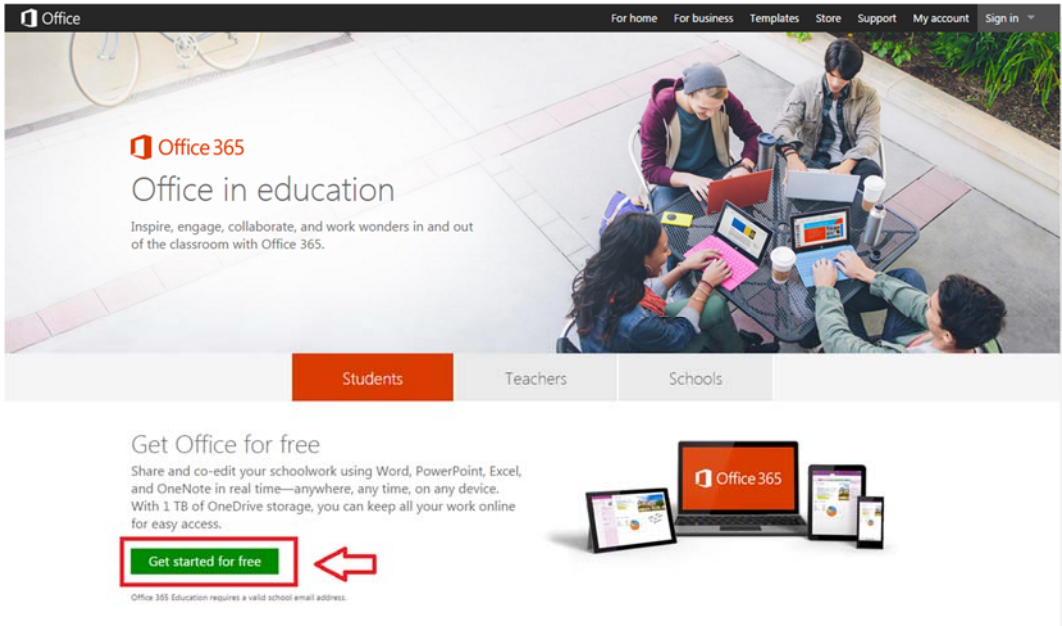


## Downloading Office 365

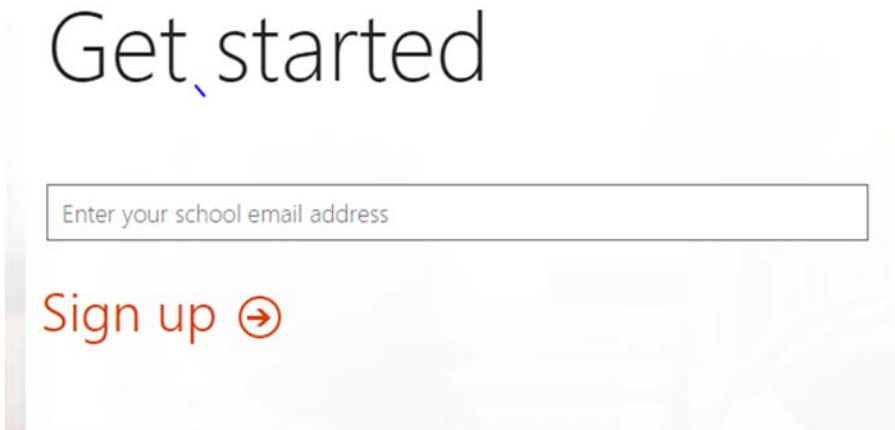
1. Go to: [Office 365](#)
2. Click **Get started for free**



3. Next enter your TSC e-mail using the following formats.

Students: [username@student.tsc.edu](#)

Faculty/Staff: [username@tsc.edu](#)



4. Click Sign up

5. Click **Continue**

You already have an account

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

**Continue** →

6. You will be redirected to the TSC Sign In page. Enter your TSC username and password.

helpdesk@tsc.edu'."/>

**TSC** Texas Southmost College  
TRADITION • INNOVATION • OPPORTUNITY

**Log into**  
Your Texas Southmost College Account

Type your user name and password.

