

# Installing your free Microsoft Office 2013 Software

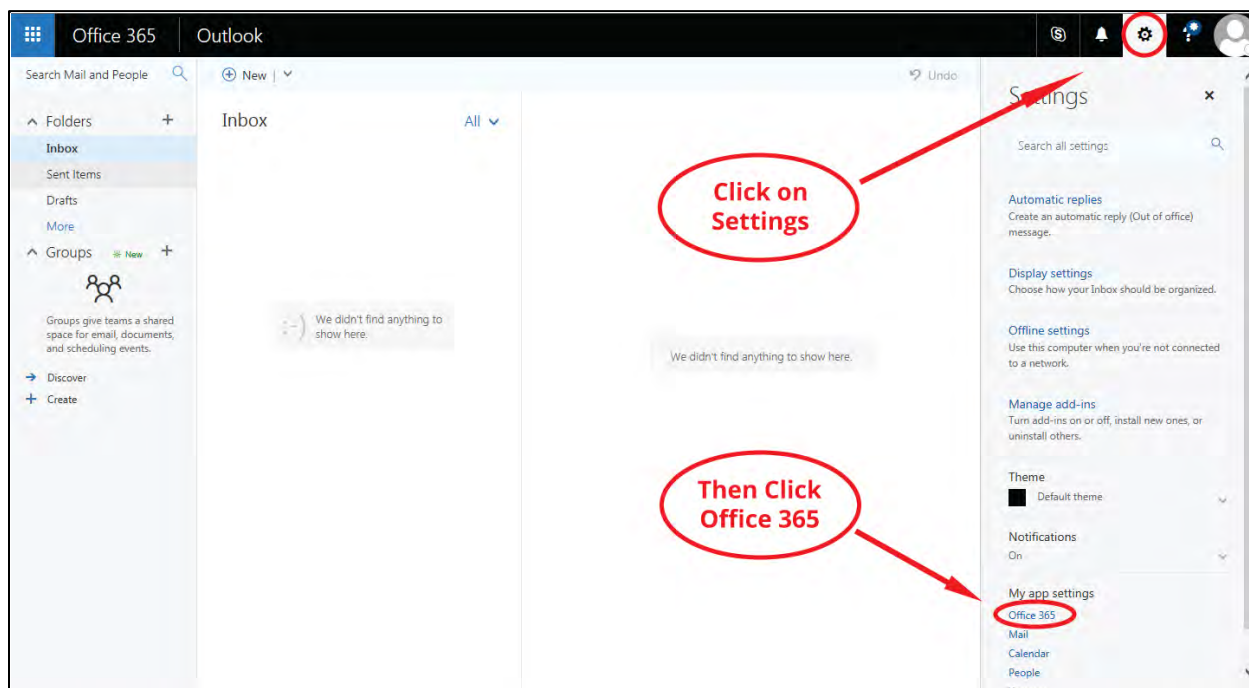
As a SSCC student you are now eligible to receive a free copy of Microsoft Office 2013 Suite. This is a full version of the popular Microsoft Office program that can be installed on up to five of your personal computer devices. Please note the College requires 2013 for use in all Office oriented classes. Please do not install Office 2016 even though it is an option.

To get started you will need to log into your SSCC Office 365 student email account from the SSCC MyMail page (<https://portal.sccc.edu/mymail/index.shtml>), by clicking on **MyMail Office365 | Login**

