*How to download and install Office 365 for Windows*

# Table of Contents

# 1  Purpose

This document defines the procedures for logging into the online Microsoft 365 account to access and install Office and other Microsoft 365 applications at home
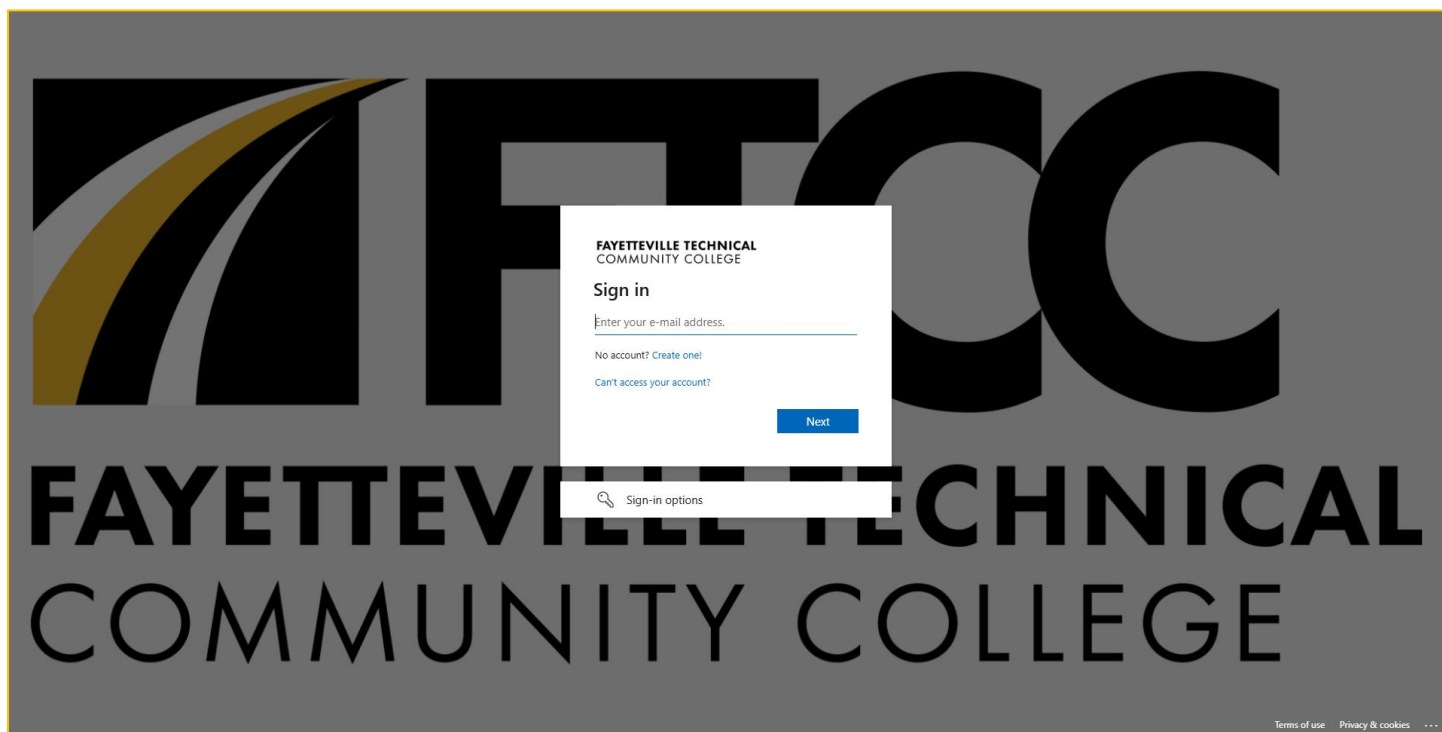
# 2  Scope