User name:

Password:

**Sign In**

**NEED HELP?**  
In case of issues with login or additional inquiries please contact TSC Helpdesk Support at [helpdesk@tsc.edu](mailto:helpdesk@tsc.edu)

7. Click **OK, got it**

No need to sign up

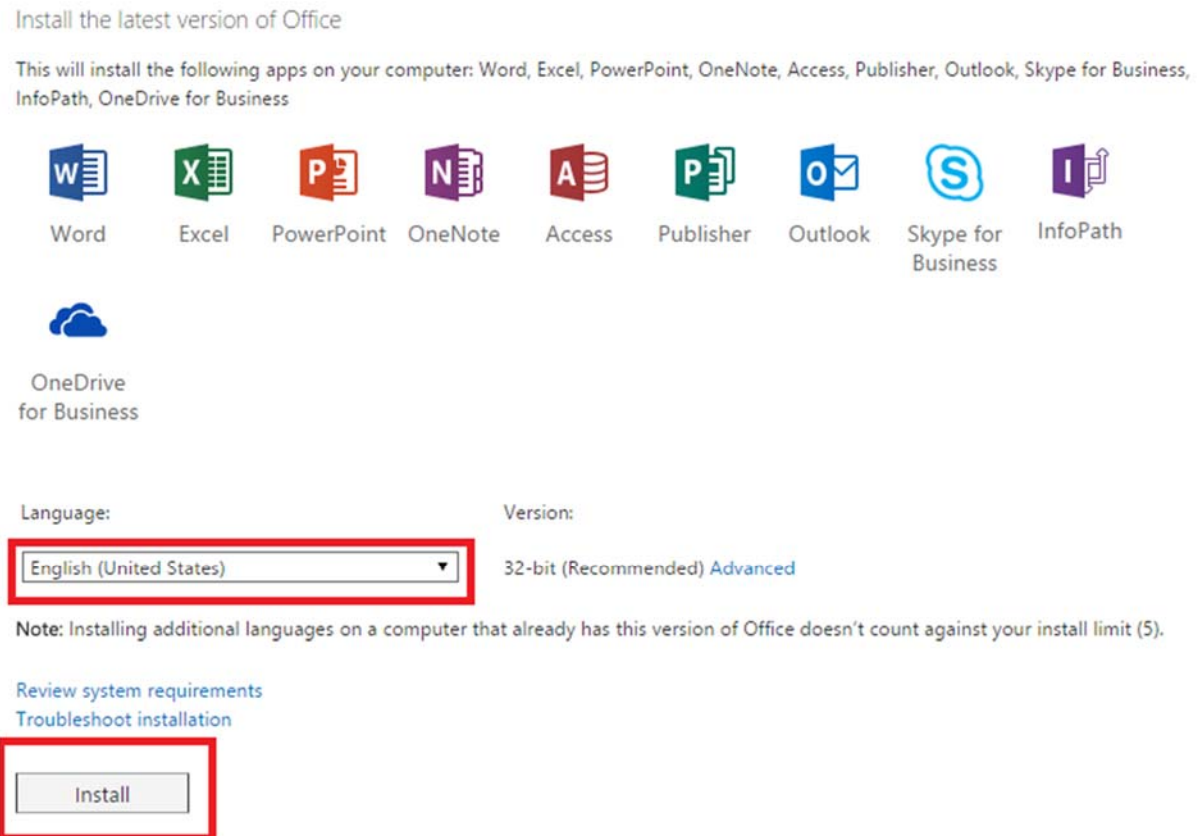
You already have a license for Office 365 Education.