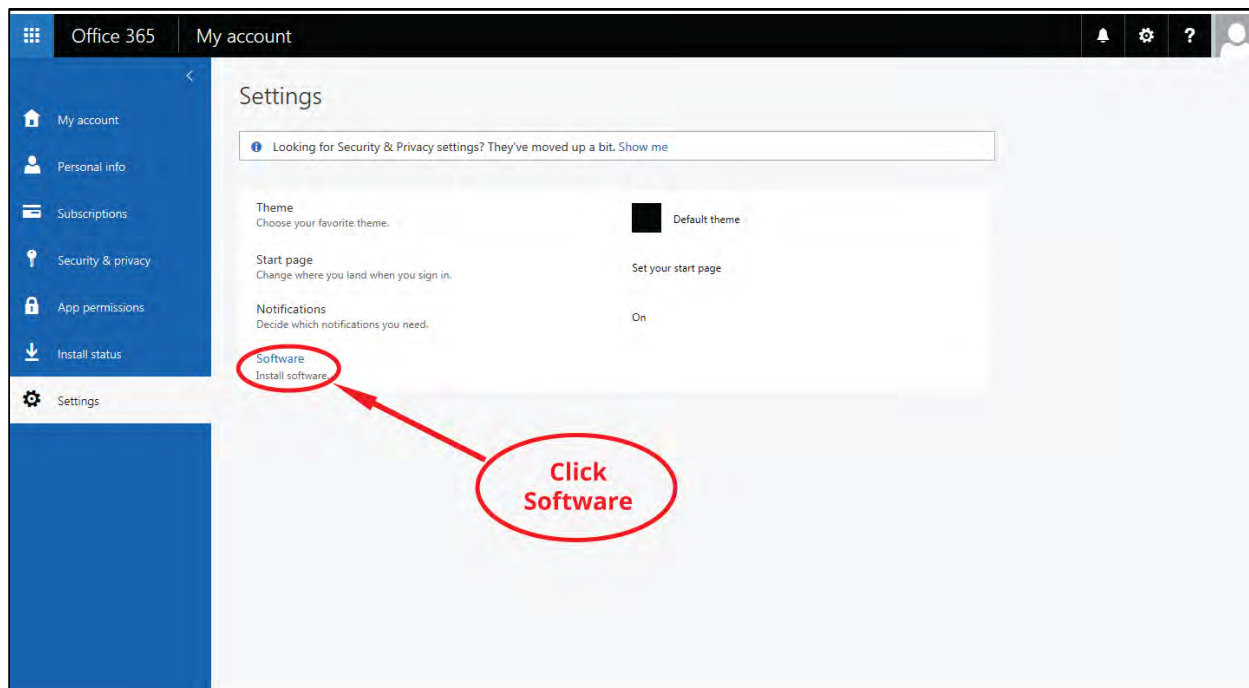
Quick Step Option:

**www.sccc.edu --> MySSCC --> MyMail --> MyMail Office365 | Login**

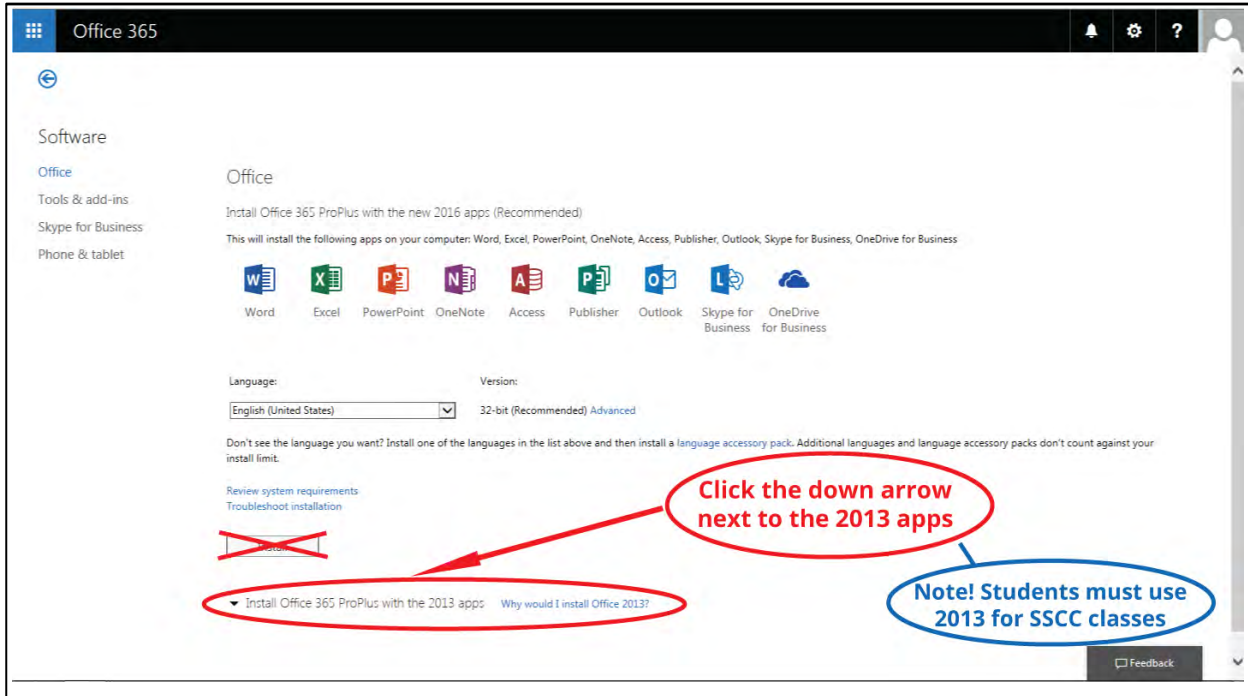
## Step 1:



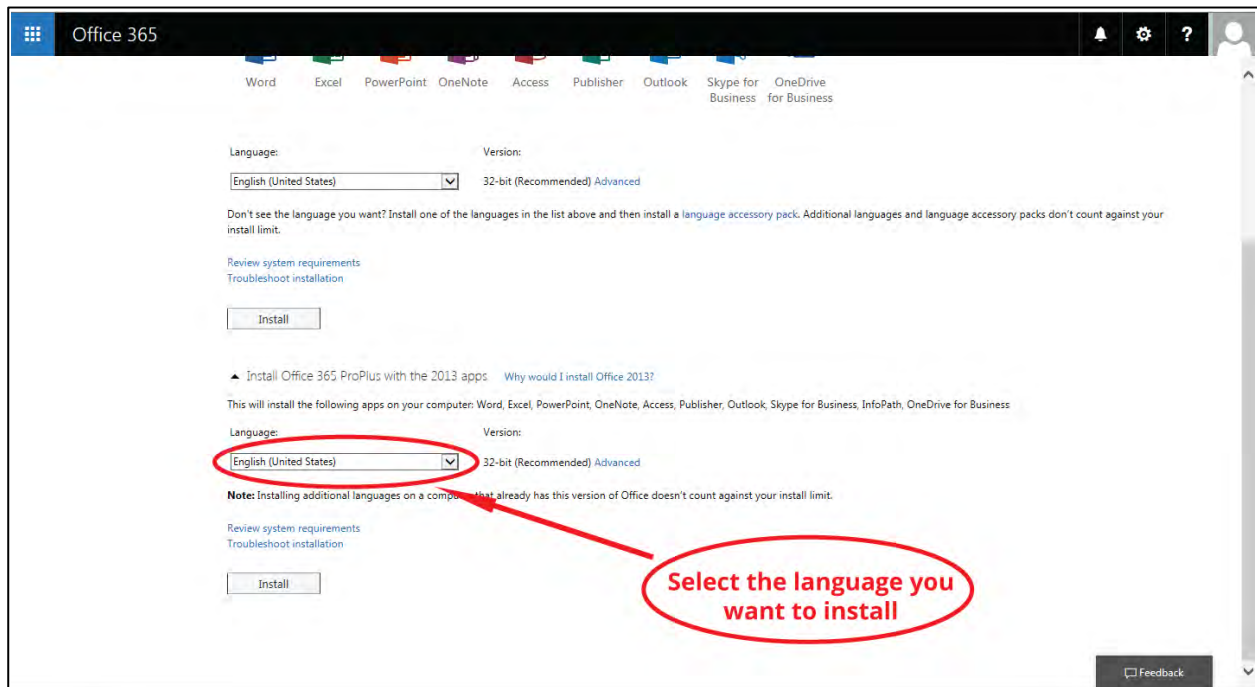
## Step 2:



