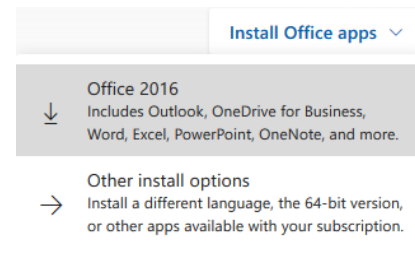
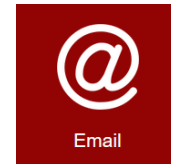


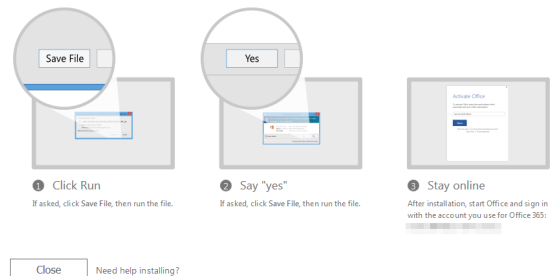
# How Do I Download Microsoft Office?

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 “Email” tile.**
- 3. In the top left corner, click the “Office 365” logo.**
- 4. On the next screen, click the “Install Office apps” button, and a submenu will open. Click the first option—“Office 2016”. This will begin the download process of the installation file.**
- 5. Instructions will appear detailing the next steps. Be sure to save the installation file and to open it once it has finished downloading. Once you open the file, installation will begin.**
- 6. 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.**
- 7. 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** or sending an email to [IT-help@4cd.edu](mailto:IT-help@4cd.edu). Be sure to include your Student ID number and your username.**