**OK, got it** →

8. Click **Install**

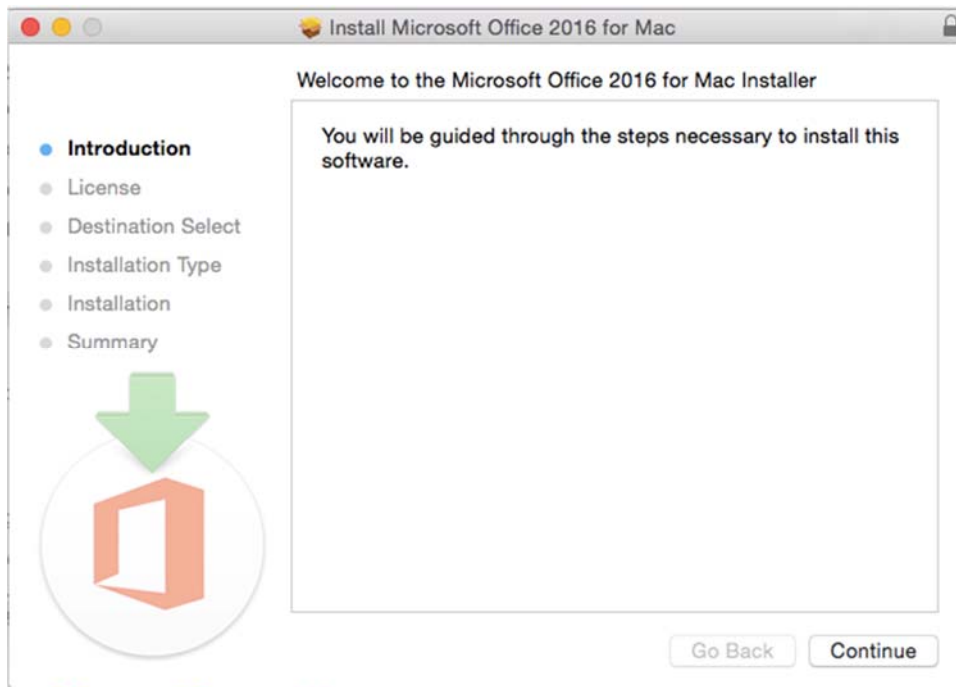


9. Select your preferred **language** and click **Install**.

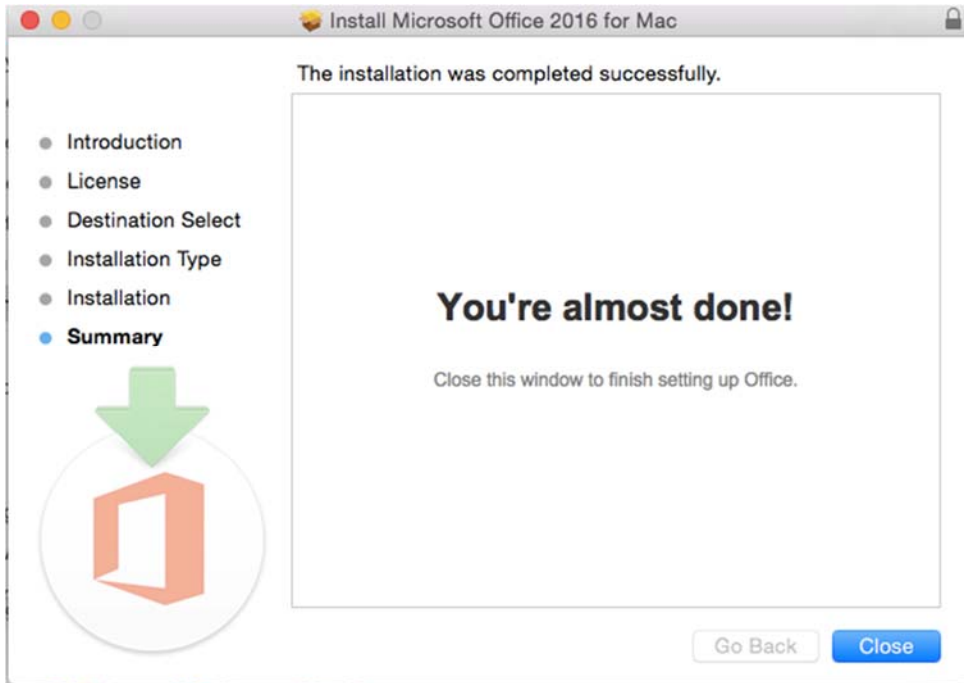


## Installing Office for Mac 2016 (requires OSX 10.10 or later)

10. When the download completes, launch the installer by opening the .dmg file that was just downloaded to the folder where you store downloads. The "Install Microsoft Office 2016 for Mac" screen will appear.



11. The installer will guide you through a series of steps, select "Continue" and "Agree" and then "Install" (you can change the install location of the software if you wish before you select "Install") to move through the install process. You may be prompted to close open browsers or other software, select "Close Application and Install" to continuing installing Office 365 ProPlus.
12. Office will now begin installing. The installation may take several minutes.
13. When installation is complete, you should see a screen that says "The Installation was Successful." Select "Close"



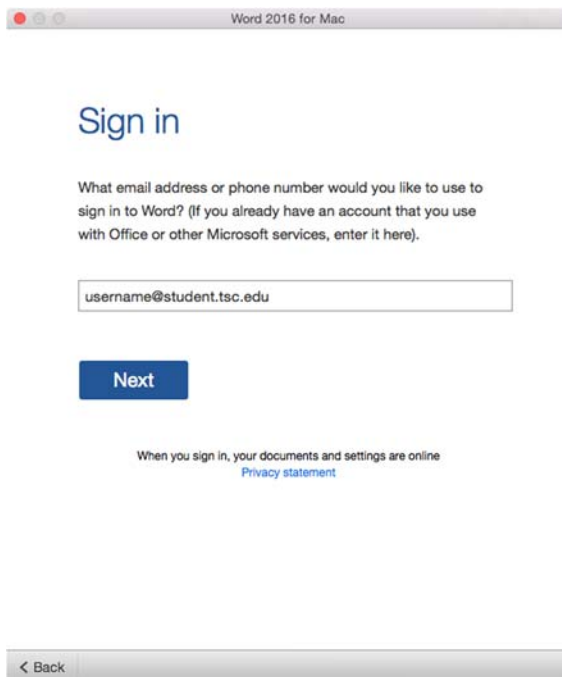