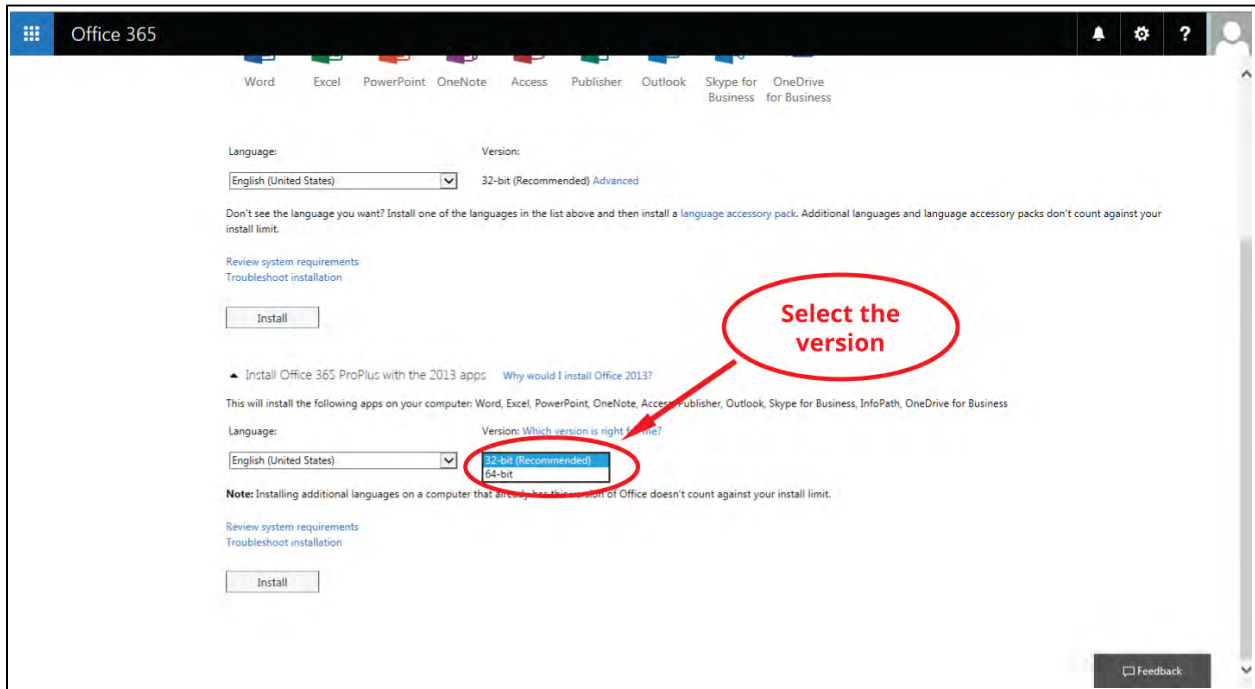
**Step 3:** Scroll down and click on the down arrow next to the Install Office 365 ProPlus with the 2013 apps. Do not select the install button above this, it is for the 2016 apps and that is incorrect. A new install button will appear after you select the down arrow.



