

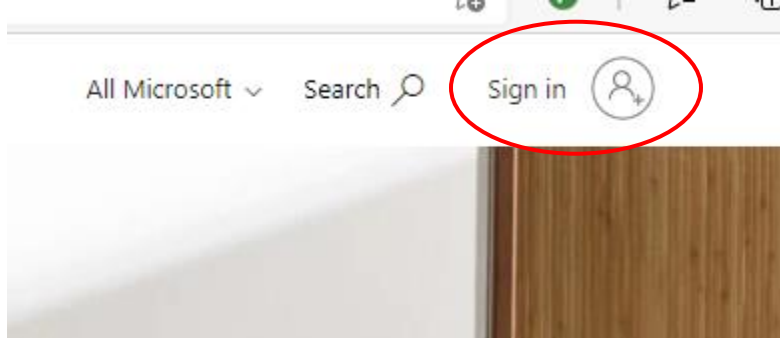
Installing Office 365

(Before beginning, you will need your student email address and password. This will be your log in for Office 365)

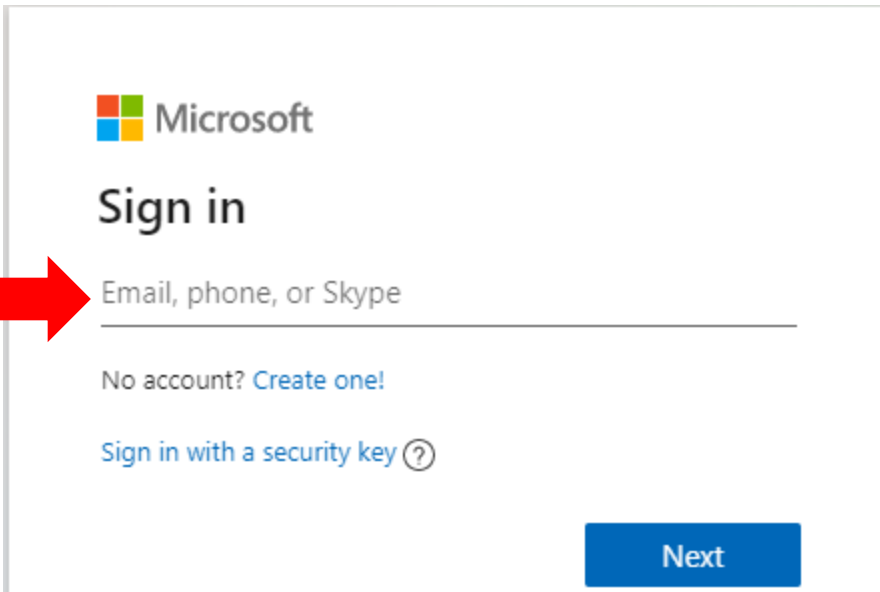
1. Go to Microsoft 365 website. (<https://www.microsoft.com/en-us/microsoft-365>)



2. On the right side of the window, choose to Sign in. (You will need your Frank Phillips email address and password for the next step.)



3. Type in your Frank Phillips College email address. (xxxx@student.fctx.edu)



Microsoft

Sign in

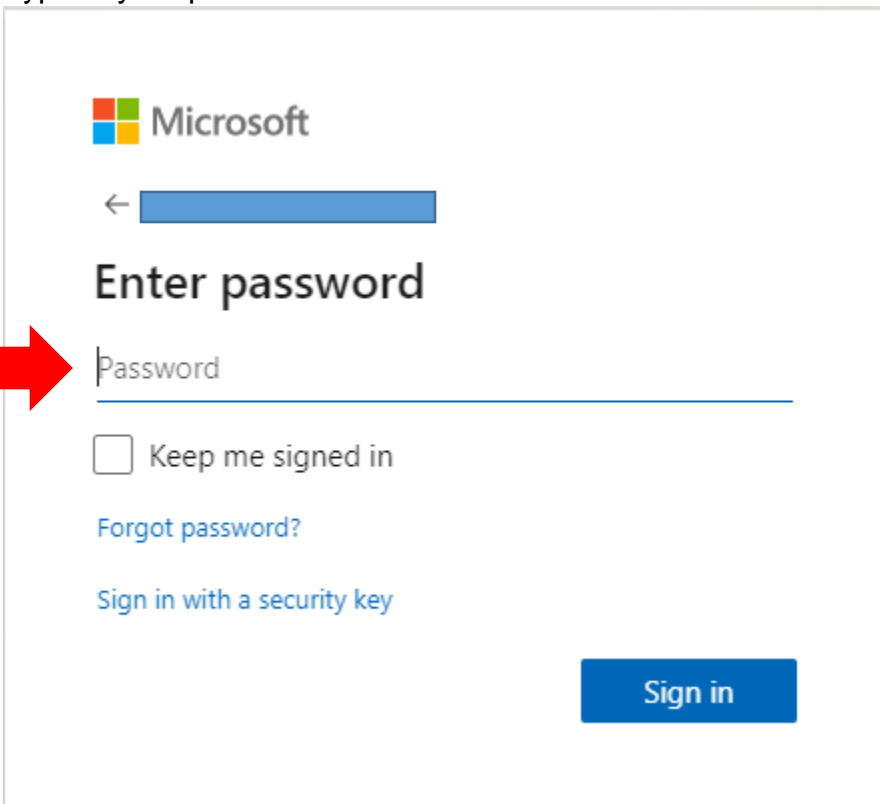
Email, phone, or Skype

No account? [Create one!](#)

[Sign in with a security key](#) (?)

Next

4. Type in your password.



Microsoft

←

Enter password

Password

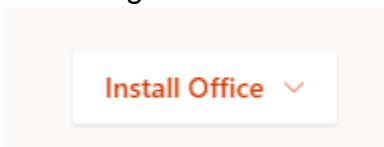
Keep me signed in

[Forgot password?](#)

[Sign in with a security key](#)

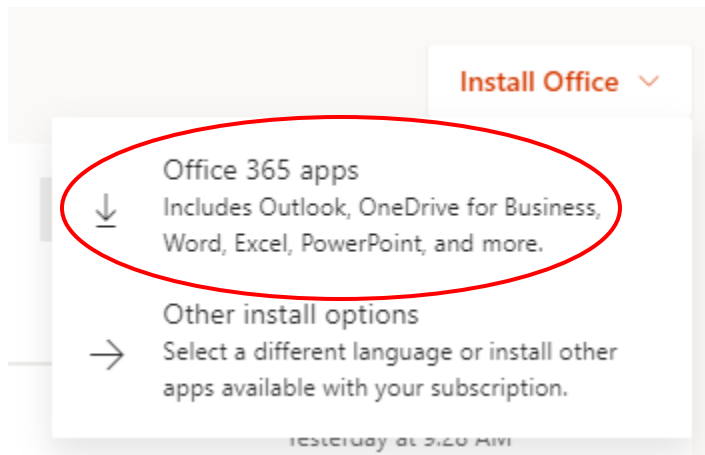
Sign in

5. On the right side of the screen, click on Install Office.



Install Office ▾

6. Choose the option Office 365 apps.



7. The Microsoft 365 apps will be installed. The apps include Word, Excel, Teams, and many others.