

Microsoft Office Install

Information

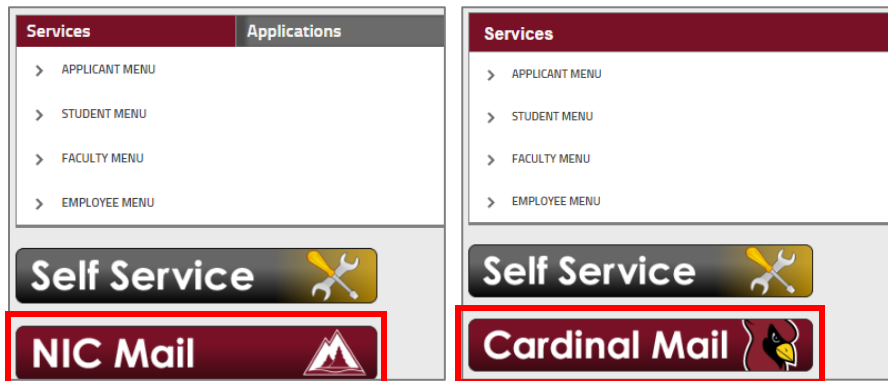
As an Office 365 user at North Idaho College, you have access to install Microsoft Office to a personal device at no charge. The local installation includes the following programs:

- **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.

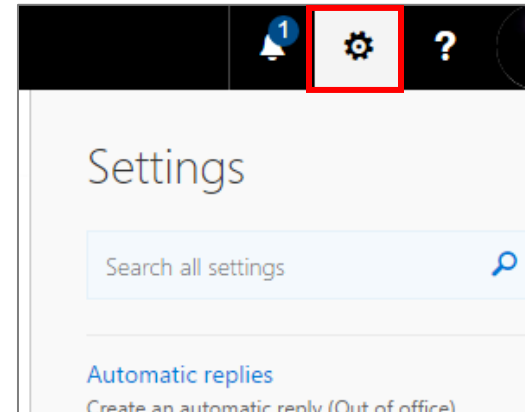
Step 1

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.



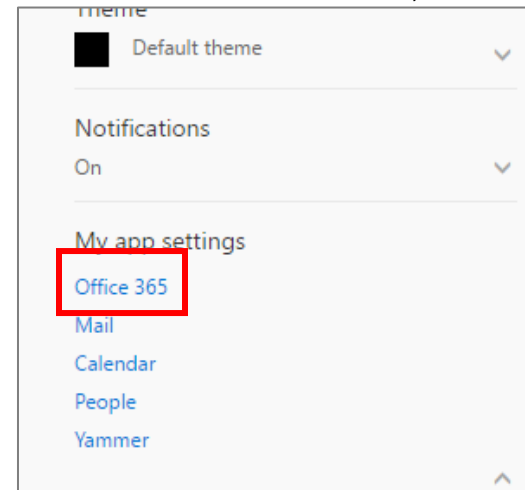
Step 2

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



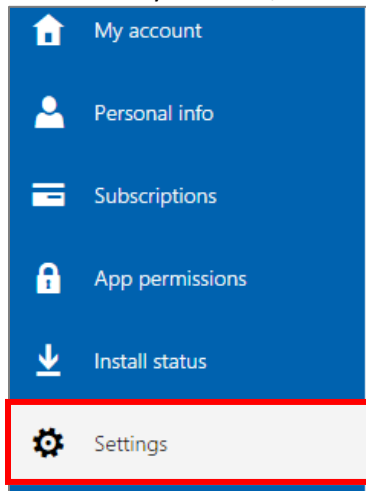
Step 3

Towards the bottom of the menu, click once on **Office 365**.



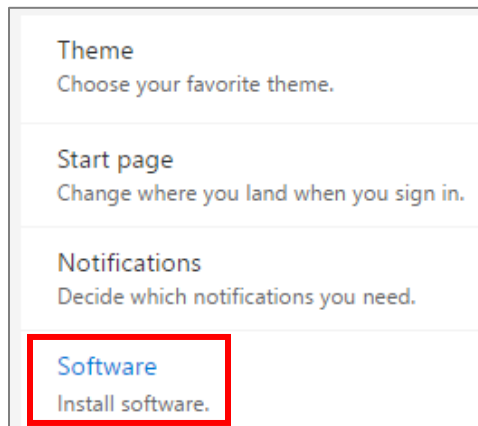
Step 4

If not already selected, click once on **Settings**.



