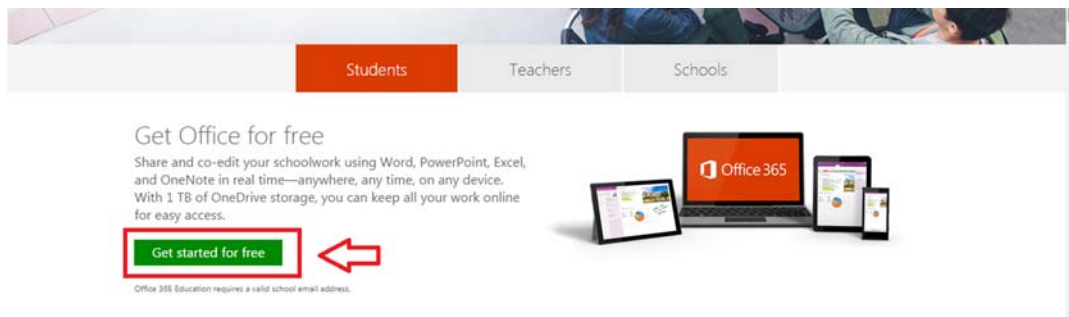


## Downloading Office 365

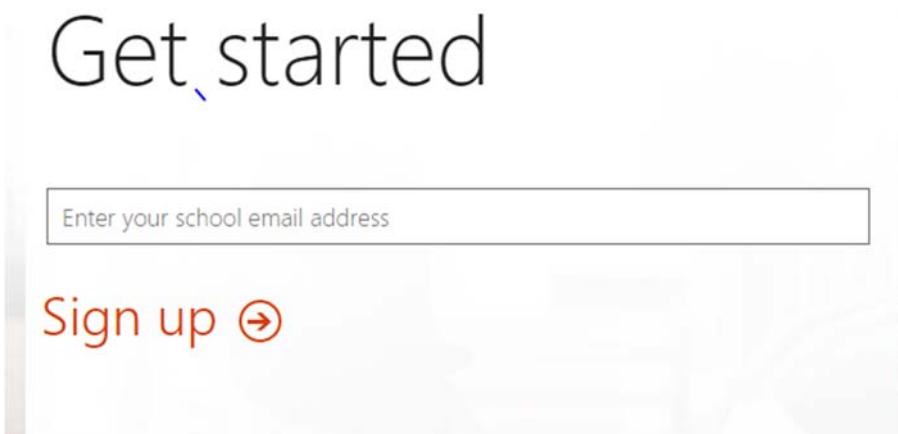
1. Go to: [Office 365](#)
2. Click **Get started for free**



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.

