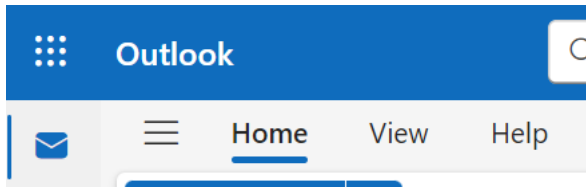# Microsoft Office 365
## Free Download for Students, Faculty and Staff

Office 365

To download and install the Office 365 Suite on your home computer, please follow the instructions below.
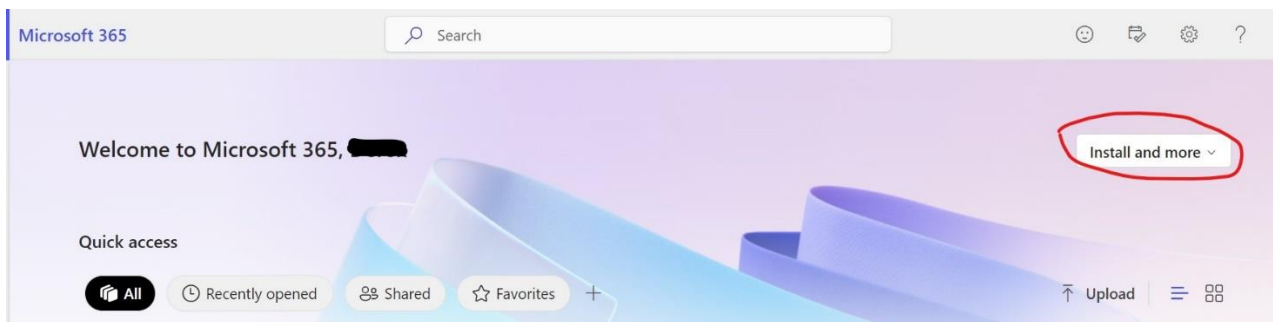
- Navigate to outlook.ucc.edu or click on Office365 email tile in my.ucc.edu
- Enter your full college email address: FirstName.LastName@owl.ucc.edu or FirstName.LastName@ucc.edu
- Then enter your college password.
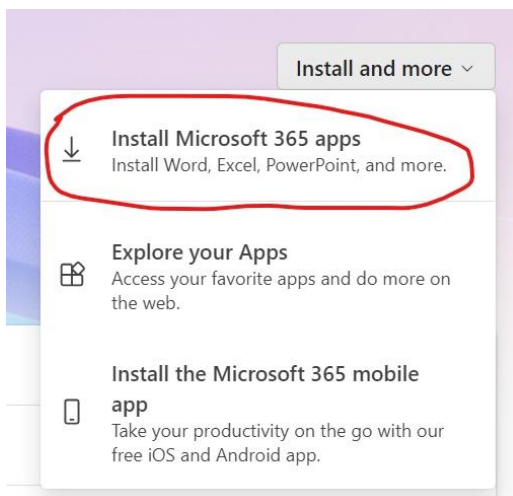- Once logged in, click on App Launcher (the 9-dot icon) as shown below.
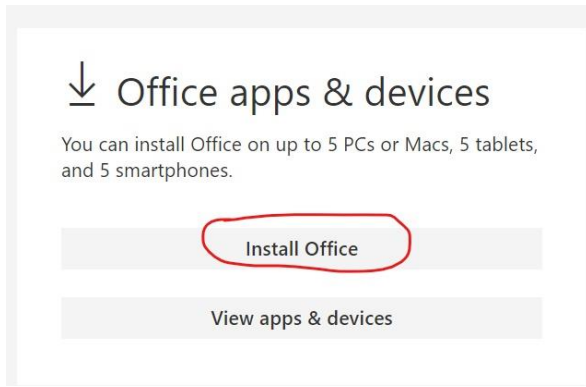

- Click on Office ➔
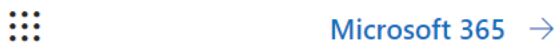
- Click on Install and More

- Click on Install Microsoft 365 Apps


- Click on Install Office

- Software will download and follow the next screen to install software

Just a few more steps...

