How To Obtain Microsoft Office From Your Student Email Account

Accessing the Account

As a student here at Camden County College, you have access to Microsoft Office through your Office 365 email account. Below is a list of instructions on how to obtain this.

To access the download to install Outlook from Office 365 onto your desktop/laptop, please go to:

https://portal.office.com/Home

When selecting the above link, you will be taken to an office 365 sign in prompt. Please sign in with your student email account and password.
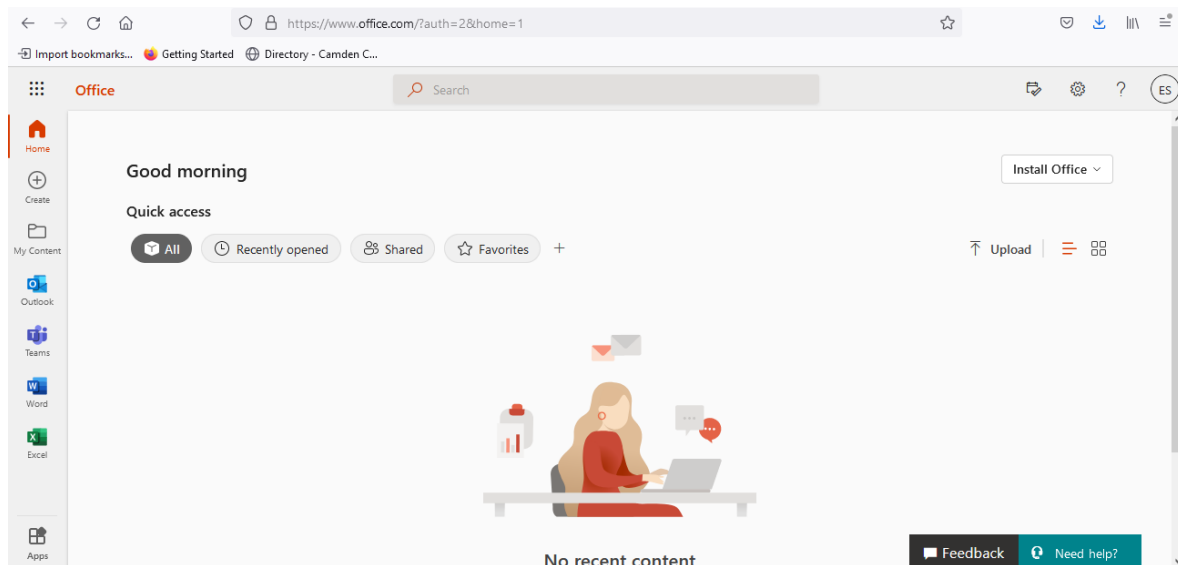
Once you sign into your account, the above picture will be the first screen you see. Microsoft has inserted an "Install Office" button on the top right of the screen that will start the download process for you. It will display a small drop down window. Click on Office 365 apps to start the download.
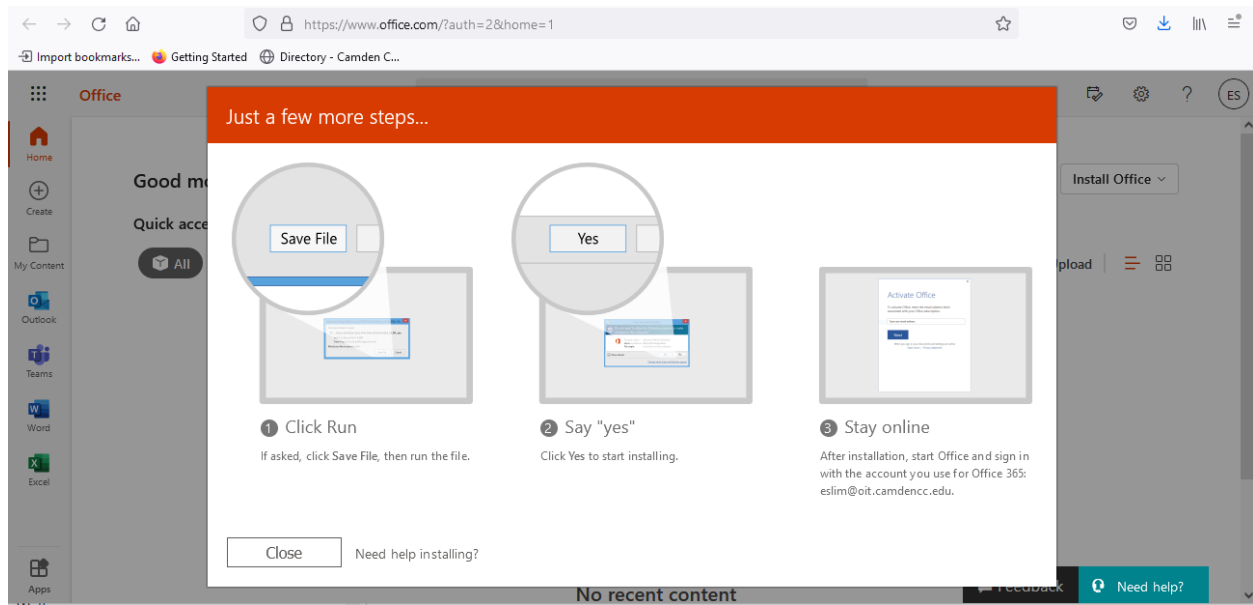
The online apps are always available through your student email account (pictured above in the left sidebar) and are able to use through the email account. The apps though will not have all the complete functionality as the full software install would have.

