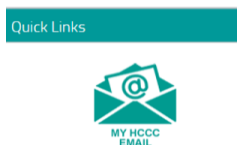HUDSON
COUNTY
COMMUNITY COLLEGE
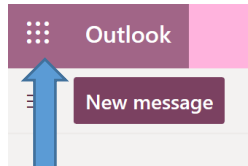
# How to Download Office 365

## Step 1:

- Go to, myhudson.hccc.edu
- Log in
- Type in your credentials:
    - Username: first initial, your last name, and last 4 digits of your student number ID @live.hccc.edu (Ex: jdoe8569@live.hccc.edu)
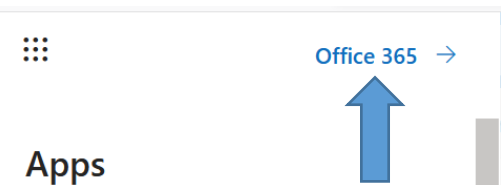    - Password: Same as Portal credentials

## Step 2:

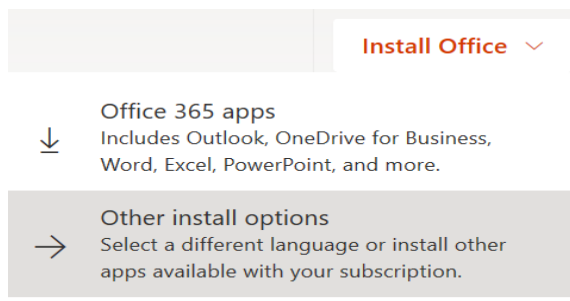- In Quick Links, Click on My HCCC Email

Quick Links

MY HCCC
EMAIL

- Then, click on the top left icon on your email

Outlook

New message

- Click on "Office 365"

Office 365 →

Apps
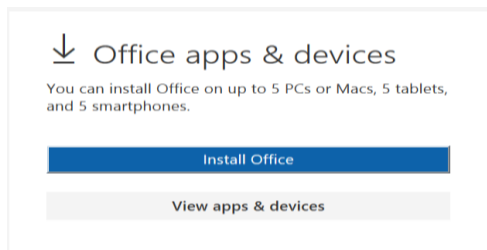
- On the right side of the page will appear **"Install Office"**
- There will be two options:
    - Choose the option that says "Other install options"
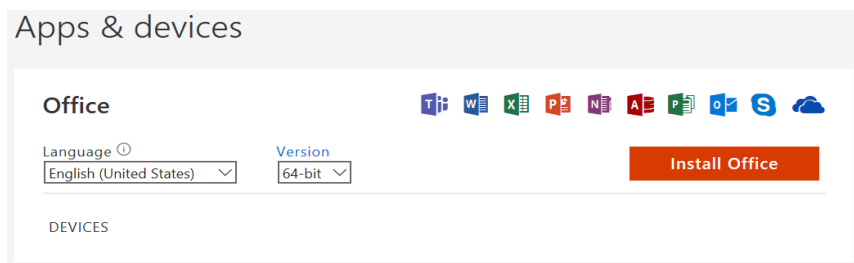
Install Office ⌄

Office 365 apps
Includes Outlook, OneDrive for Business,
Word, Excel, PowerPoint, and more.

→ Other install options
Select a different language or install other
apps available with your subscription.

# Step 3:

- Click on "View apps & devices"

## Office apps & devices
You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

**Install Office**

View apps & devices

# Step 4:

- Click on the "Install Office"

## Apps & devices

**Office**

Language ⓘ
English (United States)

Version
64-bit

**Install Office**

DEVICES

# Step 5:

- An orange and white message will pop up that says "Just a few more steps …"
- On the bottom left, a pop up will come out. Press "Run". Microsoft will begin installing into the computer.

Just a few more steps...

❶ Click Run
If asked, click **Save File**, then run the file.

❷ Say "yes"
Click **Yes** to start installing.

❸ Stay online
Downloading all of Office might take a while.

Close    Need help installing?

| Run | Save | ∧ | Cancel | ✕ |

**Contact:**
**Academic Computer Labs**
**computerlabs@hccc.edu**