



Warren County Community College offers FREE Microsoft Office 365 to all its current students and Faculty (*useable while an active student or faculty member only*). **You may install office 365 on up to (3) of your personal workstations or laptops only.**

Directions for installing your copy of Microsoft Office 365.

Paste or type the following link in your web browser

1. <https://www.microsoft.com/en-us/education/products/office/default.aspx>
2. The link will verify your eligibility for the free copy of Microsoft Office 365, by confirming your wccc student or faculty email account is active.
 - a. Type in your WCCC email address
 - b. Click on “Get Office for Free”
3. You **MUST** use your WCCC student, or faculty email account to qualify for the program.
4. On next screen, choose that you are a STUDENT or TEACHER

Create your Microsoft Office 365 Student/ Faculty Account

- a. Enter your First & Last name, Create a password
 - b. A security code will be sent to your WCCC EMAIL. Retrieve it and enter it on the signup page
5. On “Invite more people” click blue “skip” link at the bottom of the page

Microsoft Office 365 Login

6. You will not be directed to log into Microsoft Office 365 with the account you just created
 - a. ID= your full WCCC student or faculty email
 - b. PW= the password you just used to create your Microsoft Office 365 Account

Download and Install, or start using your Free Office 365 software

- c. For Windows or MAC OS X users, click on the “INSTALL OFFICE” Link at the top right, and follow directions to install office on your local computer
7. For Chrome OS Users, you can use Office 365 online by simply logging in and accessing the programs here

If you have any issues, contact the IT office at support@warren.edu, or by visiting our office, located at room 205, in the art gallery hallway above the library on the second floor.

Congratulations!