

# ***HOW TO DOWNLOAD OFFICE INFORMATION TECHNOLOGY***

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## **Document Change Record**

<b>Revision</b>	<b>Document Changes and Implementation Plan</b>	<b>Effective Date</b>
001	First Release	8/24/2015

## 1. **PURPOSE**

This document is to provide step by step instructions for faculty, staff and students to login to Office 365 and download the Office Ready to Run application to install the Office product on their personal PC.

## 2. **SCOPE**

This is for everyone that will use Office 365 to download and install the full Office application on a device that is not owned by Wayne Community College.

**Please note that once you have separated with the institution that installation of office on your laptop or PC will no longer be valid.**

## 3. **DEFINITIONS**

*AD – Active Directory: a centralized user database that IT staff manages that contains user account information that will allow end users to log in on the laptops and PC's on campus.*

*Click to Run – The install method where the installer will run and download the application to install in the background so that the end user can continue to work.*

*Office 365 – Microsoft's hosted solution for online Office applications such as Word, Excel, and PowerPoint. This is product available to all faculty, staff, and students.*

## 4. **INSTRUCTIONS**

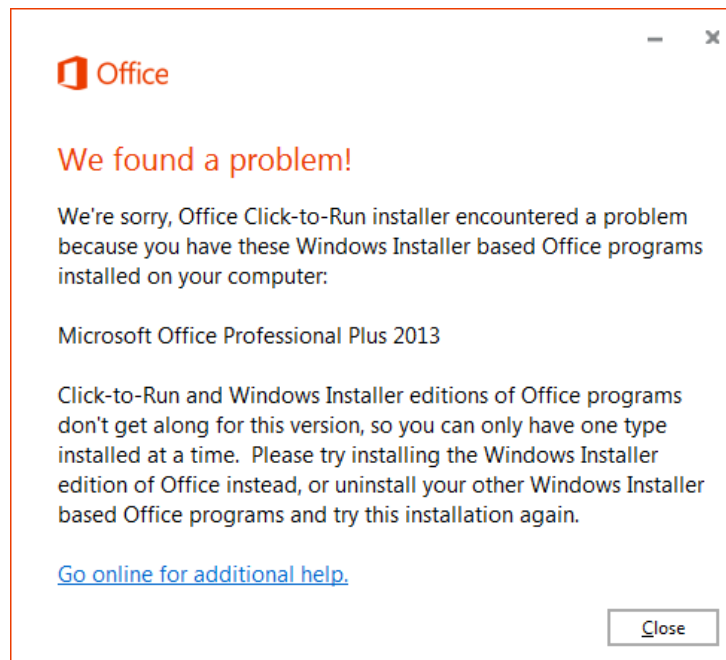
### 4.1 **What NOT to do!**

**PLEASE DO NOT INSTALL THIS OFFICE APPLICATION ON ANY LAPTOP OR PC THAT WAYNE COMMUNITY COLLEGE IT STAFF MAINTAIN.**

**The IT department uses an alternate method of licensing the Office application that is installed on all of the laptops and computers that are on campus.**

**What is being discussed here is to allow you to install Office 2013 on your personal computer or laptop that you own.**

Please Note: If you try to install the Click to Run version on a computer that has Office already installed, you may be prompted with the following error (Fig. 1).