If you are automatically entered into your inbox, please read the next set of instructions below. If the button is visible, please select the button and skip to the **download and installation** section.
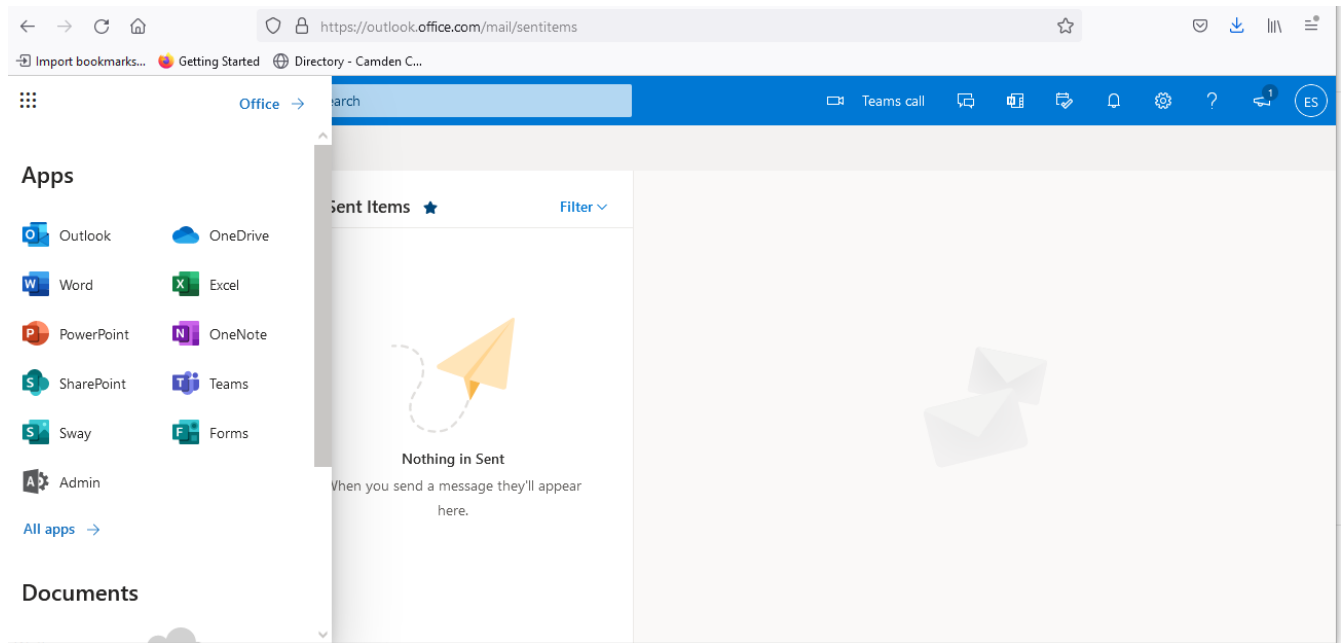
Click on the square made up of nine dots in the top left part of the screen in the above image. This