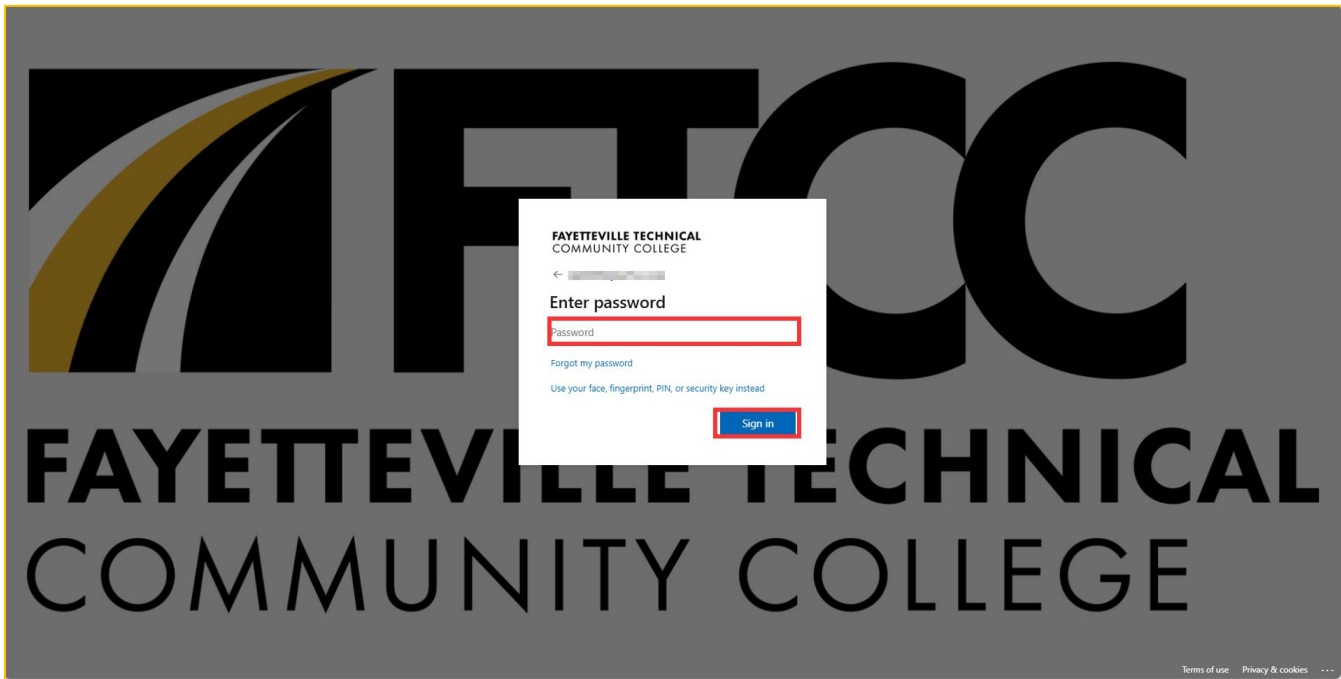This document applies to all faculty, staff, and students with an active FTCC email account.

# 3  Procedure

## 3.1 Login to Microsoft Online

1.  Click here to log in to Microsoft or Open a Web browser and type:
    https://login.microsoftonline.com/?whr=ad.faytechcc.edu
2.  Type in your email address:
    a.  Employee: username@faytechcc.edu
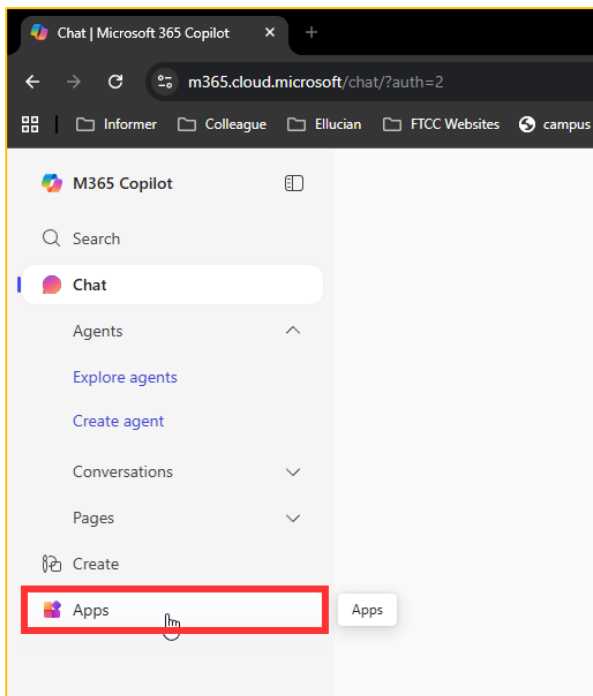    b.  Student: username1234@student.faytechcc.edu