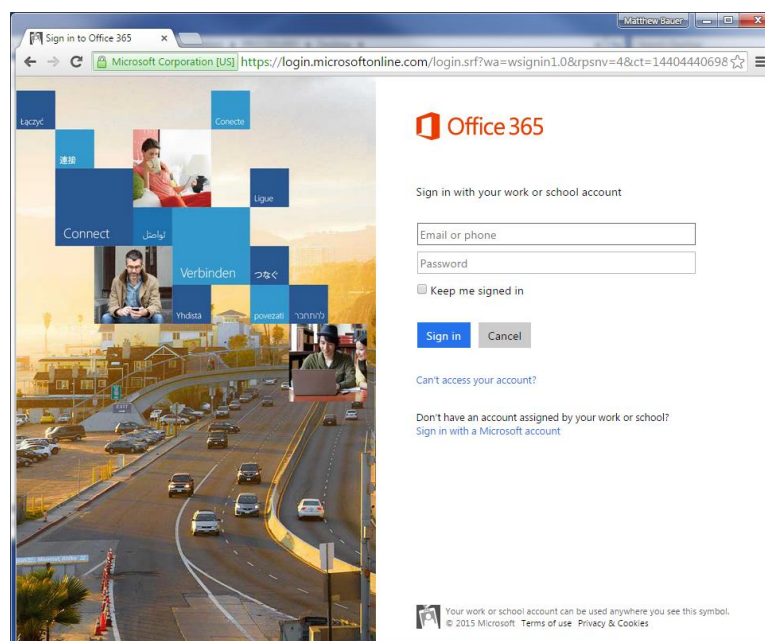


(Fig. 1)

#### 4.2 Logging in to Office 365 Portal

Start by opening any browser and going to the following URL, you will be presented with the following screen (Fig. 2):

<https://login.microsoftonline.com>



(Fig. 2)

### If you are a student:

You will type in your full e-mail address and password that you would use to login into Gmail.

For example:

Username: loginID@student.waynecc.edu

Password: your password to grant you access to GMail, WebAdvisor, and Moodle

### If you are a faculty or staff member:

Because we use vanity names for our e-mail addresses, the login instructions displayed on the page are misleading. **You will need to use your login ID for Moodle, AD, and WebAdvisor along with your e-mail domain address.**

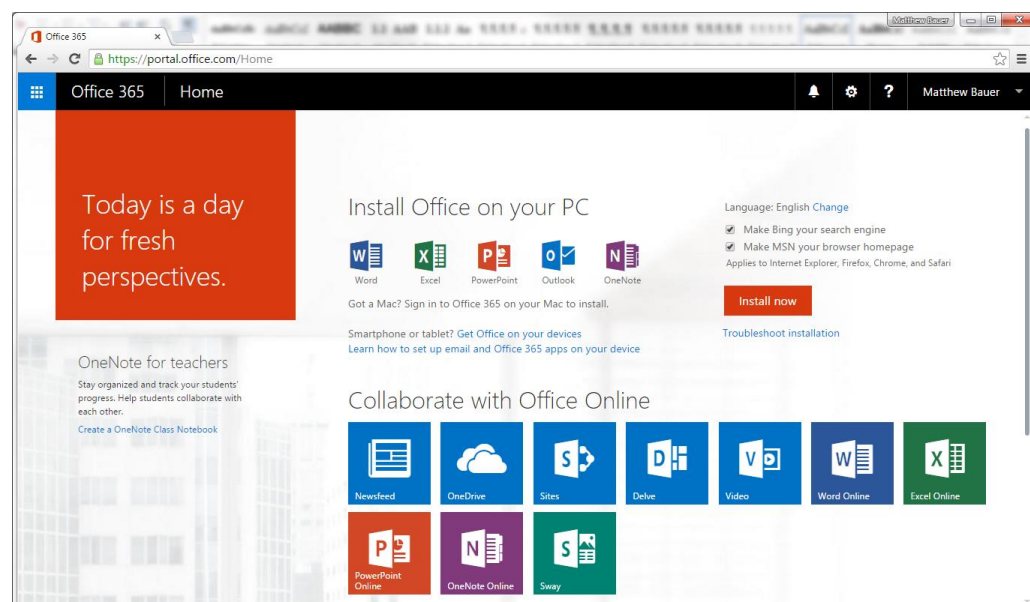
For example:

Username: loginID@waynecc.edu

Password: your password that you would use to access WebAdvisor, Moodle and AD.

Your e-mail address may be jdsmith@waynecc.edu and your login ID for AD, WebAdvisor and Moodle may be **jdsmith0123**. **Remember to use the LoginID that you use for the other services.**

Once you have signed in successfully you will be presented with a screen such as the following (Fig. 3).

