



# ***Bellin College***

## ***IT Help Desk Guide***

## Download and Install Microsoft Office 365 with Bellin College subscription

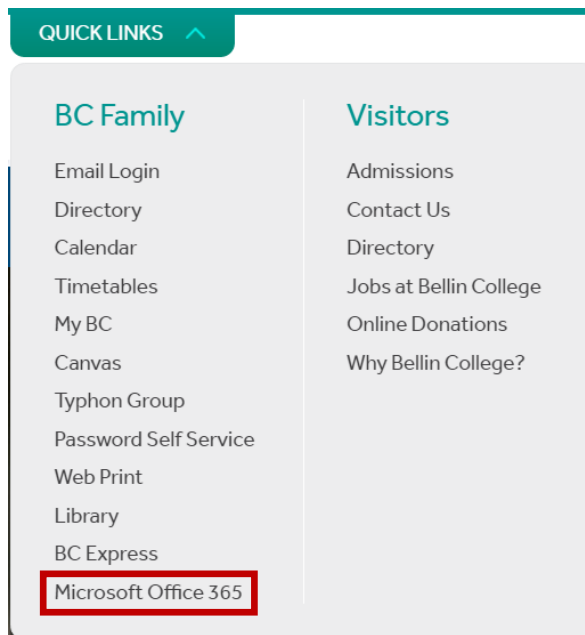
Guide explaining how to install Microsoft Office for users with a Bellin College subscription.  
Users may install Office on 5 computers and 5 mobile devices, including Macs.

## Download and Install Microsoft Office 365 with the Bellin College subscription:

1. Go to [www.bellincollege.edu](http://www.bellincollege.edu)
2. At the top, click on Quick Links



3. Click on Microsoft Office 365



4. At the sign in page, enter your full Bellin College email address ([firstname.lastname@bellincollege.edu](mailto:firstname.lastname@bellincollege.edu)) and your Bellin College password



Sign in with your work or school account

Keep me signed in

Sign in

Back


[Can't access your account?](#)

5. In the upper right corner of the page, click on Install Office 2016

A screenshot of a user interface. The top portion shows a sign-in form with two input fields (email and password), a "Keep me signed in" checkbox, and "Sign in" and "Back" buttons. Below the form is a link "Can't access your account?". The bottom portion shows a blue navigation bar with a white background area. In the top right corner of the blue bar, there is a button labeled "Install Office 2016" with a download icon, which is highlighted with a green box. Below it is the text "Other installs". In the center of the white background area, the text "Good afternoon, Firstname" is displayed.

6. Follow the directions that pop up after clicking Install Office 2016. The directions will be Internet Browser specific (i.e. Chrome, Safari, and Internet Explorer) and will show how to install Office after it is downloaded.

Just a few more steps...



**1 Click Run**  
Click the Setup file at the bottom of the screen.

**2 Say "yes"**  
Click the Setup file at the bottom of the screen.

**3 Stay online**  
After installation, start Office and sign in with the account you use for Office 365: ryan.maes@bellincollege.edu.

Close    Need help installing?

7. After installation you may need to sign in after opening one of the Office applications. Your sign in is your Bellin College email address and password.

If you have any issues, please call (920) 433-6666 or email [helpdesk@bellincollege.edu](mailto:helpdesk@bellincollege.edu) for assistance.