Instructions for CCP Faculty Staff Admins or Students to install Office 365 Application for all Browsers

- 1. Login to the My CCP Portal with your username and password
 - a. <u>https://myccp.ccp.edu</u>
- 2. Once logged in to My CCP click the link for your email in Launchpad
 - a. Faculty/Staff/Admin Email (Office 365)
 - b. Student Student Email (Office 365)
- 3. Click "grid" in upper left corner to expand Apps, then click Office 365
 - a. See Figure 1 and Figure 2 below
- 4. Click Install Office then click Office 365 Apps and follow on screen instructions
 - a. See Figure 3 below
 - If you would like to install the 64 bit version, click on Other Install
 Options and follow on screen instructions

If assistance is needed, please call 4ITSupport at 215 496 6000 – select the appropriate option and someone will assist you. If you are wanting help with a laptop, iPad or Mac Book, you can also bring the device to the Bonnell building room B2 41 and we will guide you through the installation.



Figure 1

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Good morning, Student Apps Install Office Office 365 apps 0 X P 9 N S TB Includes Outlook, OneDrive for Business, w $\overline{\uparrow}$ 6 Word, Excel, PowerPoint, OneNote, and more. Outlook OneDrive Word PowerPoint OneNote SharePoint Excel Teams Other install options \rightarrow Install a different language, the 64-bit version, Explore all your apps ightarrowor other apps available with your subscription.

Figure 3