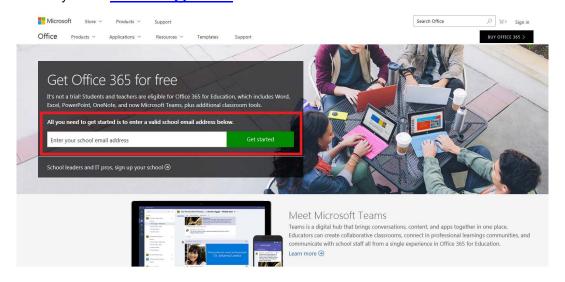## Downloading Office 365

1. Go to: Office 365
2. Enter you TSC e-mail using the following formats.

   Students: **username@student.tsc.edu**

   Faculty/Staff: **username@tsc.edu**

3. Next select either "**I'm a student**" or "**I'm a teacher**"

4. Click **Sign In**

Office 365 Education

You have an account with us

To get your free Office, sign in with your Office 365 user ID and password.

Sign in ⊛

5. You will be redirected to the TSC Sign In page. Enter your TSC email and password.

TEXAS SOUTHMOST
C O L L E G E

Texas Southmost College

Sign in with your organizational account

someone@example.com

Password

Sign in

Please sign in using your full email address and password.
Faculty/Staff: username@tsc.edu
Students: username@student.tsc.edu
Forgot Password
NEED HELP?
In case of issues with login or additional inquiries please contact TSC Helpdesk Support at helpdesk@tsc.edu.
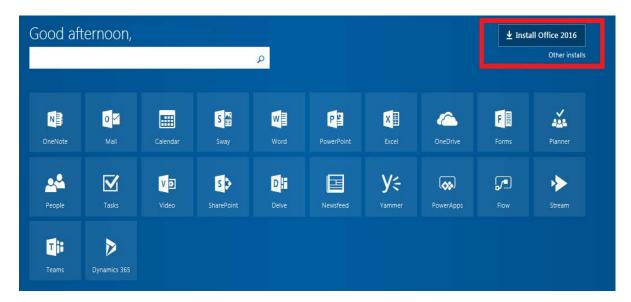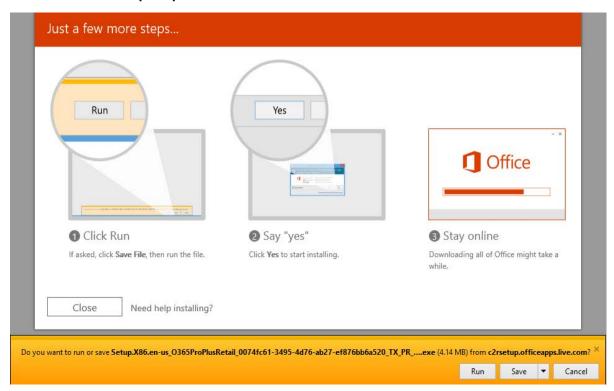
6. Click **OK, got it**

No need to sign up

You already have a license for Office 365 Education.

OK, got it ⊛
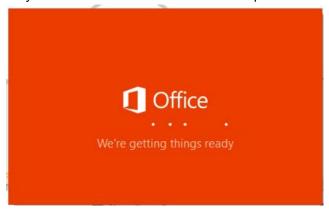
8. Click **Install Office 2016**

9. **Select to save file if prompted.**

Installation of Office 365

NOTE   Office installs the 32-bit version on your PC by default, even if your computer is running a 64-bit version of Windows.
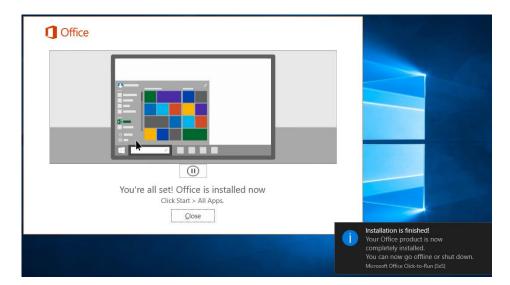
1.   Once you have selected Run the installation process will begin:

You will be notified when Office is installed and ready for use.

2.   Click 'Close' to finalize the installation.

In the Windows 8 start screen or on the Windows 10 start menu, type the name of the Office application you want to use, like Word, and open it.
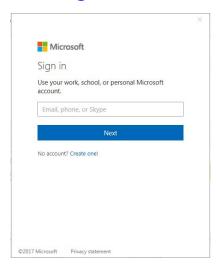
ACTIVATION OF OFFICE 365

As a currently enrolled Texas Southmost College student you have free access to Office 365. Authentication is required to verify your status with the college. You will be prompted to Activate your Office subscription.
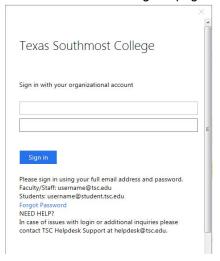
ACTIVATING OFFICE 365

1. When an application is first opened. You are required to sign in using you TSC credentials.
   Students: username@student.tsc.edu
   Faculty/Staff: username@tsc.edu

2. Click Next.

3. You will be redirected to the TSC Sign In page. Enter your TSC email and password.

4. The activation should complete, and you will be ready to go. (Note: The activation may pop up again, occasionally. Simply login again using this same process.)