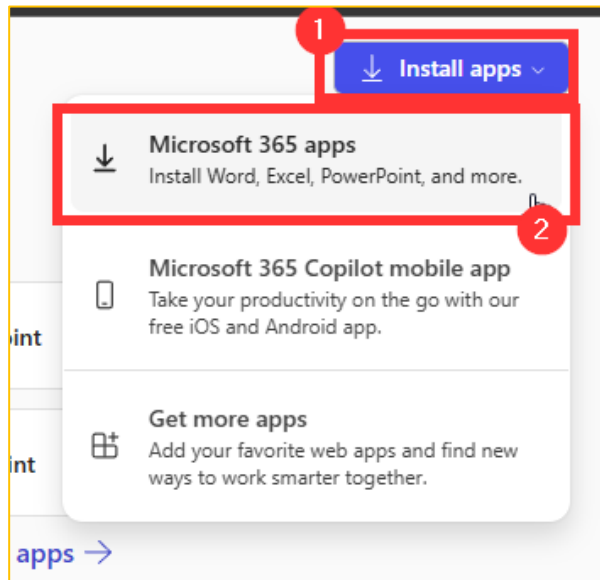3.  Type in your current password – (HINT: this is the password you use every day)



4.  Once logged on, you will see the M365 Copilot dashboard
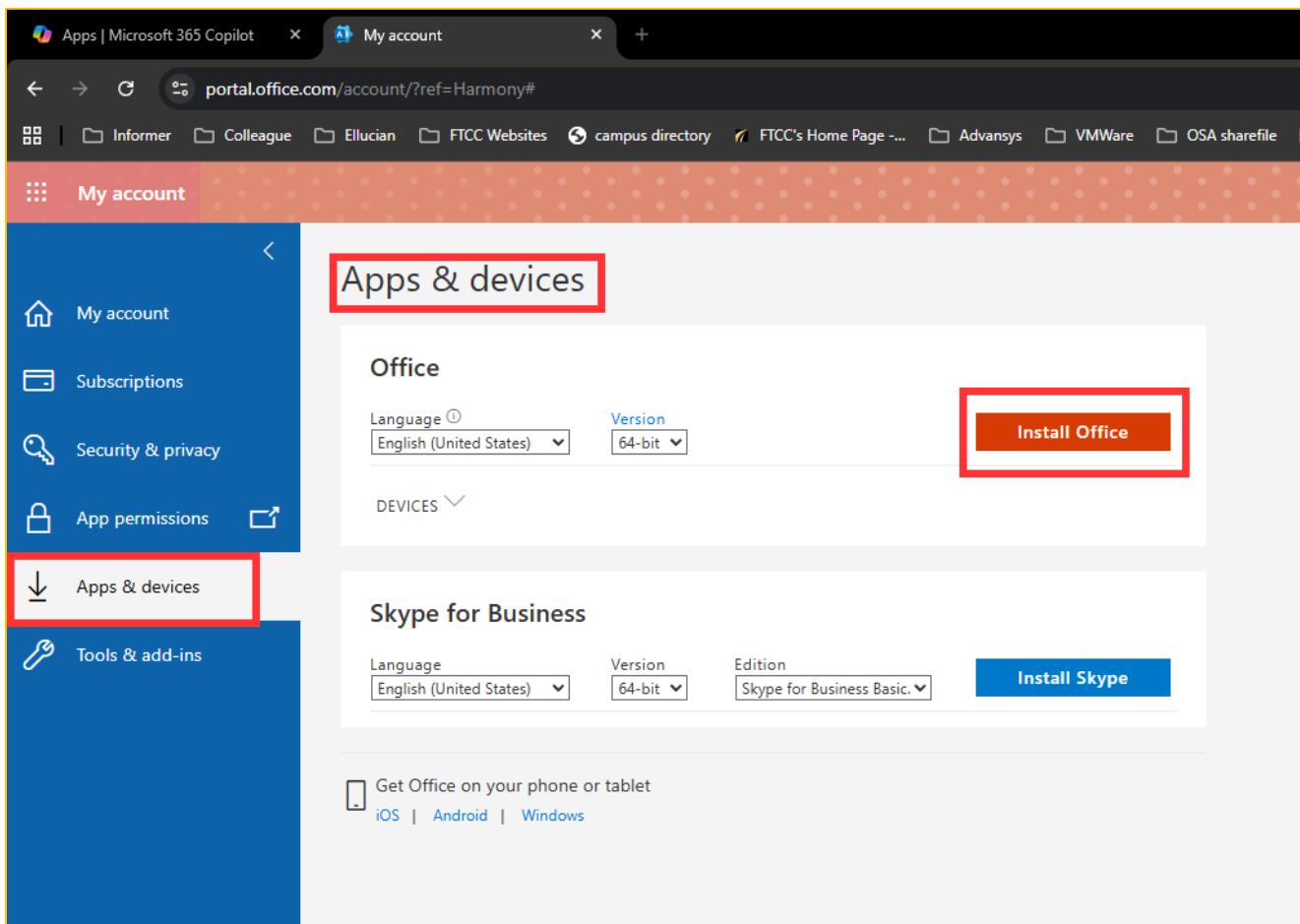
## 3.2 Download Office

