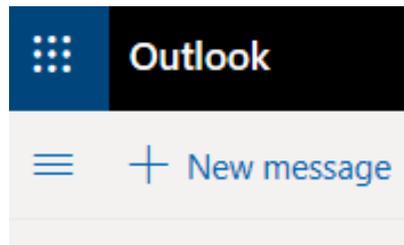


## One Minute Guides – Download Office 365 – It’s Free!

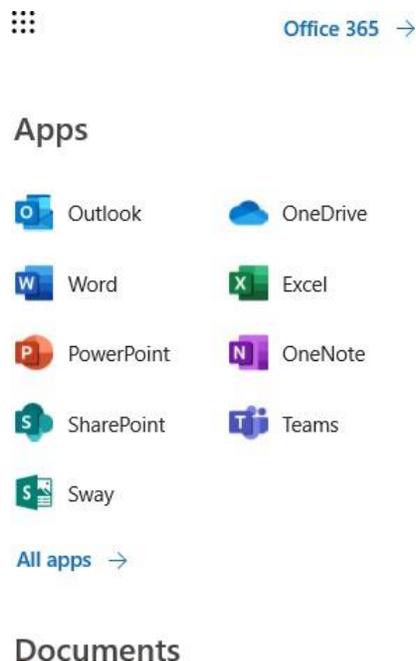
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All Northern College Students are provided access to MS Office 365, and may use the online version or Office Applications or download the entire Office 2016 Software suite to be used on a personal computer (Windows or Mac).

To access Office 365, log into your college provided email account using your laptop or desktop computer. Once logged in, click on the little box/dots on the top/left of screen.



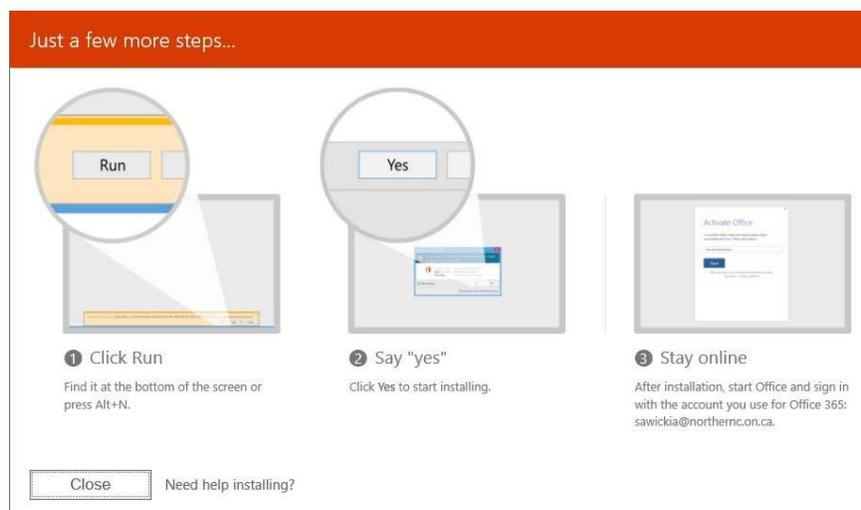
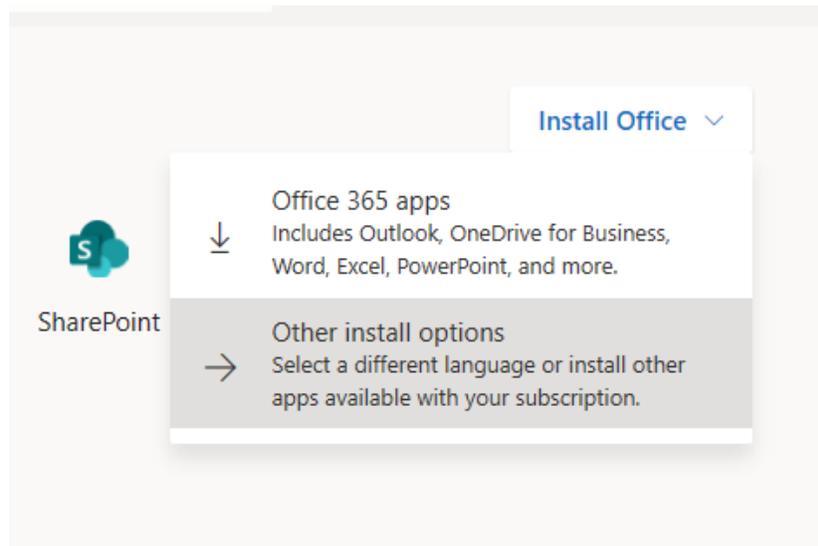
You will see the following screen. Click on the blue Office 365 link at the top.



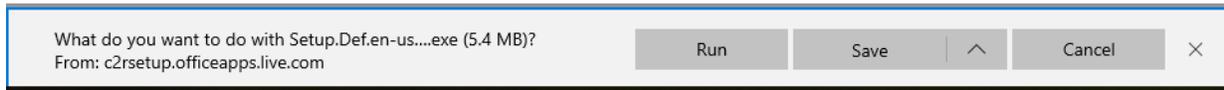
You can either use the applications right online with the icons you see below: (not all Microsoft applications are available on the online version.)



Or, download to your computer. To do so, click on the top right where it says "Install Office". Then choose "Office 365 apps".



Click run.



For help, support and other IT information/resources:

Go to: **[northerncollege.ca/mynorthern](https://northerncollege.ca/mynorthern)**  
Click on **IT Support** under Student Services