Office 365

Sign into Office 365

1. In your web browser navigate to office.gtc.edu or click the link.
2. Type in your ID number and password and click the **Log In** button.
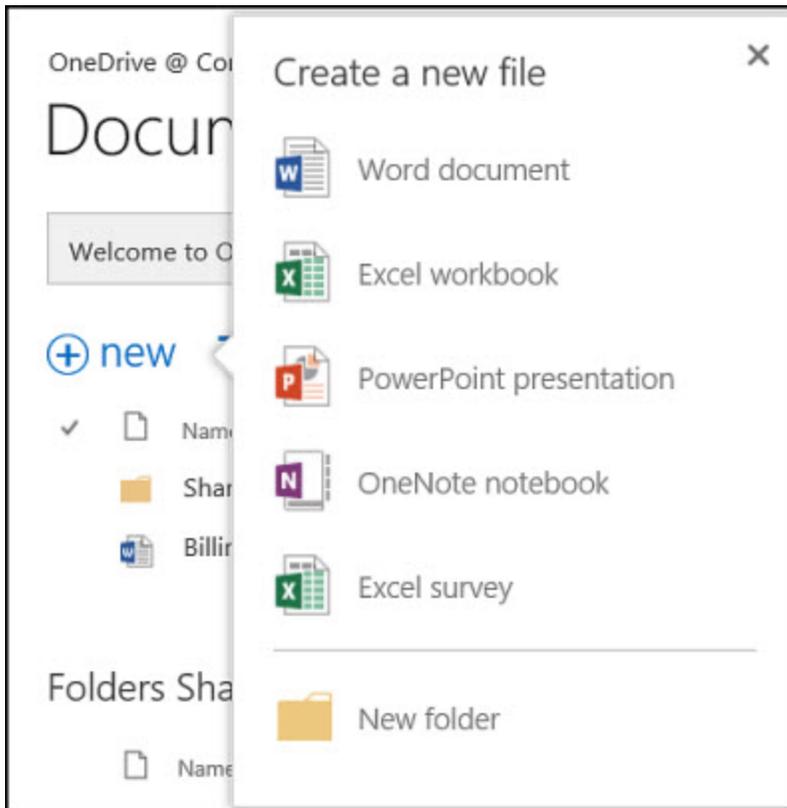

Create a document using OneDrive

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.
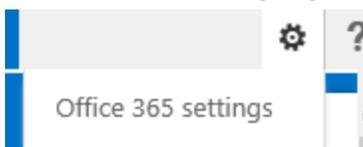4. When you're done, click **File** > **Exit** in Office Online.

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.

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.

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.