



Division of Educational Technology

HOW TO INSTALL OFFICE 365 STUDENTS ONLY

STUDENTS GET THE ONLINE VERSIONS OF OFFICE PLUS 1 TB ONLINE STORAGE FOR FREE:

- **LOG INTO the MyBC3 Portal:** <https://www.bc3.edu/mybc3/index.html>

- **OPTIONS:**
 - Click the orange **Office 365** block inside the Portal

- **INSTALL:**
 - Click on the **Install apps, in the upper right corner**
 - Choose the **Other install Options (2nd option)**
 - *Click the **Install Office** button and **save** it to your computer*
 - *Navigate to where you saved the .exe file and double click it to open*
 - *Select Run*

- **AFTER INSTALLATION:**
 - **Open one of the software (Word, PowerPoint, Excel, etc.)**
 - **Windows computers – click the Sign in link at the top right**
 - **Mac – click the sign in button on the left side of the open software**
 - You will be asked to enter your e-mail address b + student ID+studentID@my.bc3.edu (b1234567@my.bc3.edu)
 - Click **Next**.
 - Choose Work or School Account.
 - Use the same password you use to log into MyBC3 Portal.
 - Allow MFA authentication
 - Follow the prompts to finish setting up office 365.

ELIGIBILITY:

You must be an active full-time or part-time student at BC3 and:

- Have a school-specific e-mail address provided by the school that can receive external e-mail.
- Be of legal age to sign up for an online offer individually (13 years old).
- Have Internet access.

PLEASE NOTE: Your student eligibility may be re-verified at any time. You can use the plan until you graduate or are no longer enrolled at BC3 for 14 additional months beyond your last class.

- *The Office applications will enter a reduced-functionality mode, which means that you can view documents, but you cannot edit or create new documents.*
- *Online services associated with the MyBC3 e-mail address—for example, Office Online and OneDrive—will no longer work.*