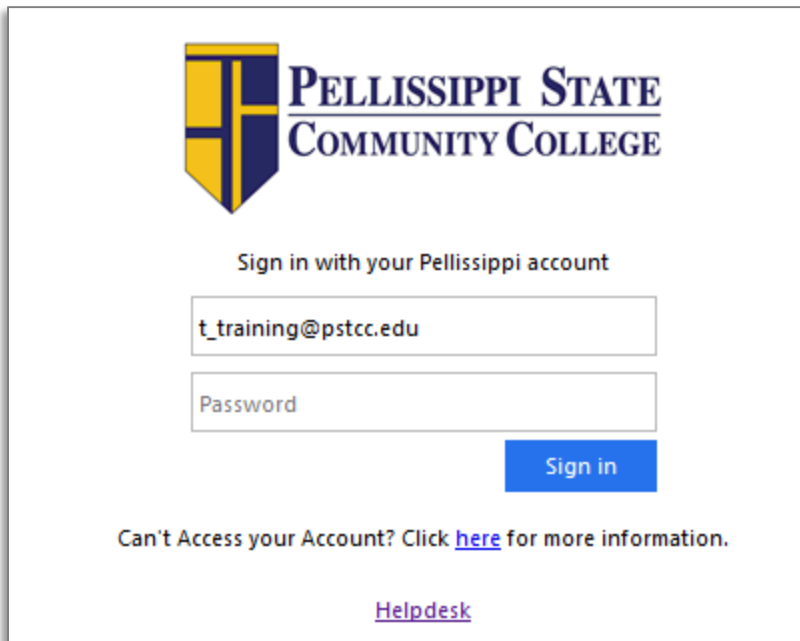


How to log in and download Office 365 for PSCC Faculty & Staff

Pellissippi State Faculty and Staff are now automatically registered for Microsoft Office 365 accounts, which allow faculty and staff to use Office 365 online apps and to download Office 2016 applications to personal computers, laptops, phones and tablets.

1. To begin, go to: www.office.com
2. In the upper right hand corner, click on 'Sign In'.
3. On the next page, enter your PSCC email address and press Tab on your keyboard or click into the password field on the page. You will then be redirected to a PSCC login page to verify your account:



PELLISSIPPI STATE
COMMUNITY COLLEGE

Sign in with your Pellissippi account

t_training@pstcc.edu

Password

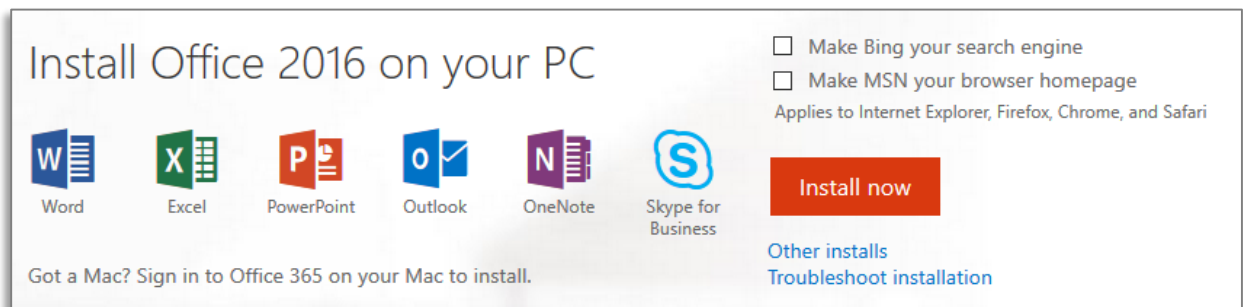
Sign in

Can't Access your Account? Click [here](#) for more information.

[Helpdesk](#)

From here, enter your PSCC password and click on 'Sign In'. (You will follow this same procedure each time you log into Office 365 with your PSCC credentials.)