will bring out the displayed sidebar above. Click on the word Office with the arrow next to it to get to the Office 365 home screen shown in the first image of these instructions. From there, click on Install Office in the top right and select Office 365 apps
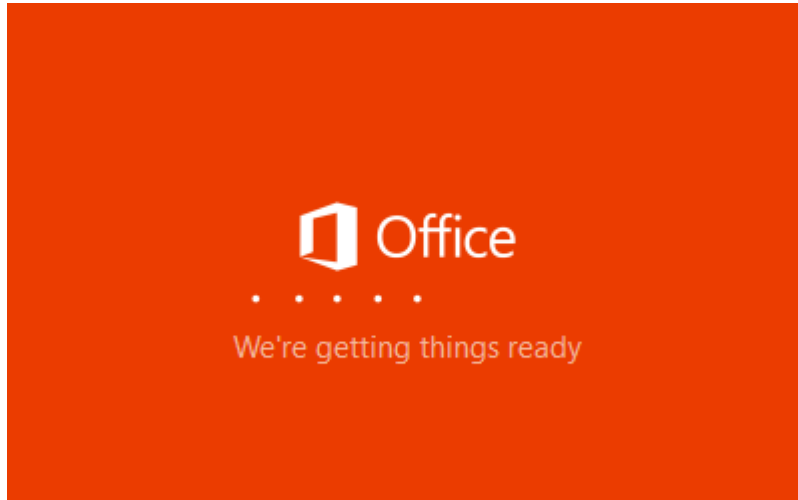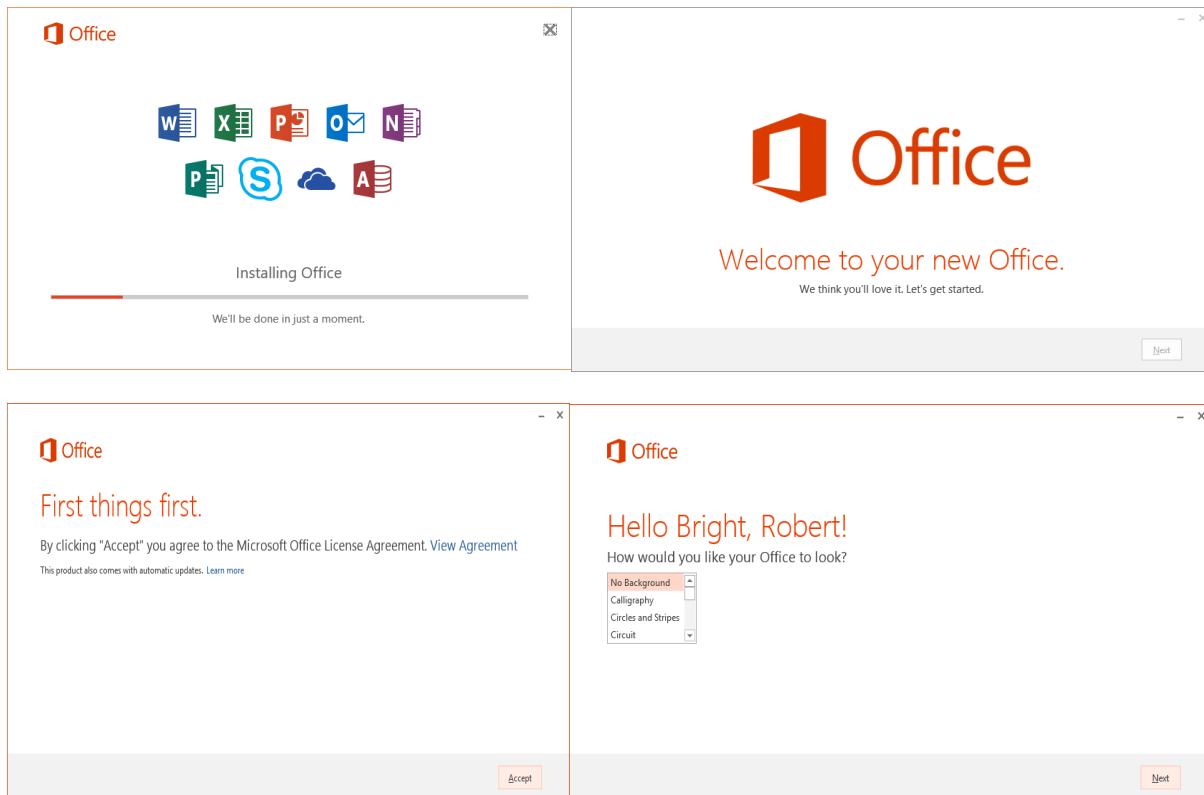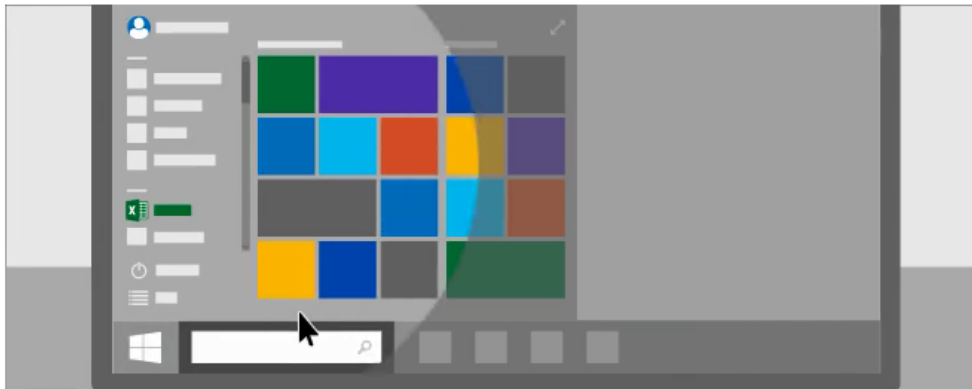
Download and Installation
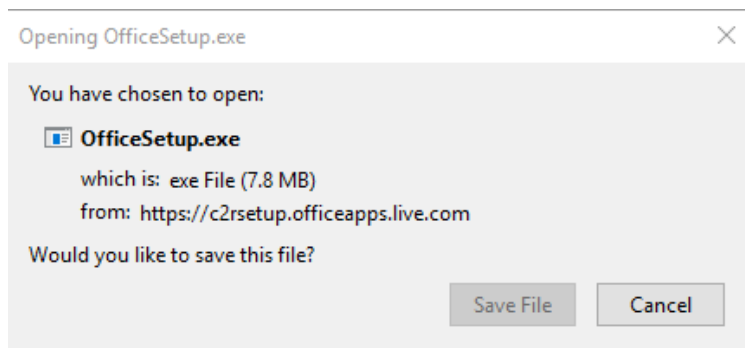
This security warning box could appear on your screen. Please select Save File. If not, the file is stored under the download section of your browser active browser. Open the file from the download folder or the download section of your browser

