

HOW TO INSTALL MICROSOFT OFFICE ON YOUR COMPUTER

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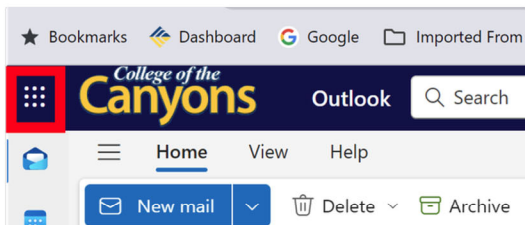
Follow the step-by-step instructions below to install Microsoft 365 on your computer using your COC my.canyons student email account. This software is free for all enrolled students.

1 Open Your COC my.canyons Email

Log in to your College of the Canyons student email.

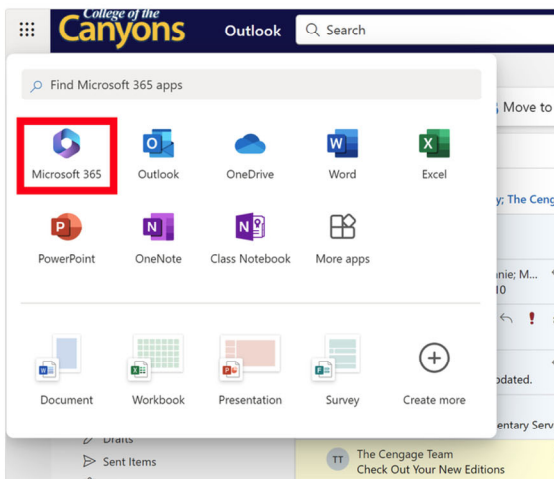
2 Click the 9-Dot Icon

In the upper-left corner of your email, locate and click the **9-dot grid icon** (also called the App Launcher). This will open the Microsoft 365 app menu.



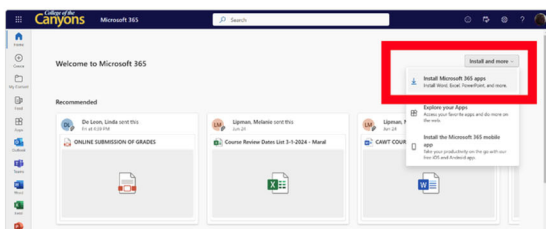
3 Click the Microsoft 365 Icon

From the app menu that appears, click the **Microsoft 365** icon. This will take you to the Welcome to Microsoft 365 page where you can manage your apps and downloads.



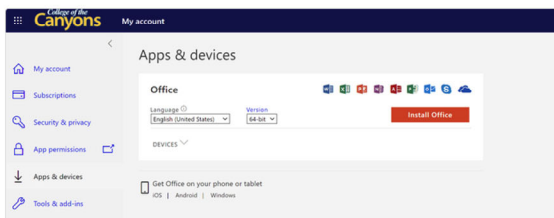
4 Select Install and More Options

On the Welcome to Microsoft 365 page, click **Install and More Options**, then select **Install Microsoft 365 Apps** from the dropdown menu.



5 Click the Red Install Office Button

Click the **red Install Office button** to begin downloading the Microsoft Office installer to your computer.



6 Complete the Installation

Once the download begins, follow the on-screen installation prompts. If necessary, **minimize the Outlook window** to see your desktop and locate the downloaded installer file. Follow all prompts to complete the installation.

Helpful Tips

- Make sure you are signed in with your **COC my.canyons student email** — not a personal Microsoft account.
- You may need to restart your computer after installation is complete.