**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

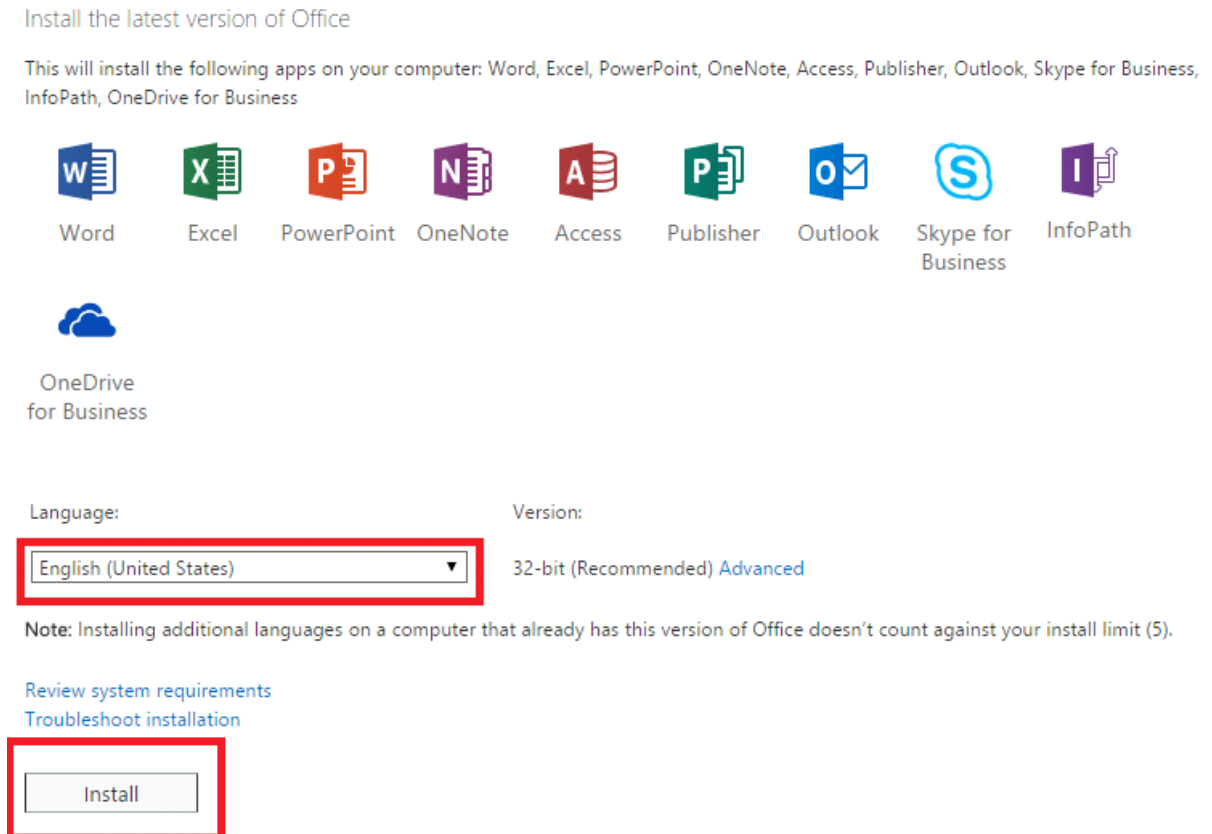
You already have a license for Office 365 Education.

**OK, got it** →

8. Click **Install**



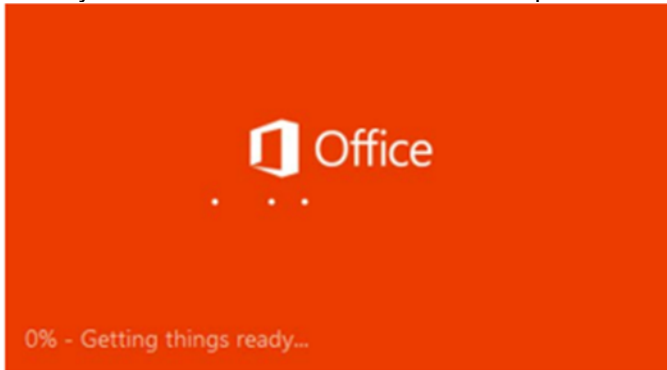
9. Select your preferred **language** and click **Install**.



## 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.

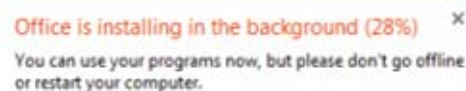
Once you have selected Run the installation process will begin:



The Welcome to your new Office screen will open. Click on the Next button.



Office will install in the background.



1. Accept the license agreement when displayed. 2. Click Next.



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

3. Click 'All done' to finalize the installation.



In the Windows 8 start screen or on the Windows 7 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.

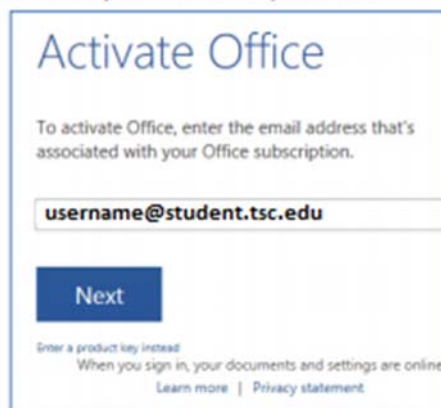
### ACTIVATING OFFICE 365

1. When 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)

2. Click Next.



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

helpdesk@tsc.edu'." data-bbox="201 631 481 807"/>

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.)