This box will appear to prepare for your install of the Outlook products.

The next few boxes (see below) should appear on your screen after Microsoft Office has finish beginning preparation of installing onto your device.

When this installation is complete, the above box will be shown and the software has finished installing onto your device.

Syncing Your Office Account To The Programs

After launching one of the applications, you will need to sync the program to your student email account to ensure you are able to access all features. Please select "Sign In To Get The Most Out Of Office" at the top right side of the program to start this process.
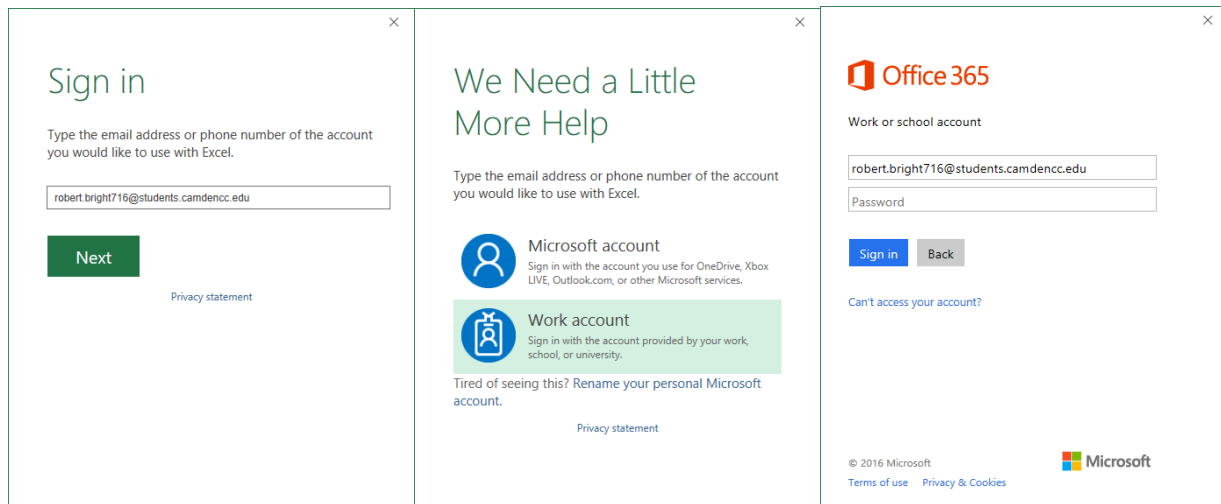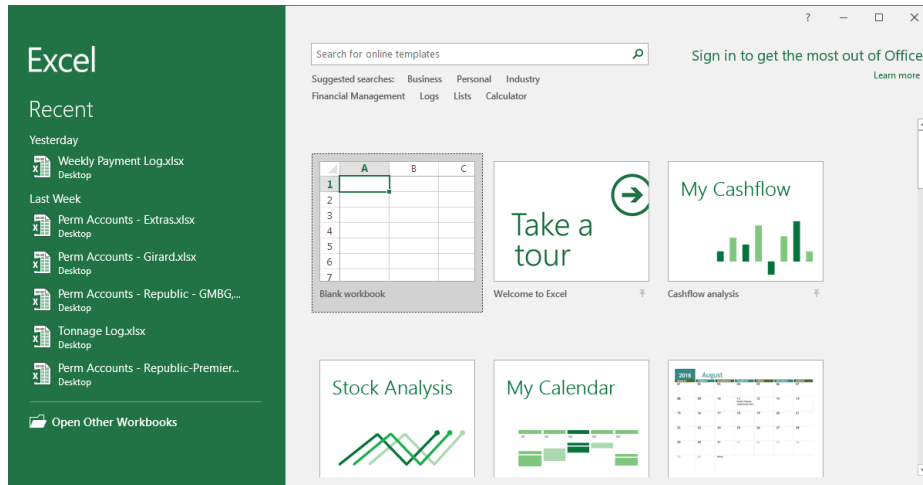
The following above boxes will appear for you as you sync up your account. You will need to sign in with your email account and then select work account. Selecting Microsoft Account will not work for the CCC email account. Finally, the Office 365 box will appear to input your password.

Congratulations! You have successfully completed installing Office 365 and should have access to all features available.

If you have any questions or difficulties, please contact the OIT help desk at 856-374-4900. Our hours are the following:

- Monday through Friday 8am to 6:30 pm
- Saturday from 9am to 2pm.

We do accept walk-ins at our office as well until 5pm Monday through Friday. Our office is located in the CIM building on the Blackwood Campus, Room 204. If you are taking classes at the Camden Campus, please go to the E-Village located on the second floor of the Camden Technology Center.