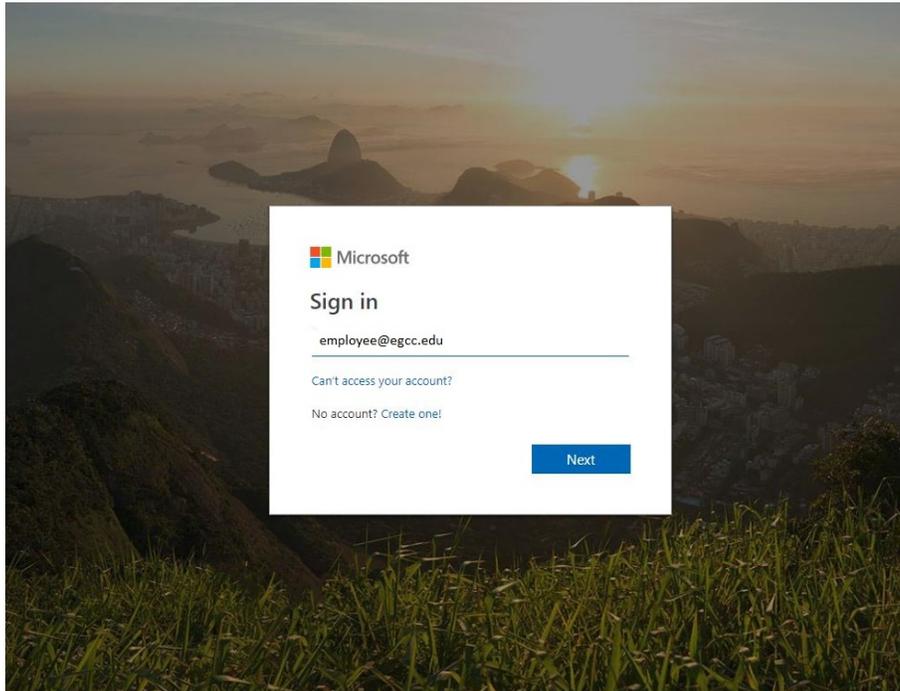
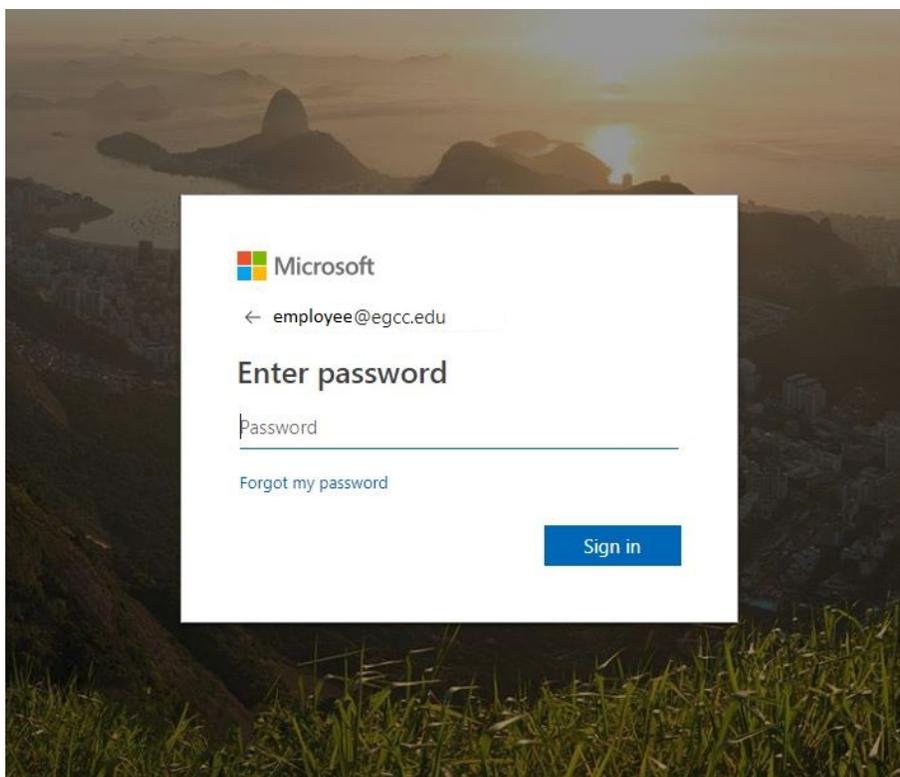


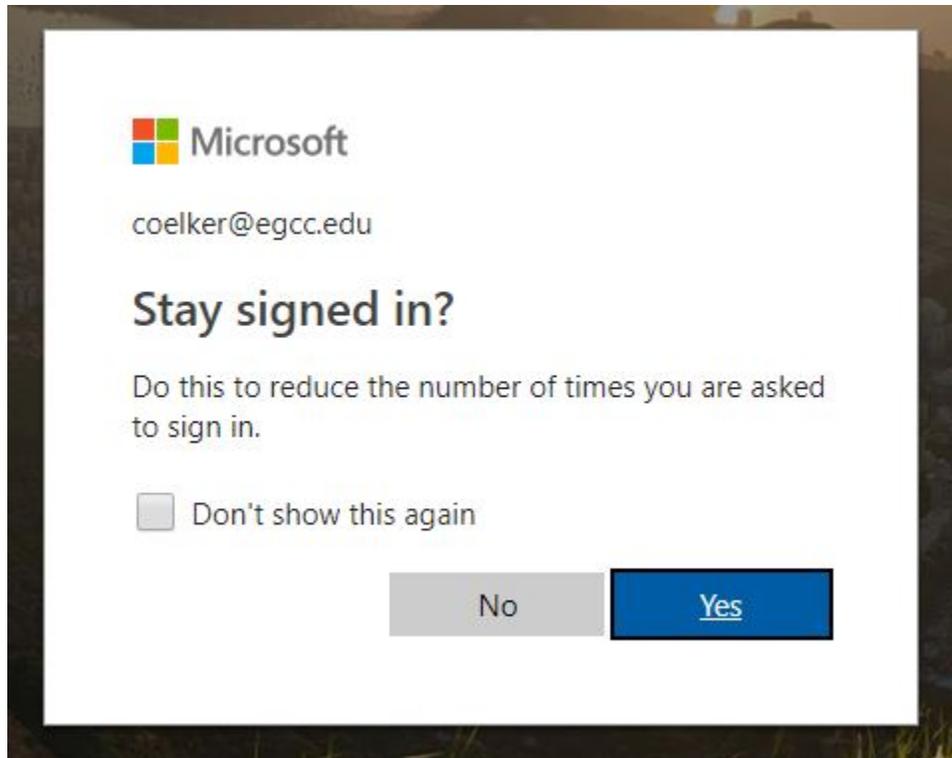
1. Go to [portal.office.com](https://portal.office.com) Enter your Student Email Address and click 'Next'