**Step 4:** Choose the language you want to install and run Office 365 in:

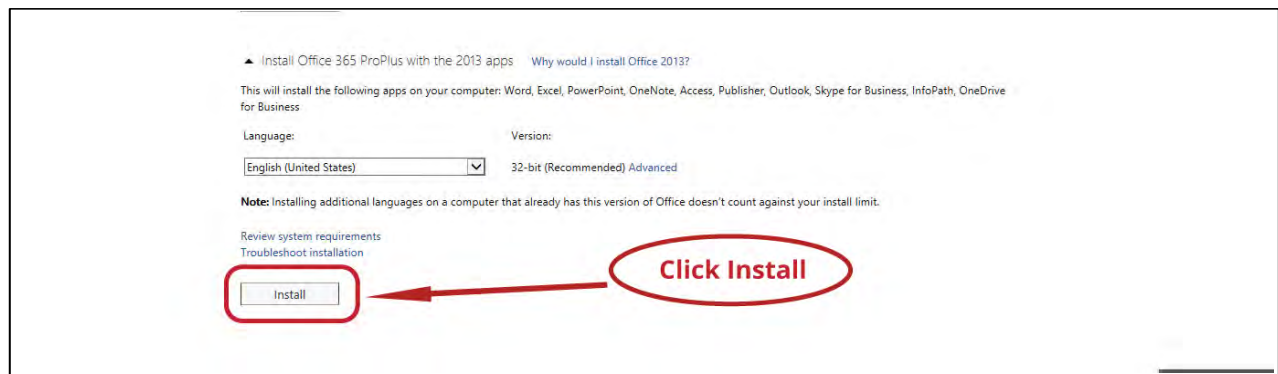


## Step 5:

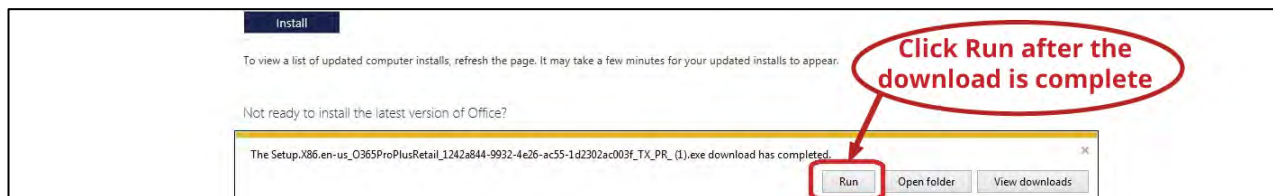


**Note:** 32-bit is the default version. If you would like to change to 64-bit, you will need to click on **Advanced**.

## Step 6:



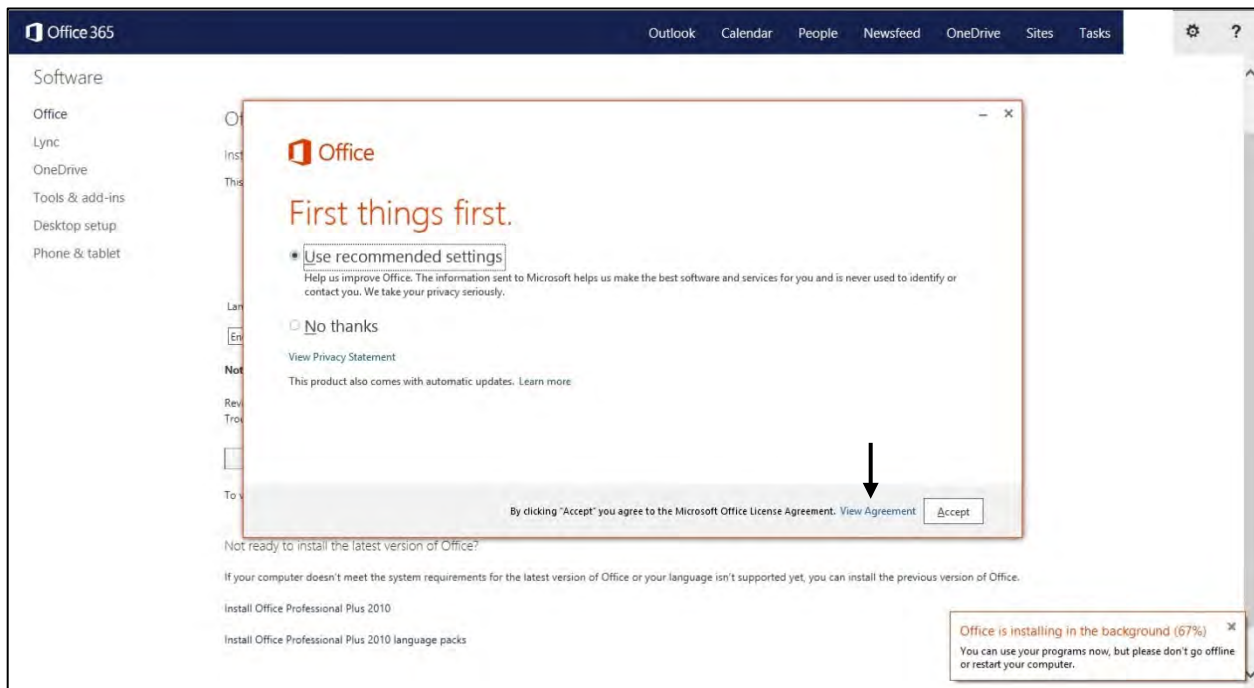
**Step 7:** After the file has finished downloading onto your PC, click **Run** to begin the installation process:



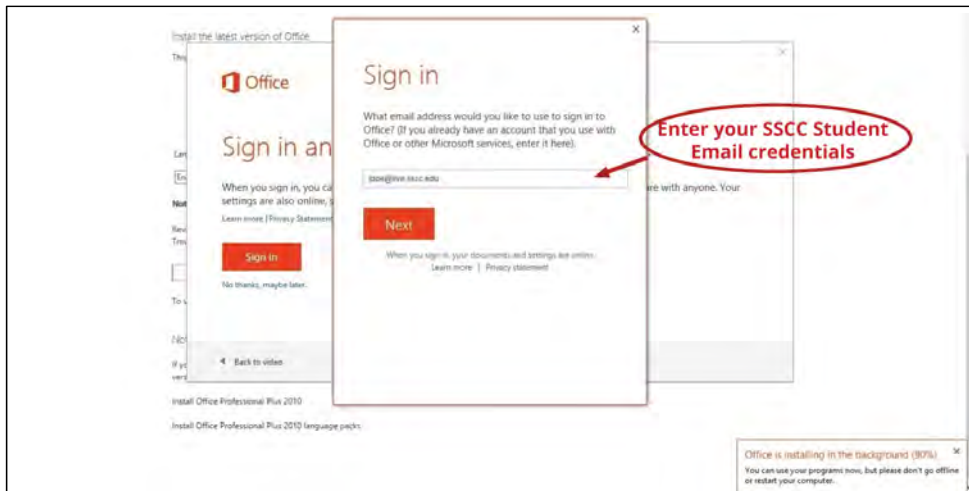
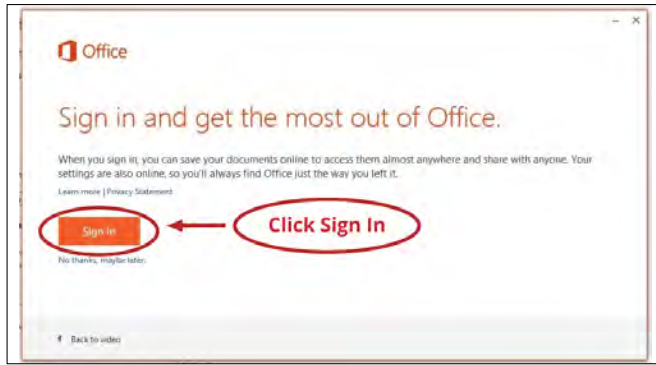
**Note:** While you are waiting on the installation to finish, you may want to go through the quick tutorial on using Office 365 if you haven't already. If you don't wish to or have already gone through it, you can either ignore it, or click the X at the top right of the tutorial screen to exit the tutorial.



