

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.



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Apple App Store
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Google Play

Step 2:

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





Sten 3:			
		Complete your Student Success Workshop	>
On the drop-down	=	Buy Parking Permit	>
menu, click on		Buy parking permit for your vehicle	
"Free Microsoft Office."		1098-T Student Instructions	>
	:=	Instrucciones para el Estudiante 1098-T	>
	=	Athletic Needs and Interests Survey	>
	=	California Voter Registration	>
	:=	Confidential Student Assistance Program	>
	:=	Crime Awareness Report	>
	:=	Free Microsoft Office Download full version of Office for your device	>
		Opt-In to use Multi-Factor Authentication	>

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:

<u>Step 4:</u>

Follow each step on the "Installing the free Microsoft software" screen.

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STEP 3. Click on View account.	_							
STEP 4. Click on the 9 square dots on the upp	er left:							
🚻 My Account 🗸								
STEP 5. Click on Microsoft 365:								
Microsoft 365 \rightarrow								
STEP 6. Click on Install and more:								
Install and more \checkmark								
STEP 7. Click on Install and more:								
↓ Install Microsoft 365 apps Install Word, Excel, PowerPoint, and more.								
STEP 8. Click on View apps & devices:								
\downarrow Office apps & devices								
You can install Office on up to 5 PCs or Macs. 5 tablets, and 5 smartphones.								
Install Office								
View apps & devices								
STEP 9. You will now see the Install Office to d	ownlo	ad:						
Office	w E x		N	AE	•1	02	S	C
Language ① Version English (United States) Version 64-bit V					Inst	all Of	ffice	