Downloading Desktop Versions of Office 365 (Windows)
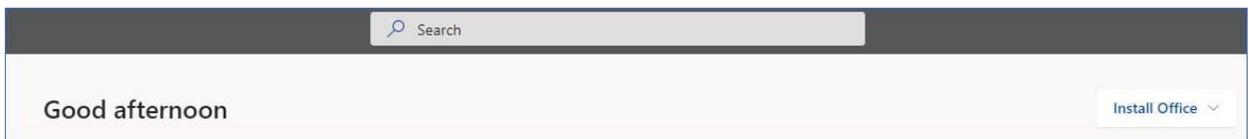
Office 365 applications are available in two forms: a "desktop" version which you download, install, and open as a local application on your computer, and a "webapp" version that you can access in an internet browser from any device. Your JCC-provided Office 365 subscription grants you access to both versions.

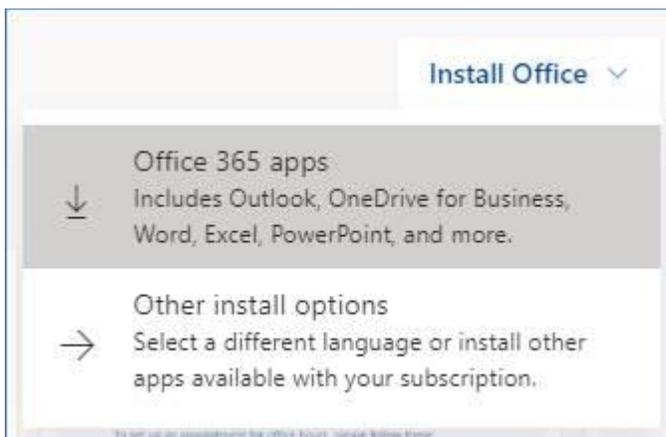1. Visit www.office.com and sign in using your JCC email address and password.

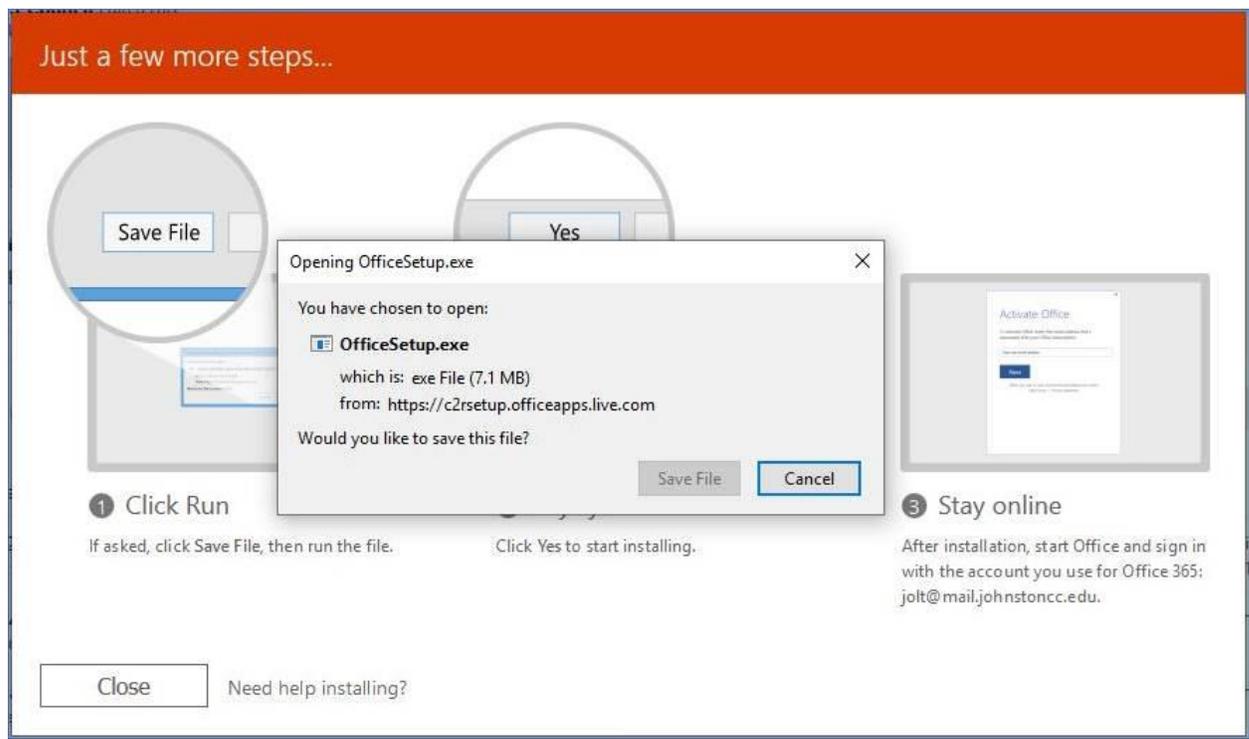   a.

2. Click the "Install Office" button.

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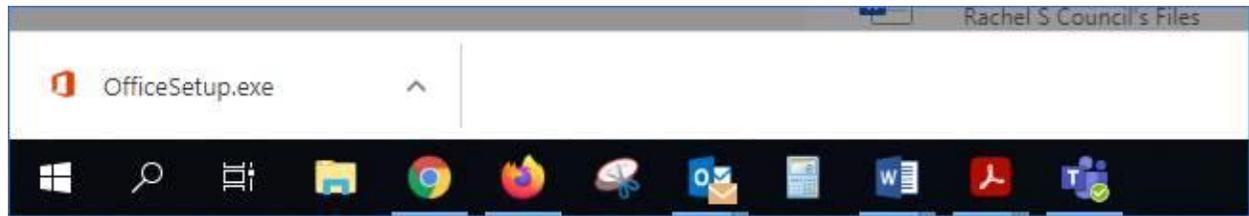3. Click the "Office 365 apps" option from the drop-down list that appears.

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4. This will start a download of a ".exe" program file, so your computer may ask if you really intended to download it or otherwise treat it as suspicious. Please allow it to download by clicking "Save File", as it is a legitimate Microsoft program and is not a virus.
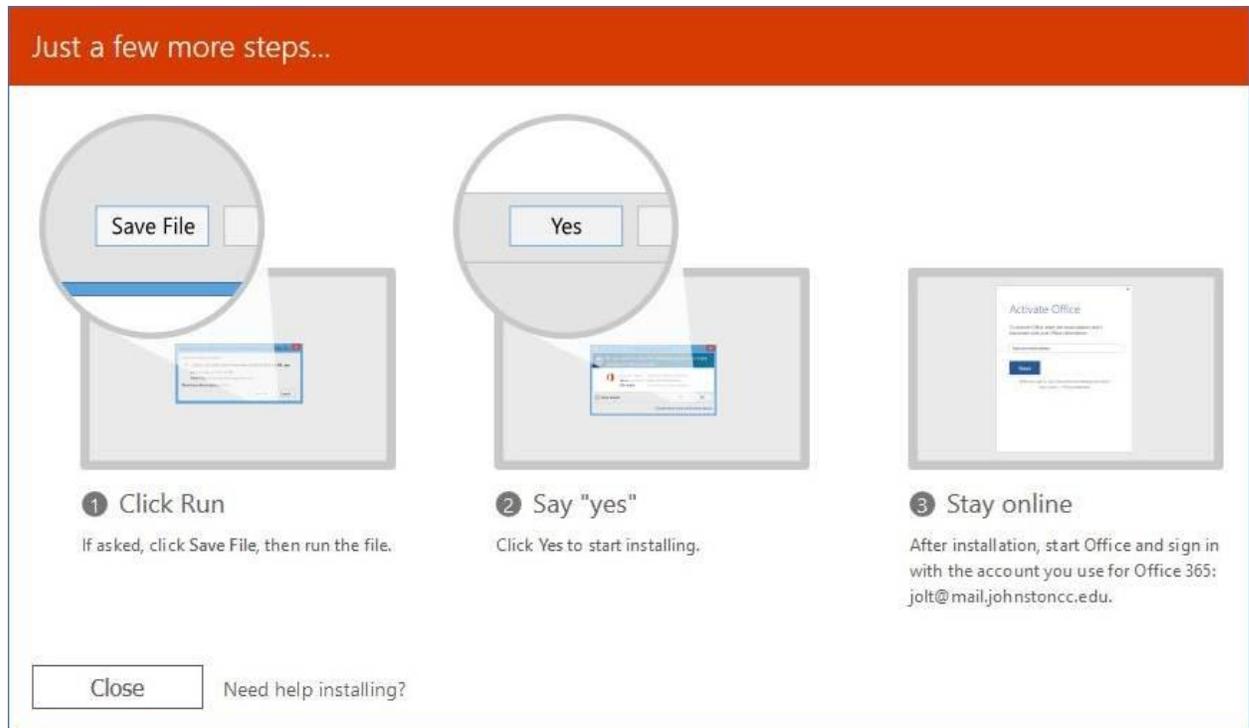
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5. In the Google Chrome browser, the downloads bar will appear at the bottom of the screen. Click the "OfficeSetup.exe" file there.
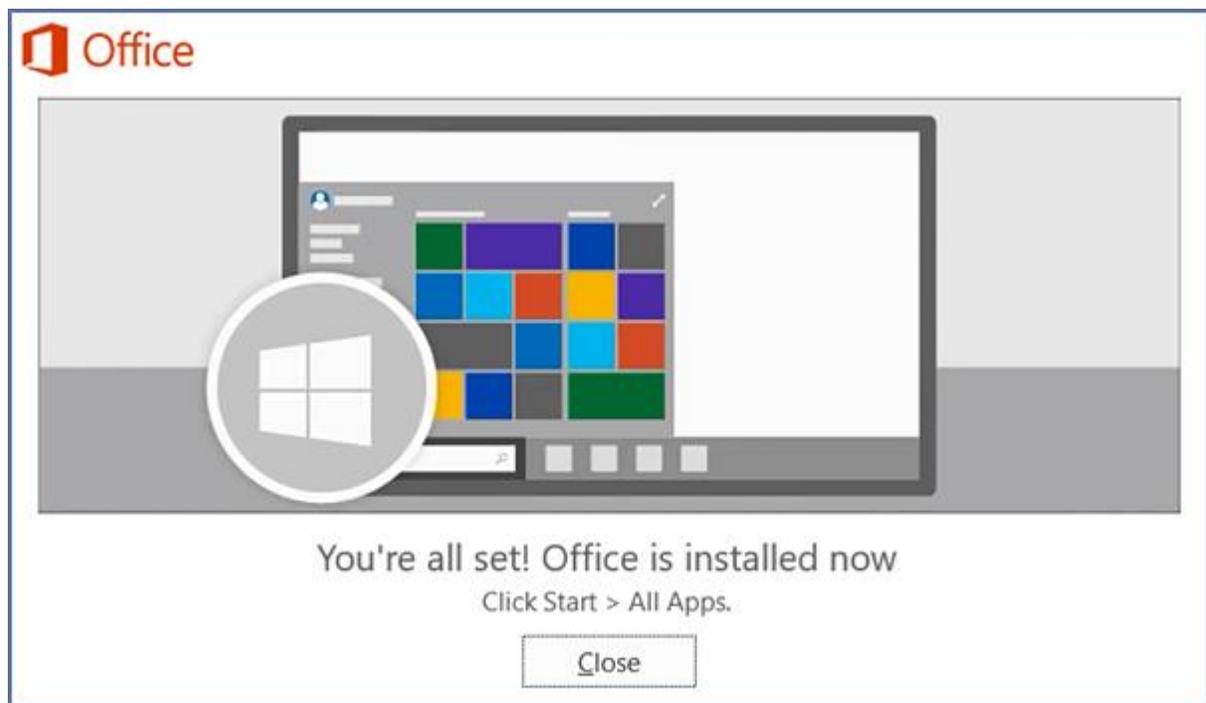