1.  You may install the Office 365 apps on up to 5 personal devices

2.  Select "Apps" on the left-hand menu

a. In the upper right-hand corner, click "Install Apps" and then "Microsoft 365 apps"



b. Select "Install Office" under the "Apps & devices" section of the "My Account" dashboard
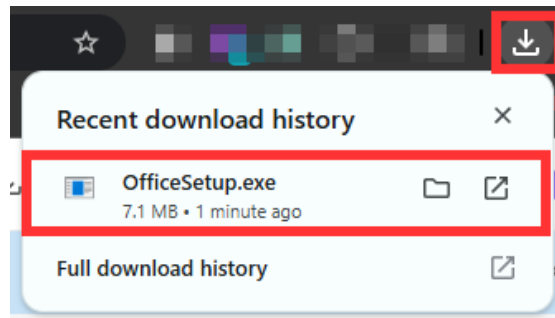
c. This will give you a .exe file to install the Office 365 apps
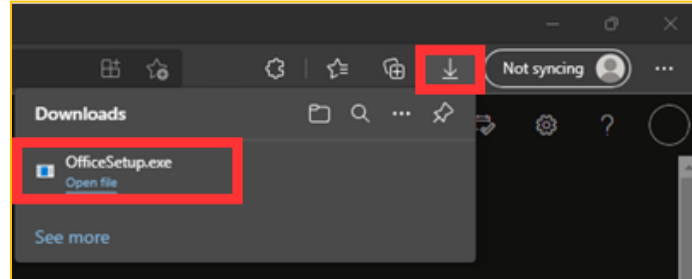    i. Follow the next steps to complete the installation