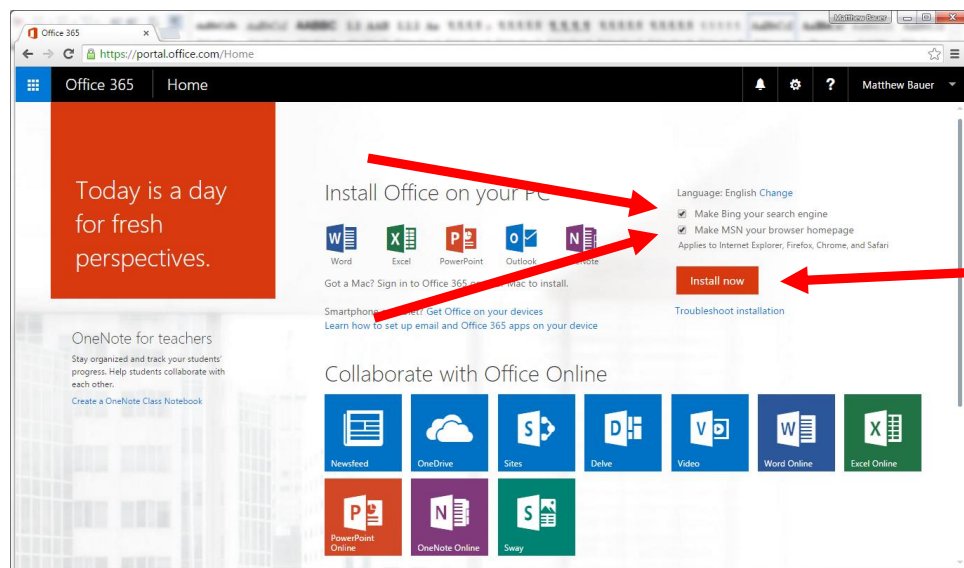


(Fig. 3)

### 4.3 Downloading the Office Installer

Now that you have successfully logged into the Office 365 portal, you have the capability of installing Office from the main page. Please make note of the "Install Now" button located near the right of the page.

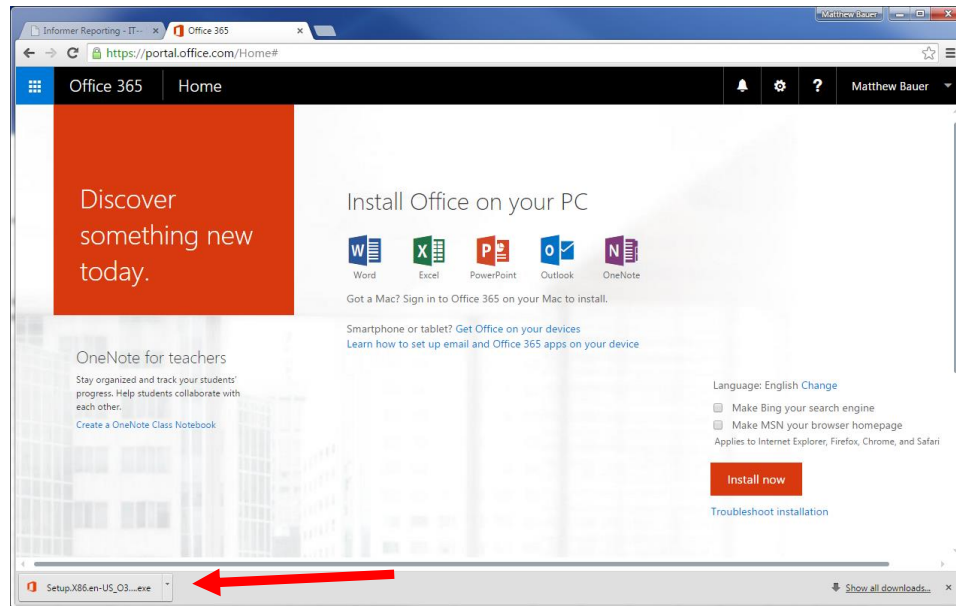
Also, note that if you do not want Bing to be your default search engine and MSN to become your browser's default homepage, make sure to uncheck the 2 boxes above the "Install Now" button before you click on the button (Fig. 4).



(Fig. 4)

Once you have clicked the "Install Now" button, a small executable file will be downloaded to your PC. You can either browse to the executable's location and double click it or select to open the file directly from the browser.

Please note that this example is using the Chrome. The executable has been downloaded and ready to run (Fig. 5).



(Fig. 5)

Run the executable and follow the prompts to install the Office product on your laptop or PC.

Due to the limited resources of the IT staff, we cannot support any additional assistance on personally owned devices. We apologize for the inconvenience.