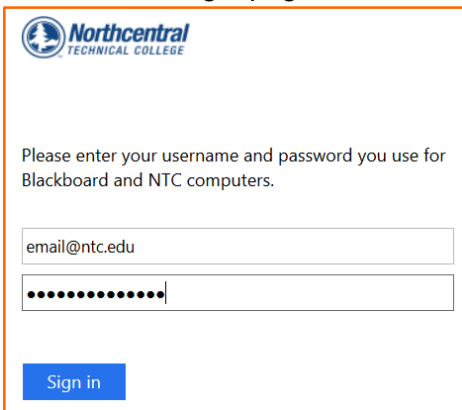


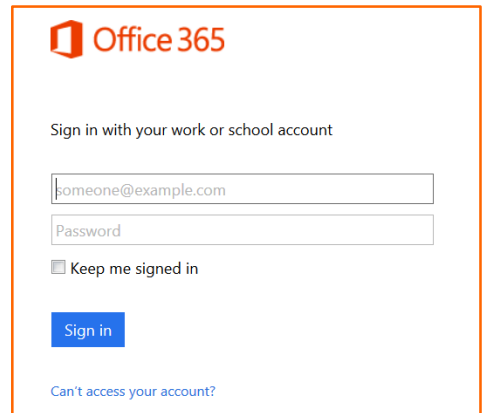
NTC Faculty/Staff Office 365 Download

NTC faculty and staff have the ability to install the Office suite of products on up to 5 devices by following the directions below.

1. Enter portal.office.com in your web browser's address bar.
2. Enter your **NTC email address** in the space provided and click in the password entry field. You will be redirected to NTC's Office login page.

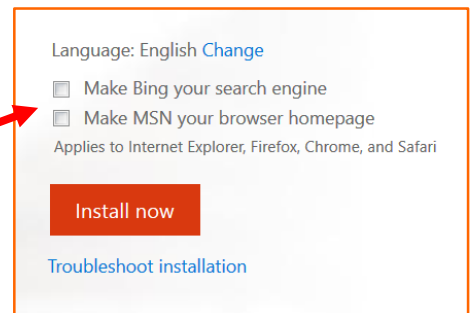


The login page features the Northcentral Technical College logo at the top left. Below it, a message reads: "Please enter your username and password you use for Blackboard and NTC computers." There are two input fields: the first contains "email@ntc.edu" and the second contains masked characters ".....". A blue "Sign in" button is located at the bottom left.

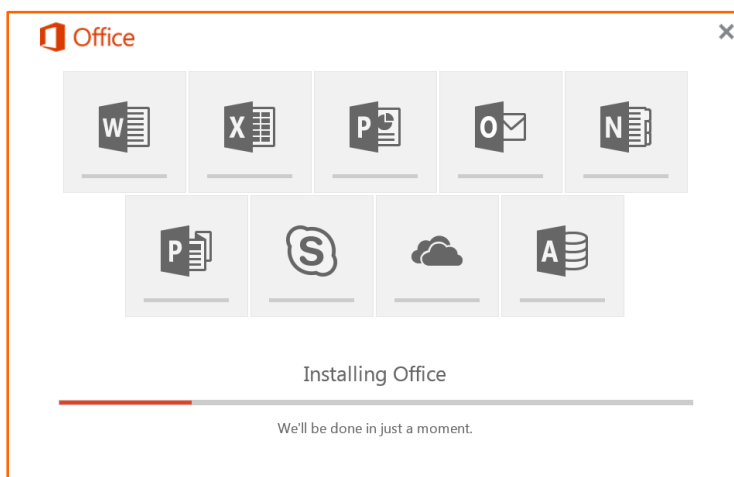


The Office 365 login page has the "Office 365" logo at the top. It prompts the user to "Sign in with your work or school account". There are two input fields: the first contains "someone@example.com" and the second is labeled "Password". A checkbox for "Keep me signed in" is present. A blue "Sign in" button is at the bottom, and a link "Can't access your account?" is at the bottom right.

3. Enter in your NTC password, click **Sign in**.
4. You now have access to the Office 365 tools online or can choose to install the Office suite on your device.
5. To install Office 365 on your device, click the **Install now** button. The install file will download to your computer.
****You may want to uncheck the options above the install button****
6. Locate the Office 365 Setup file and open it.
7. Office will begin installing on your computer. This process will take a few minutes.



This panel shows installation options. At the top, it says "Language: English" with a "Change" link. Below are two unchecked checkboxes: "Make Bing your search engine" and "Make MSN your browser homepage". A note states "Applies to Internet Explorer, Firefox, Chrome, and Safari". A red "Install now" button is at the bottom, with a "Troubleshoot installation" link below it.



8. You will be prompted when the process is completed. You can now start using Office on your computer.

****Mac users must activate Office 365 on an internet network other than NTC's wireless connection****