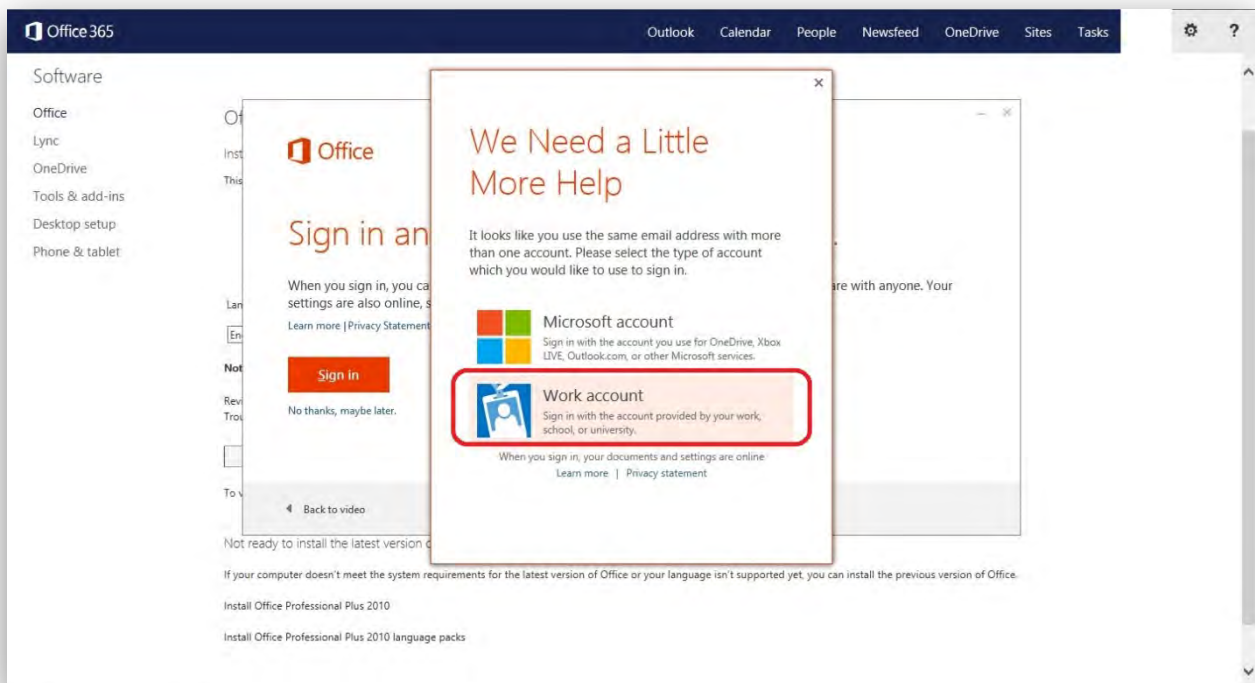
**Step 8:** On the following screen you can view the license agreement by clicking on the View Agreement link. You will then either need to select **Use Recommended Settings** or **No Thanks** in order to click **Accept** to accept the license agreement:

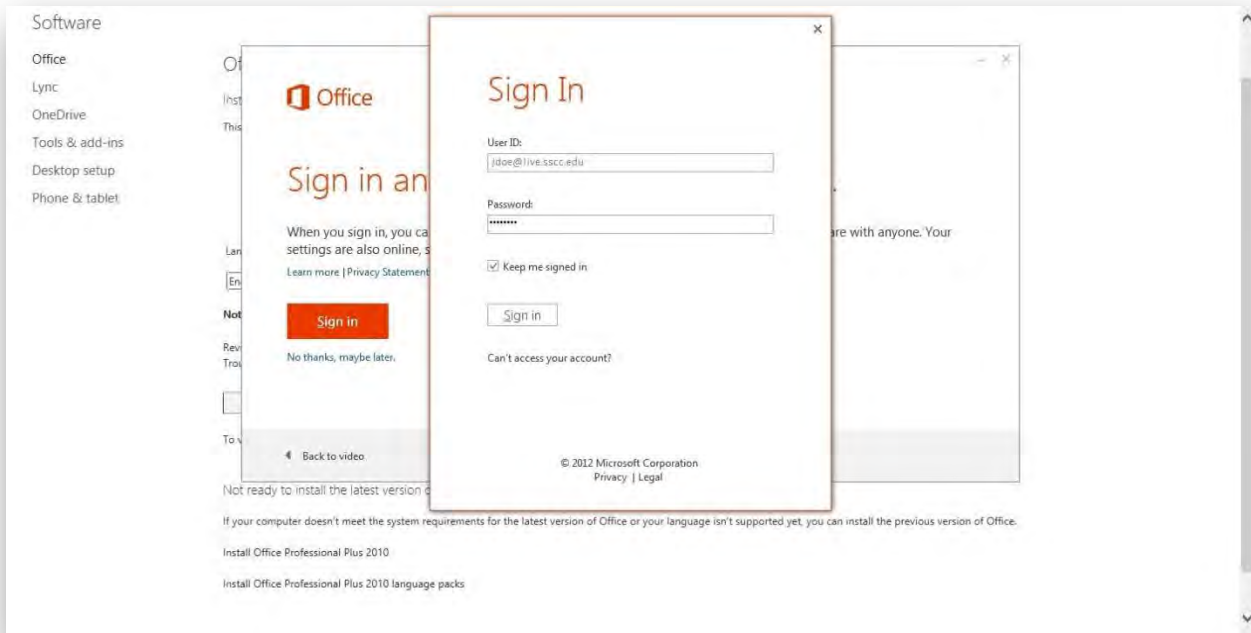


**Step 9:** On the next screens, you will need to sign into your SSCC Office 365 student email account using your SSCC student email credentials as shown in the following examples:

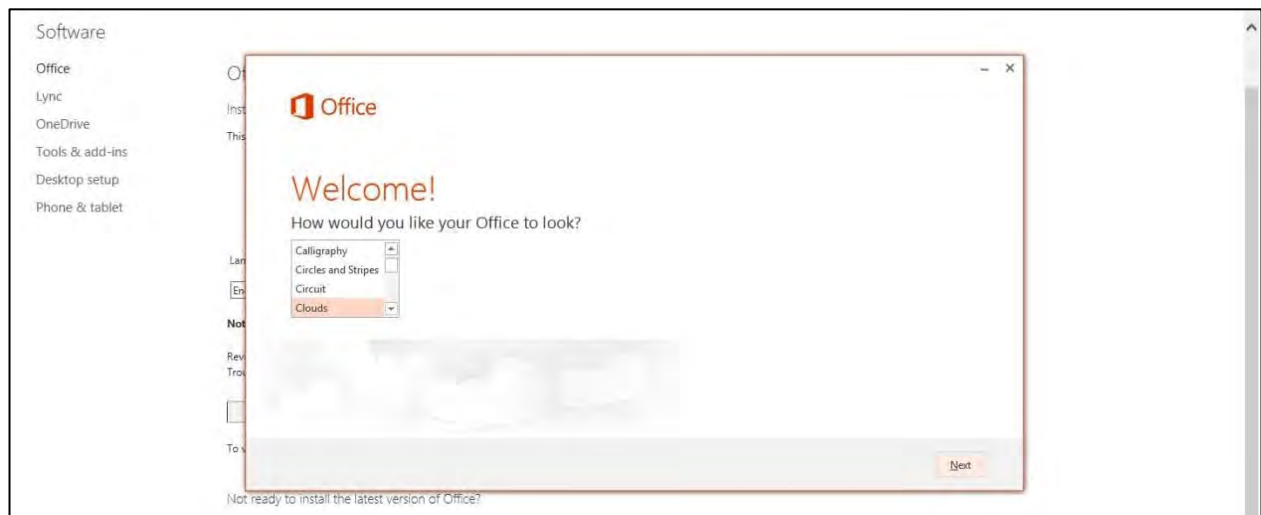


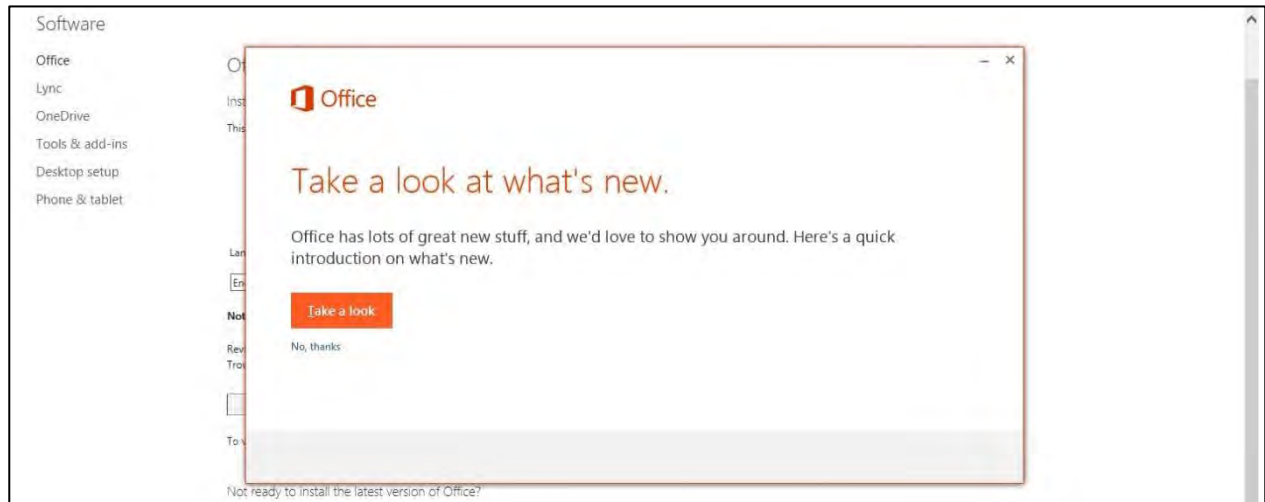
**Note:** If you use the same email address with more than one account, you will need to specify which type of account you are using to sign in. You will need to select **Work account** and then continue signing-in using your SSCC student account.



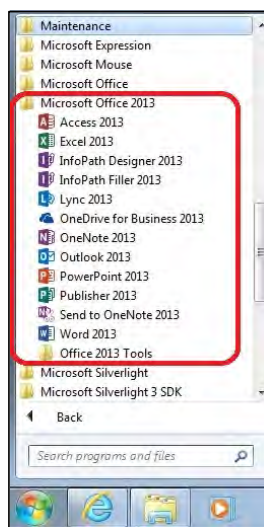


**Step 10:** After you are signed in, you will need to go through the last few setup screens and then click **All-done** as shown in the following examples:





You should now see the Microsoft Office 2013 suite located within your Start Menu on Windows 7. If you are using Windows 8, you may need to click on all start menu items and pin the Office 2013 items you would like to use in your start screen.



**Note:** On your Office 365 account page, you will be able to see how many licenses you have remaining and what PCs those licenses are attached to. If you would like to move a license from one PC to another, you will need to deactivate the license that is attached to the PC you would like to move it from.

Office

Lync

OneDrive

Tools & add-ins

Desktop setup

Phone & tablet

Office

Manage installs

resources

How do I locate my computer name?










If you don't have any installs left, you can deactivate an install on one computer and install Office on another.

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
MySSCCComputer	Microsoft Windows 7 Enterprise	11/14/2014	Deactivate
MyHomeComputer	Microsoft Windows 7 Enterprise	11/14/2014	Deactivate

Remaining installs available: 3

Install the latest version of Office

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.

Word Excel PowerPoint OneNote Access Publisher Outlook Lync InfoPath

Language:  Version:

**Note:** Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

Review custom requirements