## 3.3 Install Office

1. Double-click the .exe file or right-click and select 'run' to execute the OfficeSetup.exe setup.
    a. Depending on your browser, you can execute the OfficeSetup.exe by the upper-hand corner of your browser or by going to File Explorer (Windows) and clicking "Downloads" to see your exe file. Examples shown on the following page.
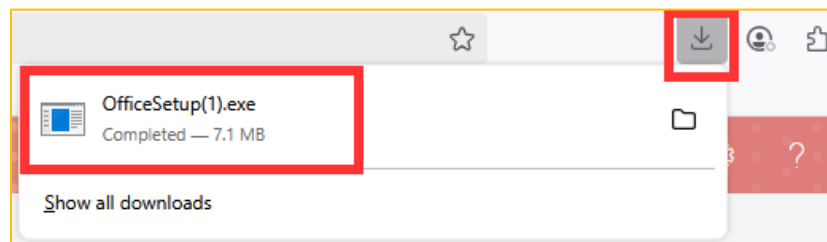
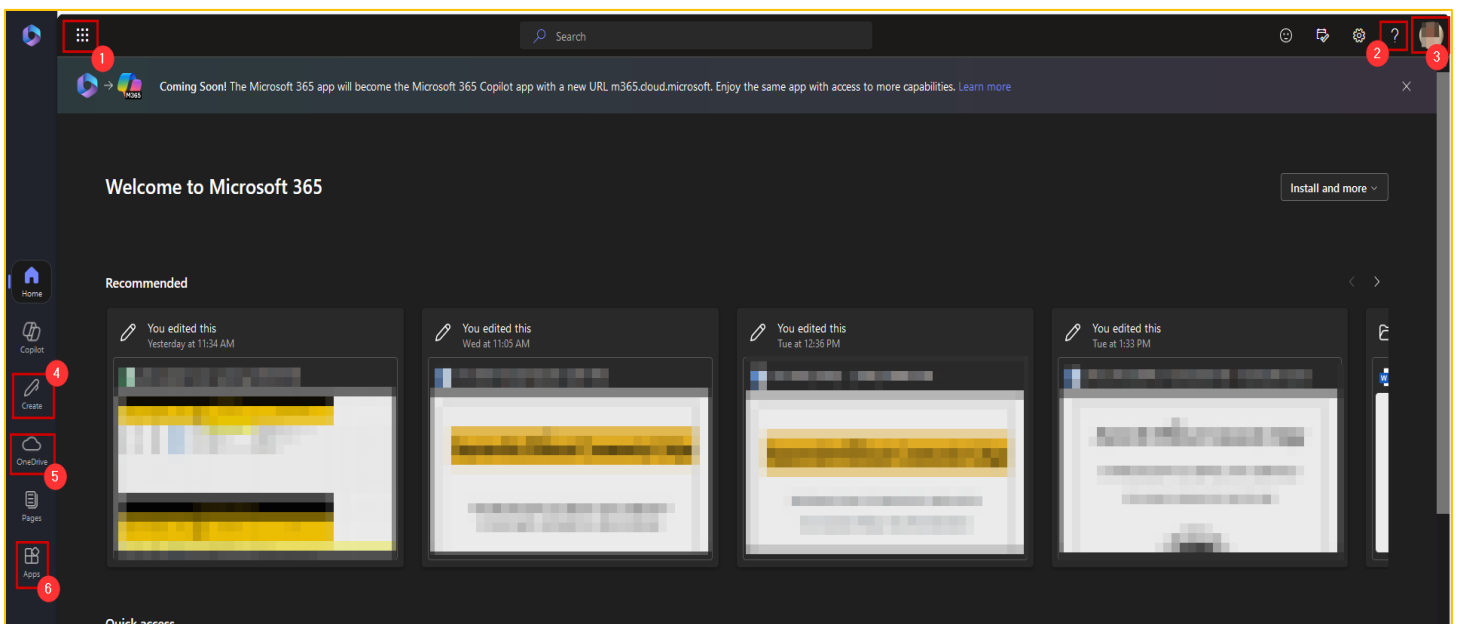*Chrome*



*Microsoft Edge*



*Firefox*

2. Select "Yes" when prompted to start the installation
3. Follow the prompts for installation, and when finished, you should see the phrase "You're all set! Office is installed now" and an animation that shows you where to find the Office applications on your device. Select "Close"



d. Office 365 installation is now complete. If you have an issue and need help, please email the service desk at help@faytechcc.edu
    i. Please note: The Service Desk can only assist with downloading Office 365 apps. We cannot assist with installing the application on your devices.

## 3.4 Useful icons

1. App launcher – To view and navigate to other applications
2. Help – To get support (from Microsoft, not FTCC), search for featured support documents and information regarding Microsoft 365
3. Account view – View your account, switch accounts (such as to a Shared mailbox or AKA Proxy mailbox), or sign out of your account
4. Create – A new document, presentation, note, Calendar event, etc.
5. OneDrive – Access your OneDrive files
6. Apps – Another way to view all applications



## 3.5 Webmail link

1. Faculty and Staff: Login
   a. https://my.faytechcc.edu/owa
2. Student: Login
   a. https://mail.google.com/a/student.faytechcc.edu
   b. Follow the login steps listed in 3.1