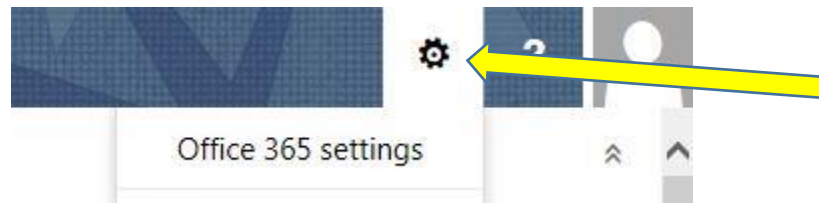


What is Office 365 and how do I get it?

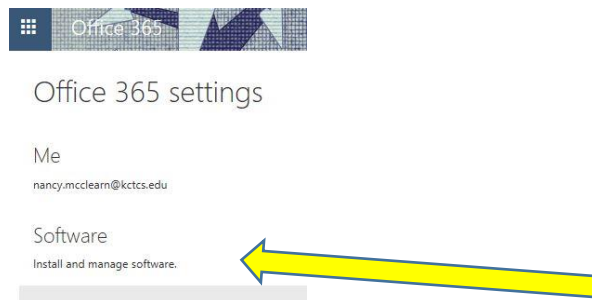
All KCTCS students who are currently enrolled in a course are eligible to install the full version of Office 365 Pro Plus on up to 5 devices for free. This includes PC and Mac. The software will continue to work as long as you are enrolled in at least one class at a KCTCS college. Office 365 Pro Plus is the same as Microsoft Office 2013 Professional. *It will install Word, Excel, Access and PowerPoint on a PC computer. On a Mac computer, it installs all of the above except Access. If you have a MAC computer, you will want to use a different computer or take advantage of the computers on campus during weeks 5 and 6.*

Install Office on your PC or Mac

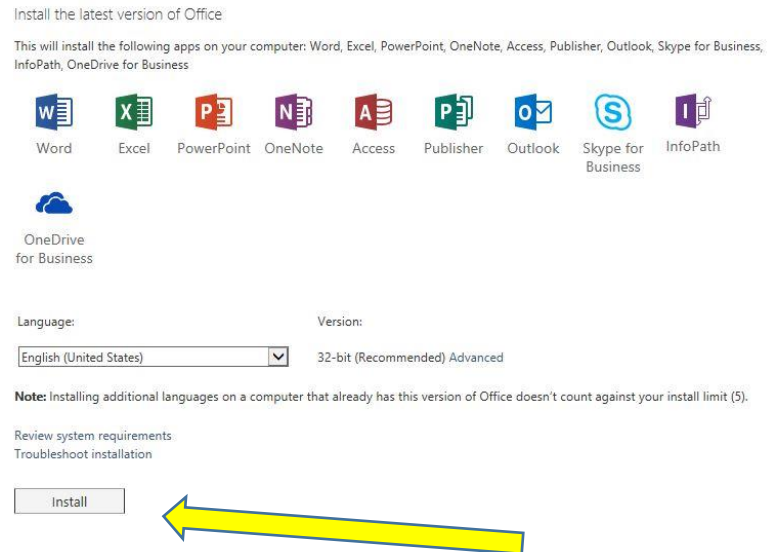
1. Sign into your KCTCS student email (<https://outlook.com/kctcs.edu>).
2. Click the gear icon beside your name at the top right, then choose Office 365 Settings.



3. Click the Software link/Install and manage software.



4. Under the Office heading, click Install.



5. When prompted to save or run the application, choose Run.

6. Follow the on screen prompts to install Office.

7. After Office is installed, if prompted to log in, use your KCTCS email address and password