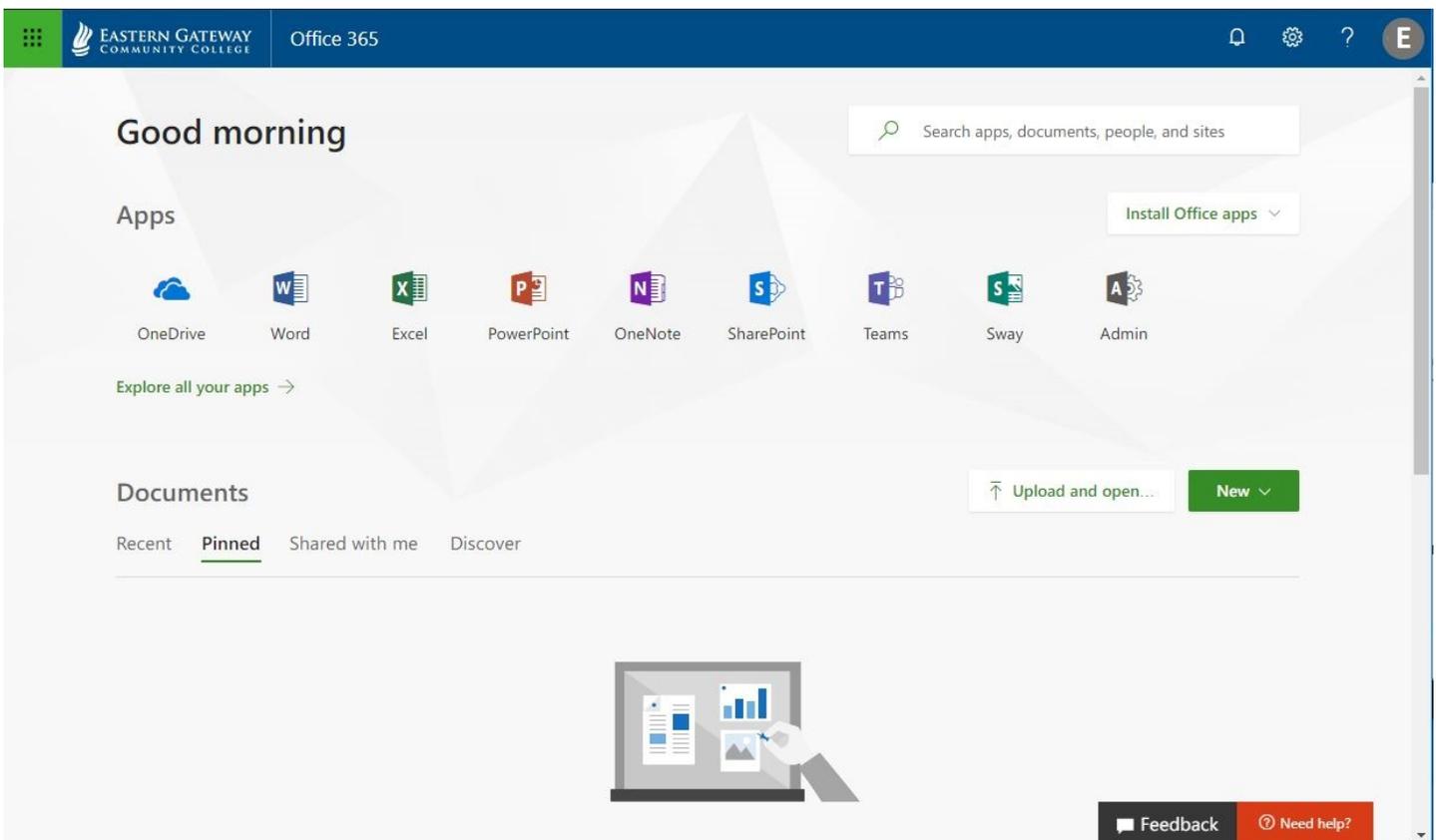
2. Enter your EGCC password (What you use for Self Service or My Classes) and click 'Sign In'



3. At the next screen you can select whether to remain signed in. If you are on ANY computer or device that might be used by ANYONE other than yourself, please select NO.



4. You should now be taken to the Office 365 Dash Board. Here, you can use online versions of Word, Excel, PowerPoint, etc., to create and edit documents.



5. You may also install Microsoft Office 2019 on your computer by clicking 'Install Office apps' and then following the on-screen instructions.

