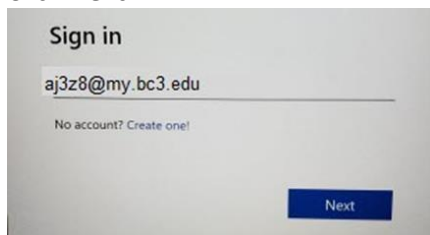


## HOW TO INSTALL OFFICE 365 STUDENTS ONLY

STUDENTS GET THE ONLINE VERSIONS OF OFFICE PLUS 1 TB ONLINE STORAGE FOR FREE:

- **LOG INTO YOUR MYBC3 E-MAIL:** Click here to access your e-mail: <http://www.bc3.edu/mybc3/index.html>
- **OPTIONS:**
  - Click the **9 little blocks** in the upper left corner of the screen
  - Click on **Office 365 settings**
- **INSTALL:**
  - Click on the **Install Software** link in the middle of the page.
  - Choose the **language** from the drop-down menu
  - Click the **Install button**. *If using a Windows computer, you will be asked to allow all the software to make changes to your computer. Select- YES. If you choose No, your software will not install.*
- **AFTER INSTALLATION:**
  - **Open one of the software (Word, PowerPoint, Excel, etc.)**
    - **Windows computers – click the Sign in link at the top right**
    - **Mac – click the sign in button on the left side of the open software**
    - You will be asked to enter your e-mail address Your e-mail address is a combination of letters and numbers@my.bc3.edu (i.e. [aj3tz8@my.bc3.edu](mailto:aj3tz8@my.bc3.edu)) then will be redirected to login
    - Click **Next**.
  - **REMOVE the email address listed and enter your student ID. DO NOT use the @my.bc3.edu in the username.)**
    - **Username:** b + student ID (b1234567)
    - **Password:** Use the same password you use to log into Blackboard, MyBC3 e-mail and MyBC3 Portal.





Division of Educational Technology

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**ELIGIBILITY:**

You must be an active full-time or part-time student at BC3 and:

- Have a school-specific e-mail address provided by the school that can receive external e-mail.
- Be of legal age to sign up for an online offer individually (13 years old).
- Have Internet access.

*PLEASE NOTE: Your student eligibility may be re-verified at any time. You can use the plan until you graduate or are no longer enrolled at BC3:*

- *The Office applications will enter a reduced-functionality mode, which means that you can view documents, but you cannot edit or create new documents.*
- *Online services associated with the MyBC3 e-mail address—for example, Office Online and OneDrive—will no longer work.*

**MINIMUM SYSTEM REQUIREMENTS:**

PC or Mac must meet the minimum system requirements. [View the system requirements.](#)