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6. Follow the directions by clicking "Run," then clicking "Yes," and then activate the applications by signing in with your JCC student email and password.

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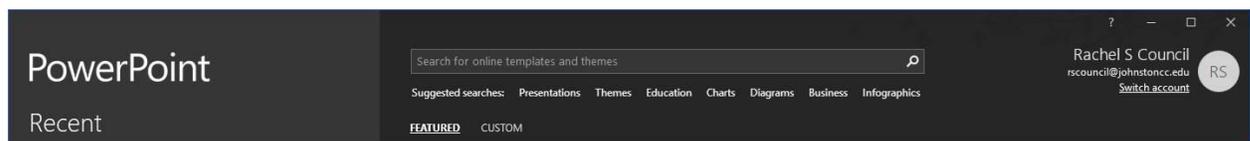7. If the installation is a success, you will see the "All set!" message.

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8. Click your computer's Start button to find and open one of the applications. You should have at least five new applications: Word (Documents), PowerPoint (Presentation Slides), Excel (Spreadsheets, Outlook (Email), but you may have more. In this example, I will use PowerPoint, but the process is the same for most of them.

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9. At the top of the PowerPoint window, you should see your name, JCC email, and initials in the upper-right corner.

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10. If you do, your desktop Office 365 applications are successfully linked to JCC's Office 365 subscription. If you don't, you should see a "Sign In" link. Click that and enter your JCC email and password.

    a. You will need to sign-in again whenever you update/change your password.