1 Click Run
Click the **Setup** file at the bottom of the screen.

2 Say "yes"
Click **Yes** to start installing.

3 Stay online
After installation, start Office and sign in with the account you use for Office 365: nuno.martins@ucc.edu.
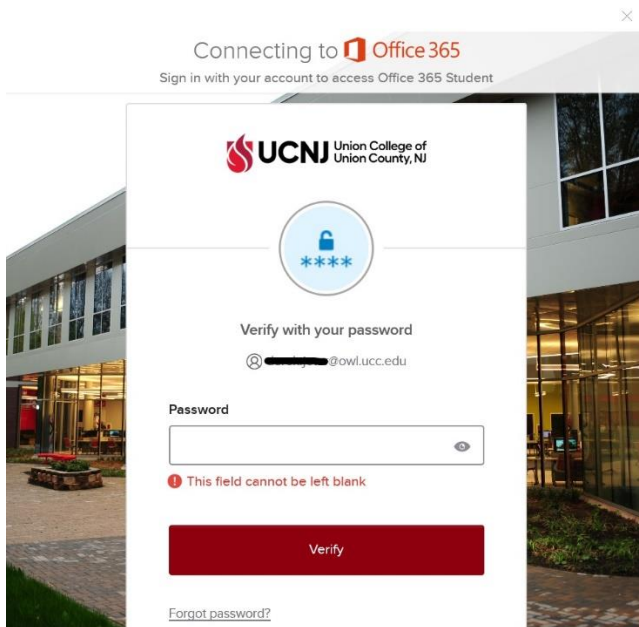
Close   Need help installing?

- Open Word and sign in to license
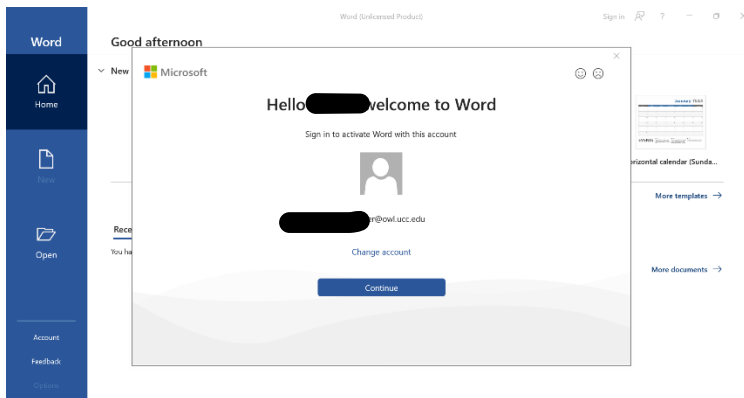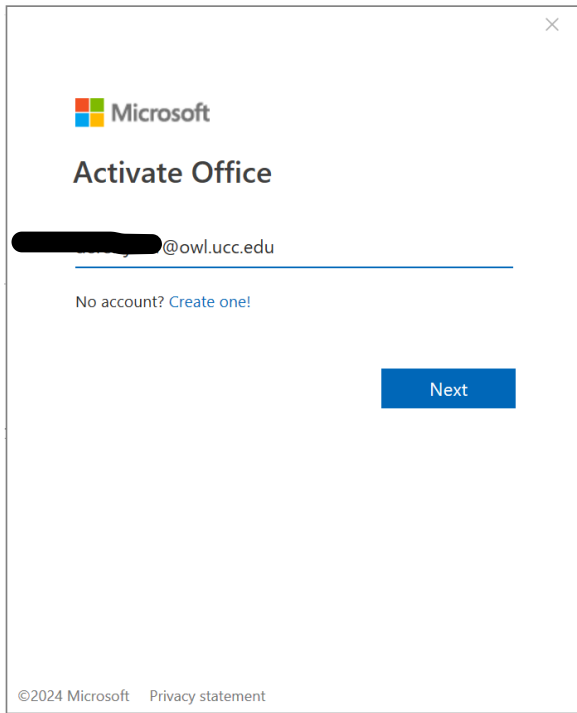
- Verify and finish

