Microsoft Office Install

Information
As an Office 365 user at North Idaho College, you have access to install Microsoft Office to a personal device at no charge. The local installation includes the following programs:

- **Windows**: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, and OneDrive for Business.
- **Mac**: Word, Excel, PowerPoint, Outlook, OneNote, Skype for Business, and OneDrive for Business. *Note: Skype for Business and OneDrive, are both separate installs for Mac.*

*Note: This Microsoft Office installation is only valid as long as you have an active NIC email account. Once you are no longer an employee or student, you will need to purchase your own Office 365 package from Microsoft.*

Step 1
Login to your MyNIC account and click on the **NIC mail button** if you are an employee OR the **Cardinal mail button** if you are a student.

Step 2
Once Office 365 opens, click on the **gear wheel** in the top right-hand corner.

Step 3
Towards the bottom of the menu, click once on **Office 365**.
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Step 4
If not already selected, click once on **Settings**.

Step 5
Click once on **Software – Install software**.

Step 6
Based on your operating system you have Windows or Mac versions available):

**Note**: For Windows users you may need to remove/uninstall all versions of Office you currently have prior to clicking install to prevent any software conflicts.
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*Note:* to install Skype for Business on Mac, see step 9 below.

*Note:* to install OneDrive for Business on Mac you can download it from [here](#).

**Step 7**

You have up to 5 local installs available from your Office 365 account. To view your installs, click the Go Back icon 🔄 or repeat Step 2 & 3 above. Choose My Installs.
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Step 8
From the Install status page, you can view how many of the 5 installs you have. You can also Deactivate any install from this page, by clicking on Deactivate beside the correct device.

Step 9
To install Skype for Business for Mac click on Skype for Business on the left-hand side menu.

Step 10
Next, click the Install button under Skype for Business 2015. Note: DO NOT choose to install Skype for Business Basic if available, as it has limited functionality.