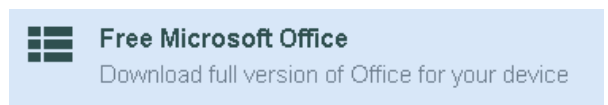


# How Do I Download Microsoft Office?

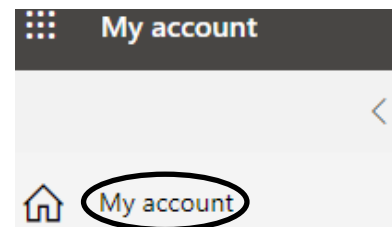
As students, you have the ability to download and install Microsoft Office to your computer, laptop, tablet or phone. This guide focusses on providing instructions for computers. For phones and tablets, you can download individual Office apps (such as Word, Excel, etc.) through the App Store or Google Play. You will need to sign in using your InSite email address (*username@insite.4cd.edu*), and your InSite password in order to use the apps.

**1. On your computer, go to <http://m.4cd.edu>, and log in using your InSite username and password.**

**2. Click the "Resources" tile. Then click on "Free Microsoft Office"**



**3. Under step 1, click on the link <https://portal.office.com/account/> and log in with your Student email address.**



**4. Once you have logged on, click on "My account"**

**5. Next, click on "Install Office"**

Office apps & devices

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

Install Office

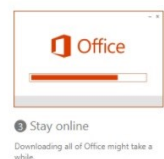
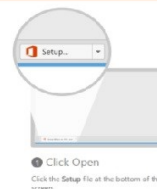
View apps & devices

**6. Follow the instructions provided by the Office 365.**

**7. You will need to sign in to your InSite email account to activate Office. Your InSite email address is your username, followed by "@insite.4cd.edu". For example, if your username is "jsmith123", your email would be "jsmith123@insite.4cd.edu". Your password is the same password you would use for your InSite account.**

**8. Office should now be ready to use.**

Just a few more steps...



**If you receive any error messages at any point in this process, please contact the District I.T. Helpdesk by calling [925-229-6888](tel:925-229-6888) or sending an email to [helpdesk@4cd.edu](mailto:helpdesk@4cd.edu). Be sure to include your Student ID number and your username.**