
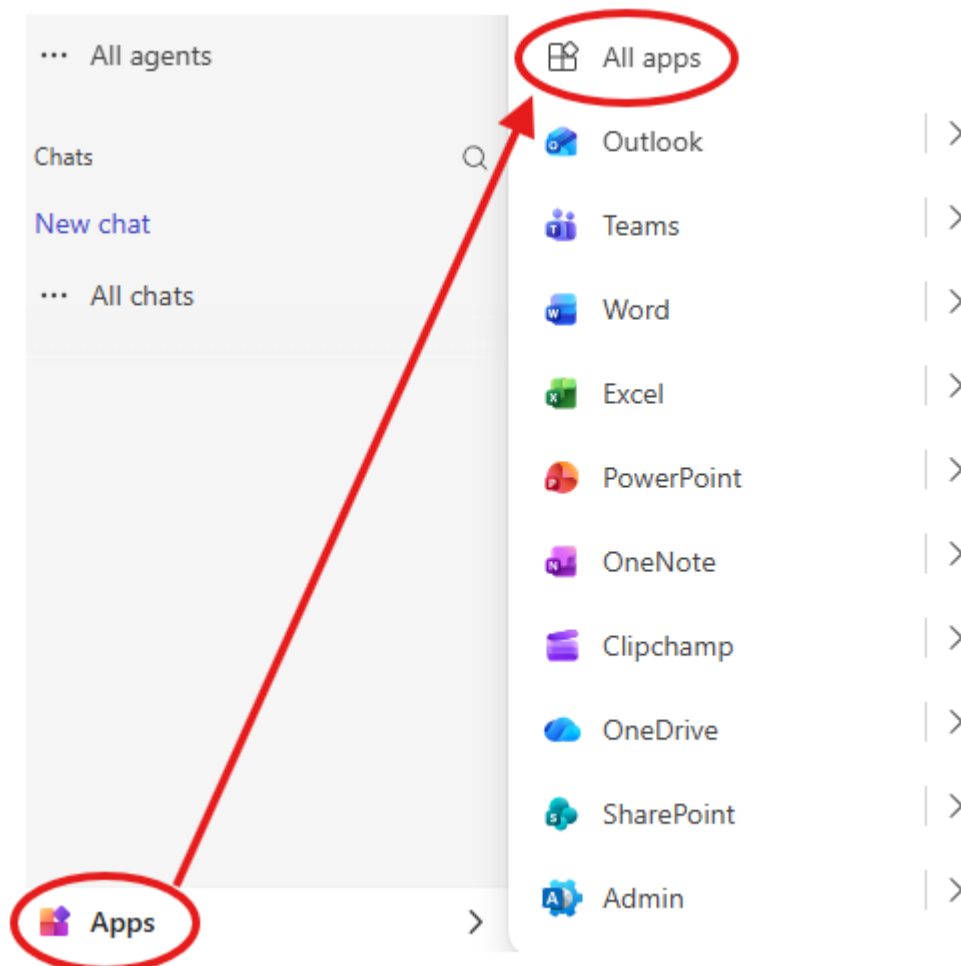
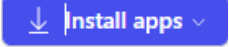


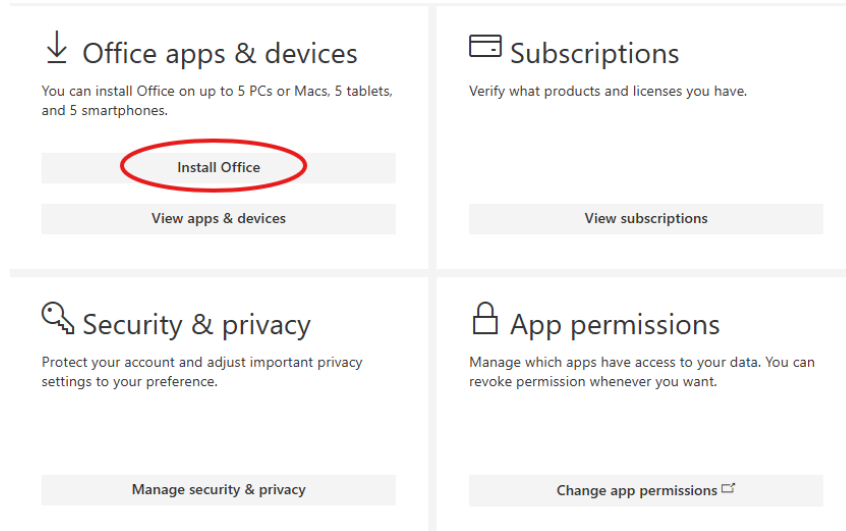
## One Minute Guides – Download Office 365 – It’s Free!

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 365 Software suite to be used on a personal computer (Windows or Mac). To access Office 365, please follow the instructions below:

1. Open a browser on your laptop or desktop and go to [www.office.com](http://www.office.com)
2. Log in with your **college issued email and password**  
**(example##@northernc.on.ca)**
3. If there is no grey navigation bar visible on the left side of the screen, click on the **Expand Navigation** button in the top left corner 
4. At the bottom of the navigation screen, click on the **Apps** button and choose **All Apps**



5. On the top right hand corner, click on the **Install Apps** button  and then choose Microsoft 365 apps.
6. A new tab will open and you will choose Install Office from the top left quadrant



7. If you are brought to another screen to confirm language and version, choose English (United States) and your version (either 32 or 64 bit) then click Install Office



8. It will then prompt you to save the application in your Downloads folder. Click Save
9. Navigate to your Downloads folder and double click to run the application.