14. You now need to activate the Office Installation before you can use the Office applications. If the "Get Started" screen does not appear automatically, select one of the applications from the dock or the Applications folder.

15. When you are prompted, enter your email address. Access will only work using the formats:

Students: [username@student.tsc.edu](mailto:username@student.tsc.edu)

Faculty/Staff: [username@tsc.edu](mailto:username@tsc.edu)

16. Select "Next"



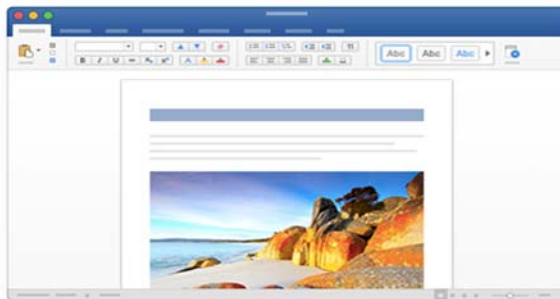
17. You will be redirected to the TSC sign in page



18. You will be prompted for the theme to use for Office (colorful or classic). Select your preference (you can also change the theme later) and then select "Continue."

### How would you like Office to look?

You can always change the theme later on under  
Preferences > General.



Choose your theme:  Colorful  
 Classic

Continue >

19. You should get a message that you are all set. Your Office install should now be complete.



## You're All Set

You're now ready to use all of the features included with your Office 365 subscription.

[Start Using Word](#)