4. On the next page you have several options. You can:
 - Install a full version of Office 2016 to your home PC or Mac



Install Office 2016 on your PC

Make Bing your search engine
 Make MSN your browser homepage
Applies to Internet Explorer, Firefox, Chrome, and Safari

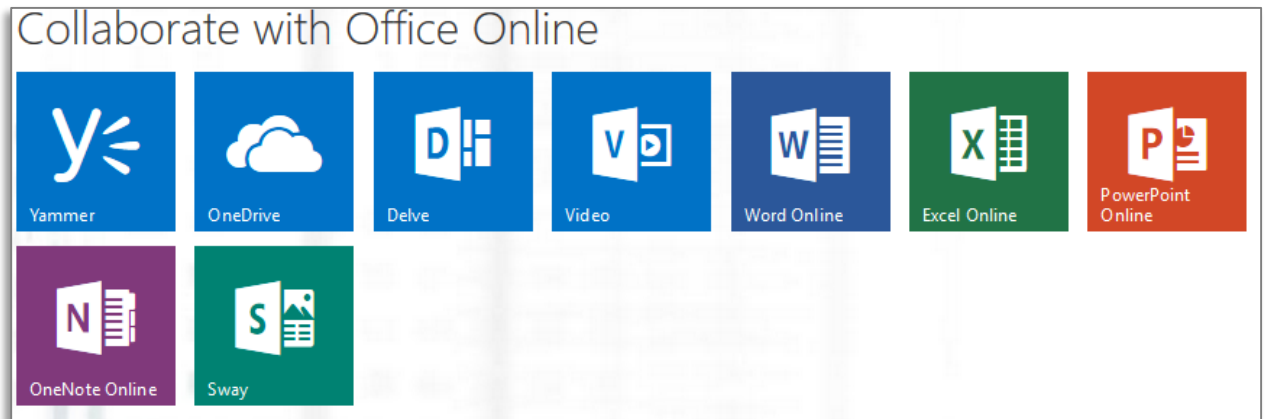
Word Excel PowerPoint Outlook OneNote Skype for Business

Install now

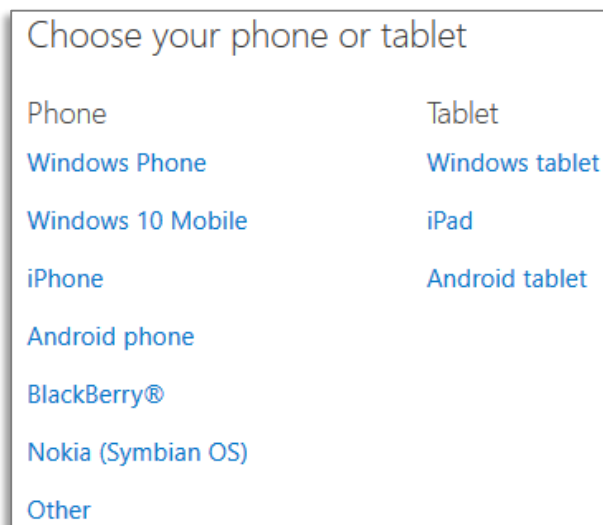
Got a Mac? Sign in to Office 365 on your Mac to install.

Other installs
Troubleshoot installation

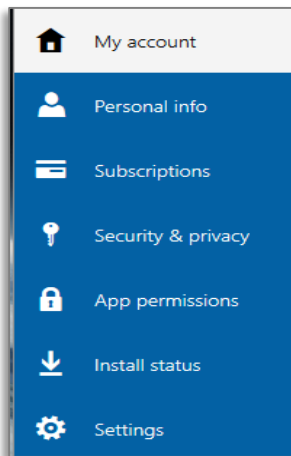
- Use one of the Office Online products



- Install or set up Office 365 on your mobile device



- Manage your account: licenses & subscriptions, installed products & devices, app permissions, and security & privacy



Installing Office 2016:

Follow the steps in the instructions which come up.

1. Click "Run"
2. Click "yes"
3. Stay online until download is complete

Just a few more steps...

The guide consists of three numbered steps, each with a circular callout highlighting a specific button in a screenshot of a Windows dialog box. Step 1 shows a 'Save File' button. Step 2 shows a 'Yes' button. Step 3 shows a progress bar for the Office download.

- 1 Click Run**
If asked, click **Save File**, then run the file.
- 2 Say "yes"**
Click **Yes** to start installing.
- 3 Stay online**
Downloading all of Office might take a while.

[Need help installing?](#)