Connecting to 🗗 Office 365
Sign in with your account to access Office 365 Student

✕

UCNJ Union College of Union County, NJ

Verify it's you with a security method

⊗ ⬛⬛⬛⬛@owl.ucc.edu

Select from the following options

✴	Google Authenticator	Select
✔	Enter a code Okta Verify	Select
✔	Get a push notification Okta Verify	Select

UCNJ Union College of Union County, NJ

✔

Get a push notification

⊗ ⬛⬛⬛⬛@owl.ucc.edu

Push notification sent

☑ Send push automatically

Verify with something else

Back to sign in

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

No, sign in to this app only

OK

You're all set!

We've added your account successfully. You now have access to your organization's apps and services.

Done
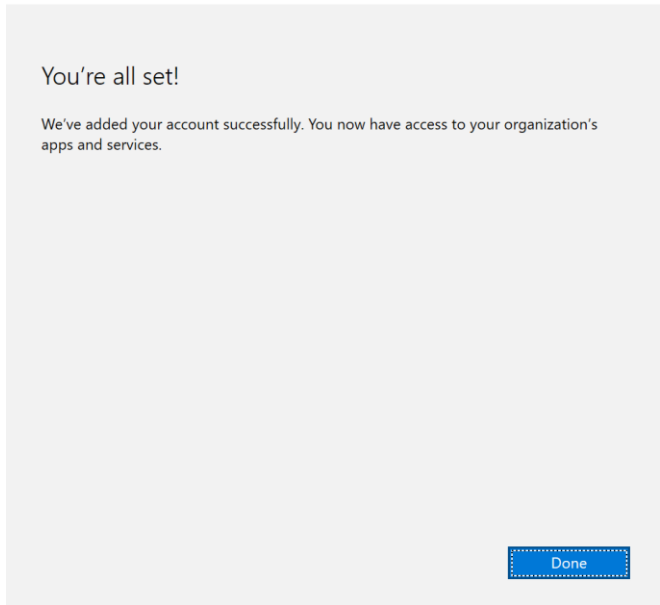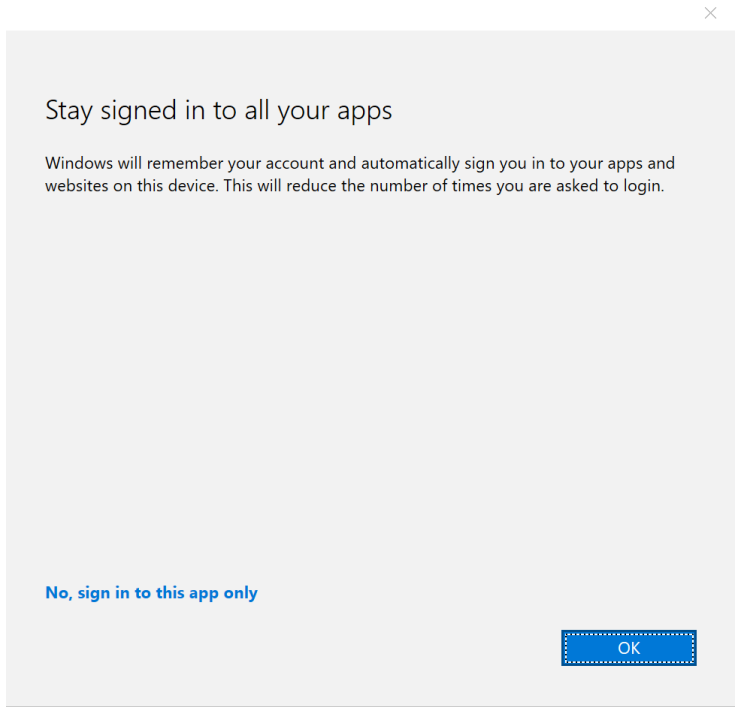
- You must be logged in for Office to be licensed. As long as you are a student at UCNJ or a staff member you will have a licensed copy of Office.