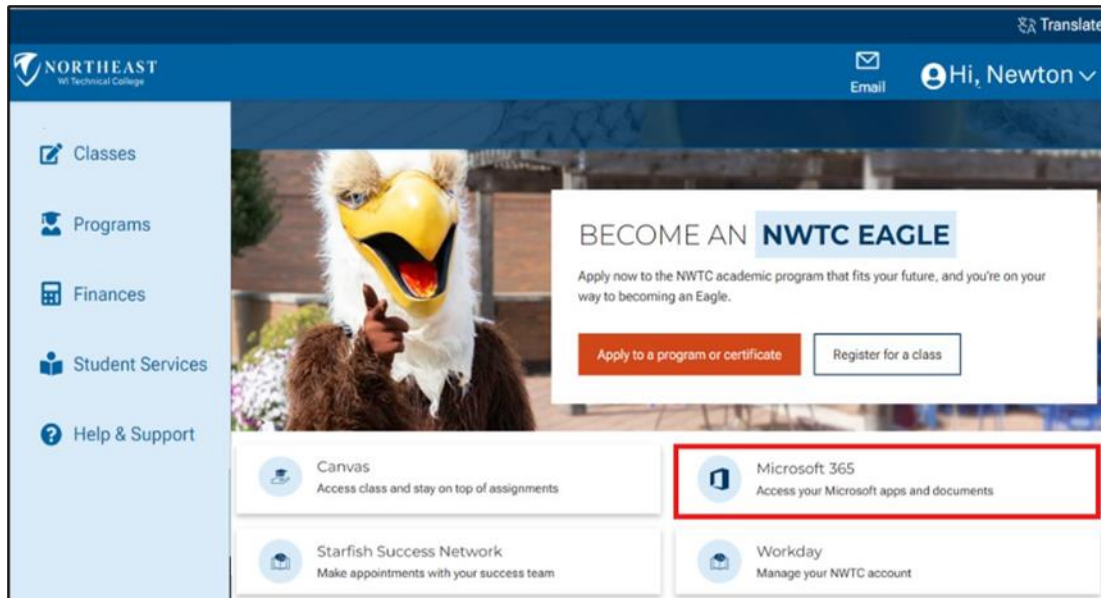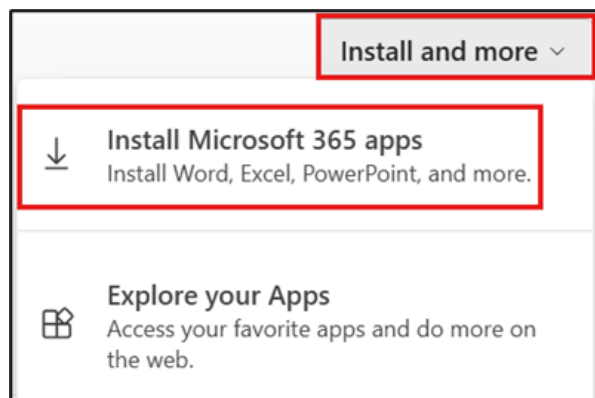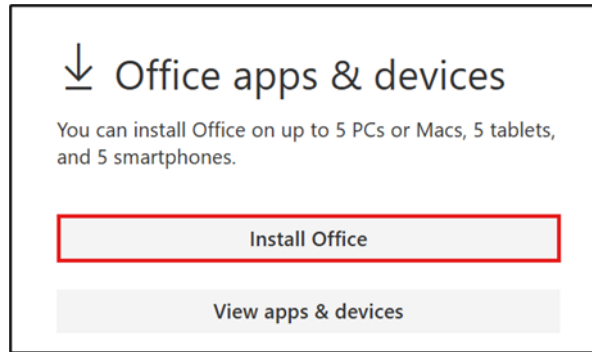# Installing Microsoft 365

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).
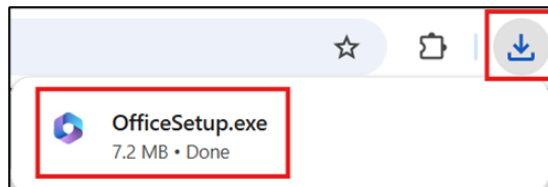

3. Click **Install apps** in the upper right and choose **Microsoft 365 apps**.
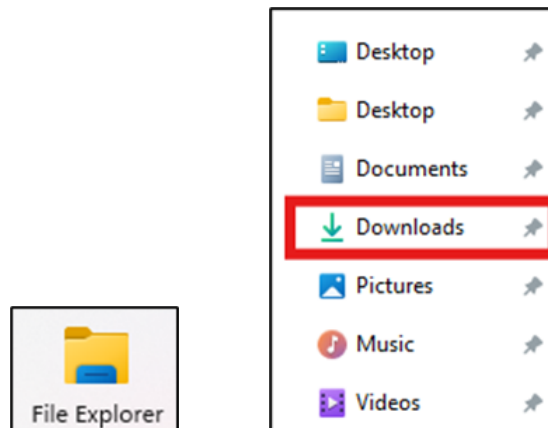

4. Click **Install Office** to download the Microsoft 365 file.

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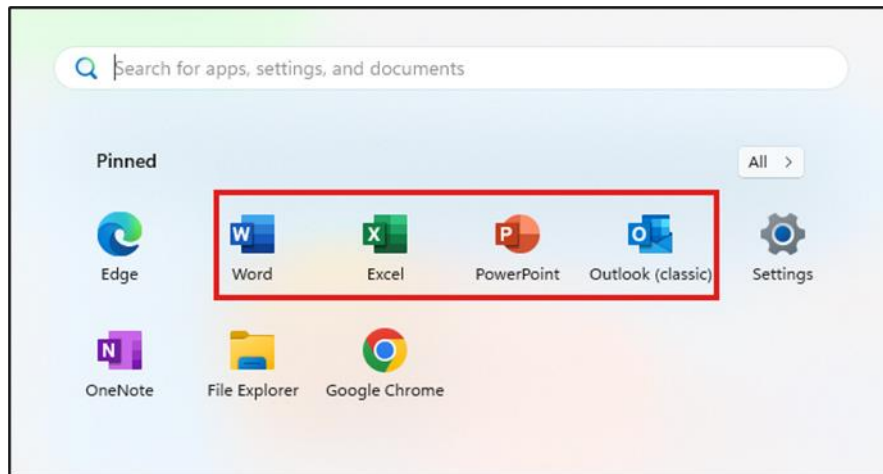

You may also open the file in the **Downloads** folder of the **File Explorer.**

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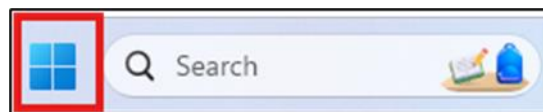
a. Word is for typing documents.
b. Excel is for creating spreadsheets.
c. PowerPoint is for creating presentations.
d. Outlook allows you to access your NWTC email and calendar