

How do I download Microsoft Office?

Step 1:

On your computer, go to <https://m.4cd.edu>, and login using your InSite username and password.



For mobile devices, download the insite app using the links below:



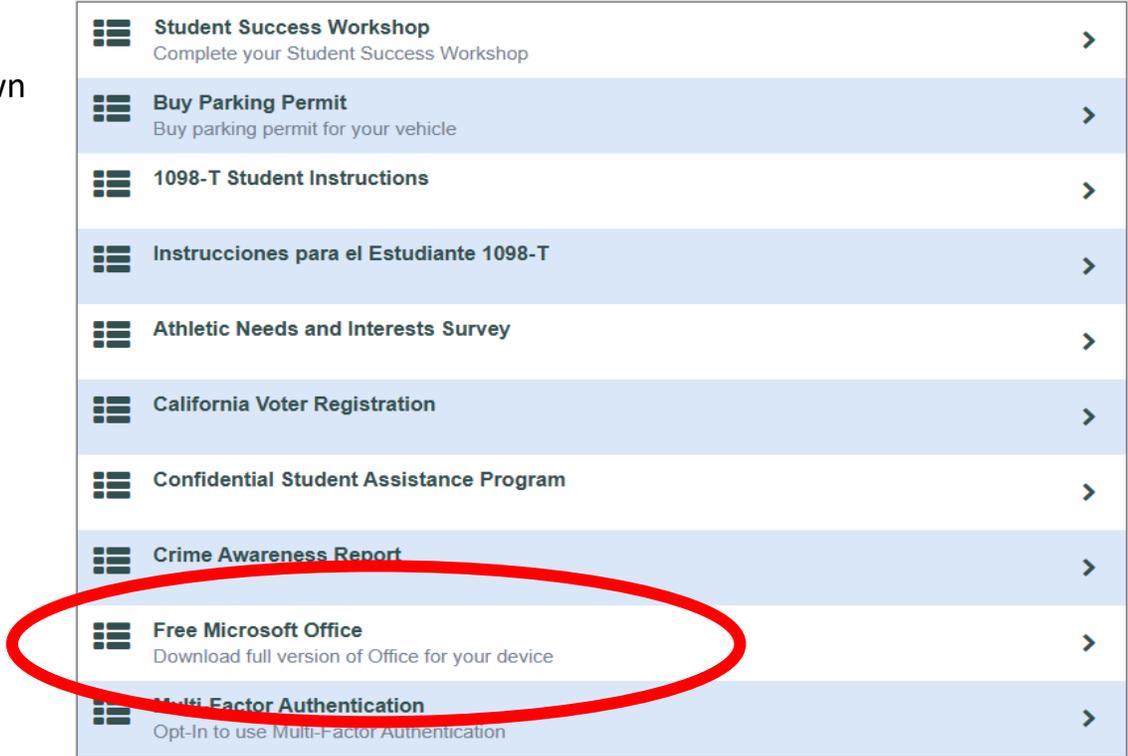
Step 2:

Once logged on Insite, click on the "Resources" tile.



Step 3:

On the drop-down menu, click on “Free Microsoft Office.”



Step 4:

Follow each step on the “Installing the free Microsoft software” screen.

Installing the free Microsoft software

STEP 1. Login to your e-mail account on the web.

STEP 2. Click on your initials on the upper right:



STEP 3. Click on View account.

STEP 4. Click on the 9 square dots on the upper left:



STEP 5. Click on Microsoft 365:



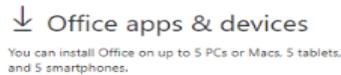
STEP 6. Click on Install and more:



STEP 7. Click on Install and more:



STEP 8. Click on View apps & devices:



STEP 9. You will now see the Install Office to download:

