

# Office 365

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## Sign into Office 365

1. In your web browser navigate to [office.gtc.edu](http://office.gtc.edu) or click the link.
2. Type in your ID number and password and click the **Log In** button.

**GATEWAY**  
TECHNICAL COLLEGE

Bb Blackboard Google lynda.com Web Help Desk

Gateway Login  
1234567

Password  
\*\*\*\*\*

**LOG IN**

Need help? Contact the Gateway Technology Support Center (GTSC)  
(262) 564-3695 or x3695  
support.gtc.edu

Important: To log out, you must close and quit your browser.

Do not bookmark this page.

How can I bookmark this page?

I am a staff/faculty member, what is my password?

I am a student, what is my password?

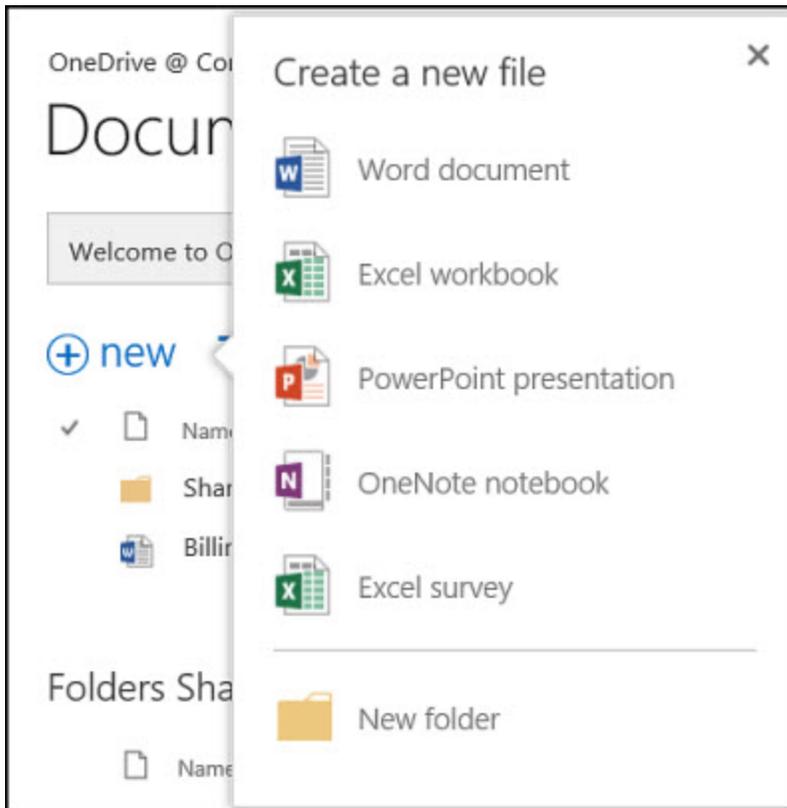
## Create a document using OneDrive

You can quickly create new Office documents when you're signed into Office 365 in OneDrive.

1. At the top of the page, click **OneDrive**.



2. Click **New Document**, and then choose the type of document you want to create.



3. Type a name and click **OK**. The new document opens in the Office Online program for the selected type of Office document.
4. When you're done, click **File > Exit** in Office Online.

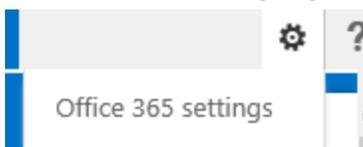
**TIP** If you want access to all application features, you can switch to the full Office application. For example, if you're working in Word Online, click Open in Word to continue working on the document in Word.



[Click here](#) for information on sharing documents.

## Download a copy of Office 2013

1. At the top of the page, go to **Settings**  > **Office 365 settings**.



2. On the left of the page, choose the **Software** tab.

3. On the Office page, select a Language, and then choose **Install**.

## Office

Install the latest version of Office

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



Language:

English (United States) ▼

Version:

32-bit (recommended) [advanced](#)

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

[Review system requirements](#)

install

**NOTE** Office installs the 32-bit version on your PC by default, even if your computer is running a 64-bit version of Windows.

## FAQ

How long do I get to keep my Office 365 account?

Office 365 accounts will remain active for a period of 2 years after the end of your last class.

How many copies of Office 2013 can I install?

You can install up to 5 offline versions of Office 2013.

Who gets access to Office 365?

Students who have taken a course within the last 2 years.

How do I connect this to my phone?

[Click here](#) for help with setting up a mobile phone.

Where can I get more help?

You can contact Tech Central via phone (262)564-3695 or ticket at [support.gtc.edu](http://support.gtc.edu).