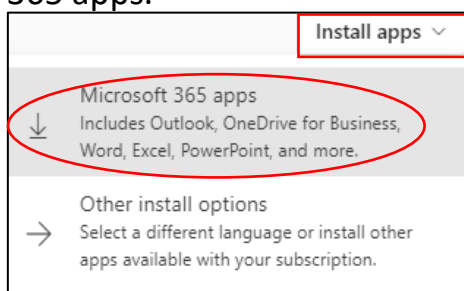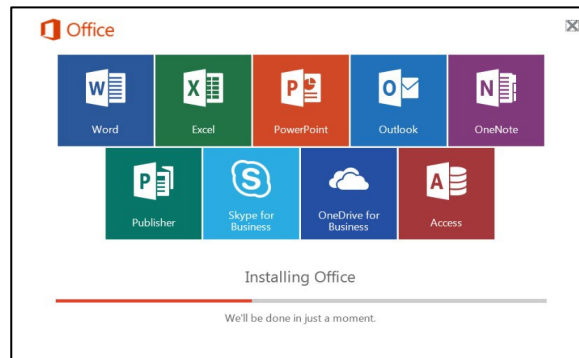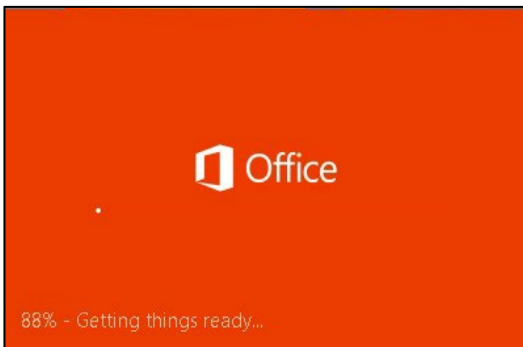

5. Follow the instructions to click on the downloaded file on the taskbar to open it. If the file is not visible at the bottom of the browser window, go to the Downloads folder in Windows Explorer and double click to launch it.
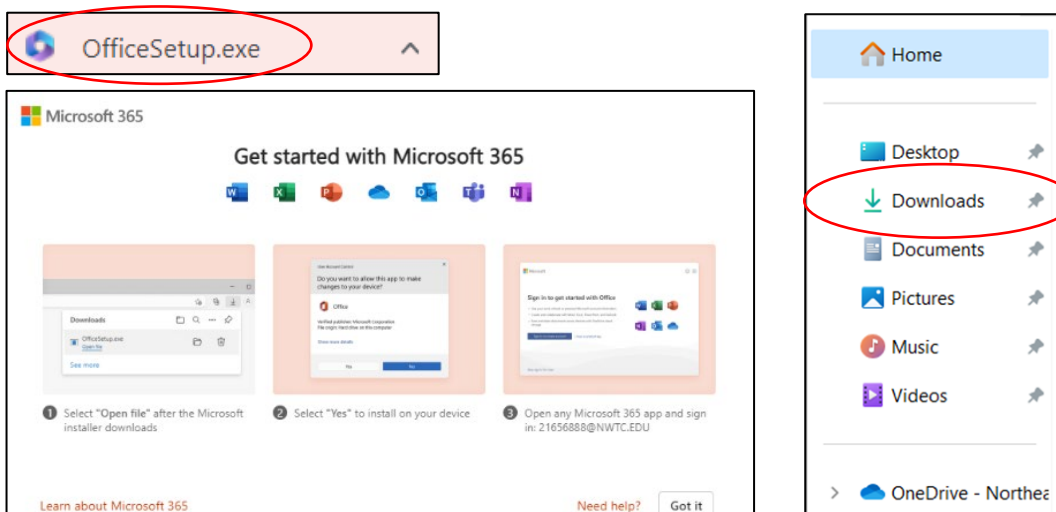
6. Choose "Run", then select "Yes" to allow the changes.
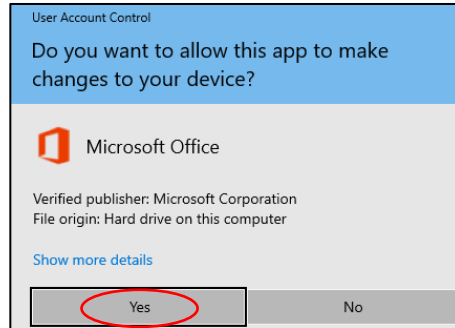
Then wait for the installation process to end.

7. After the installation is complete, you can access the Microsoft Office applications from your start menu. Applications include Word for typing documents, Excel for spreadsheets, PowerPoint for creating presentations, Mail for email, and Calendar for deadlines and appointments.