

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. <https://myccp.ccp.edu>
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
 - i. 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.

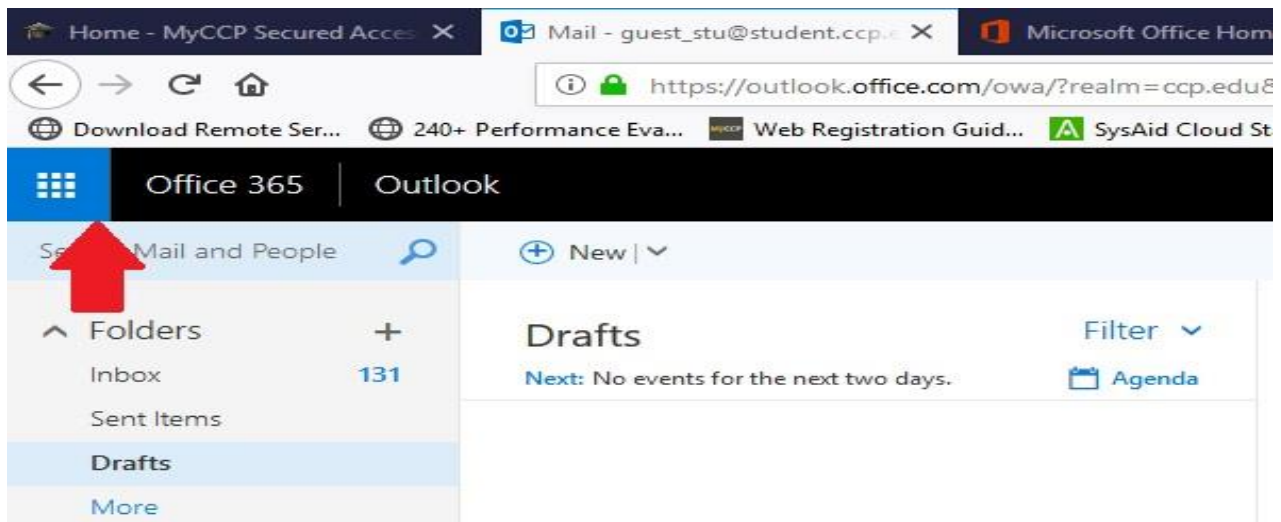


Figure 1

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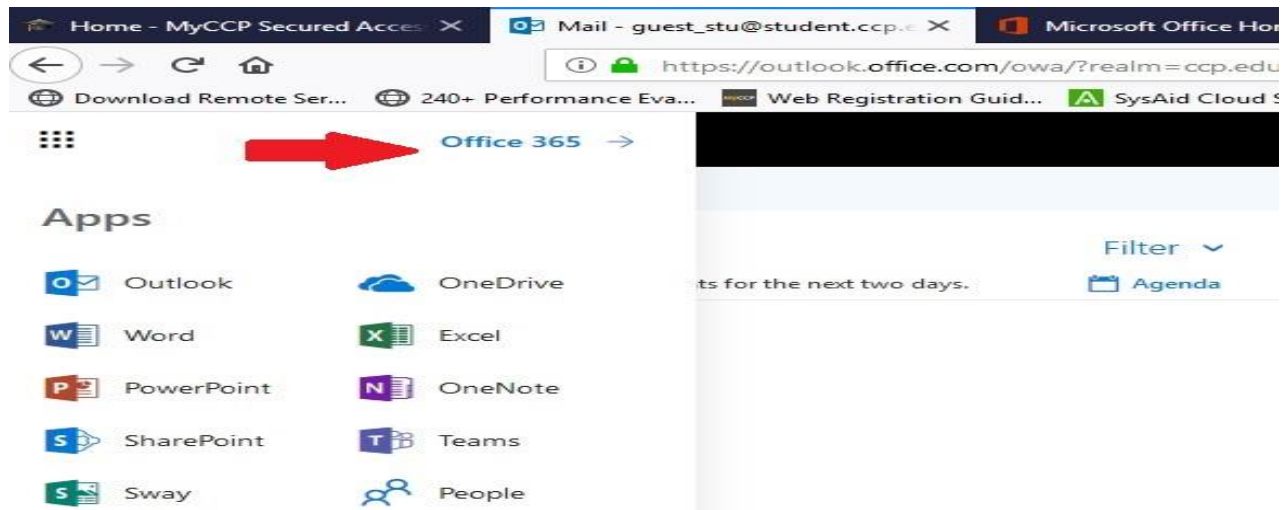


Figure 2

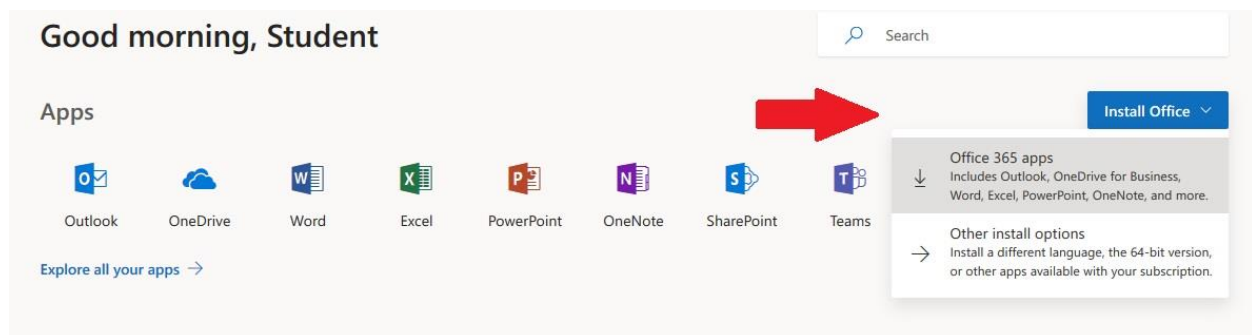


Figure 3