Step 5

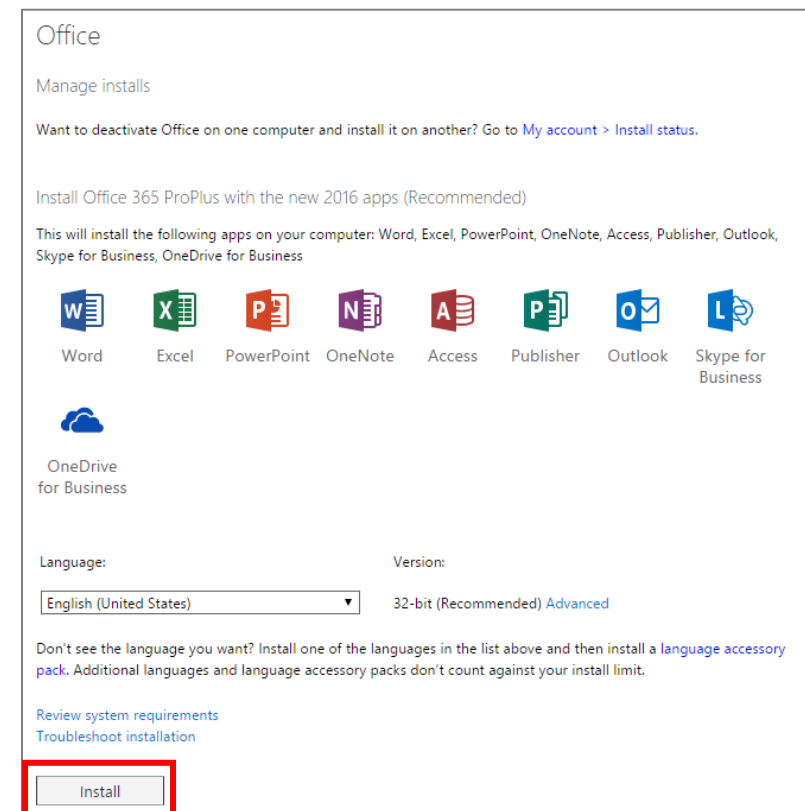
Click once on **Software – Install software**.



Step 6

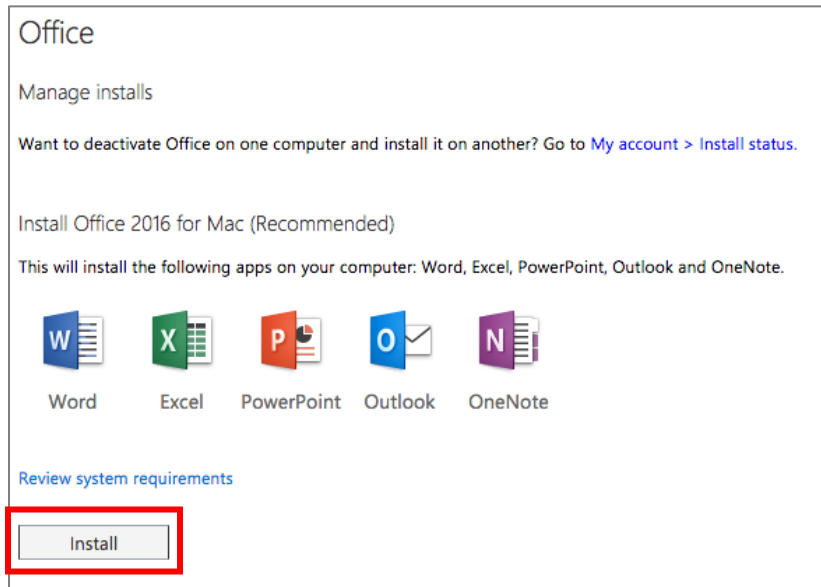
Based on your operating system you have Windows or Mac versions available):

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.




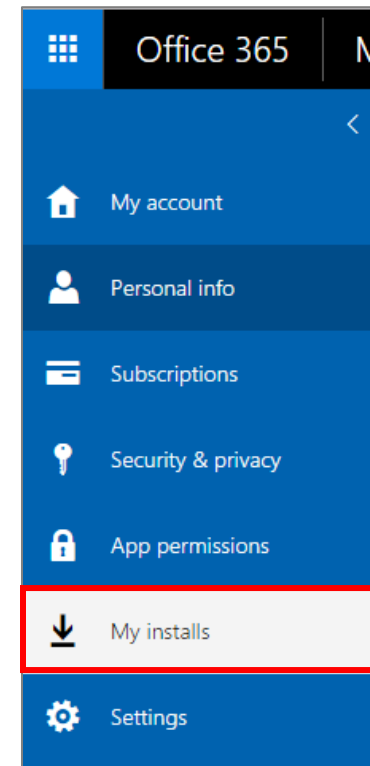
Note: to install Skype for Business on Mac, see **step 9** below.

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



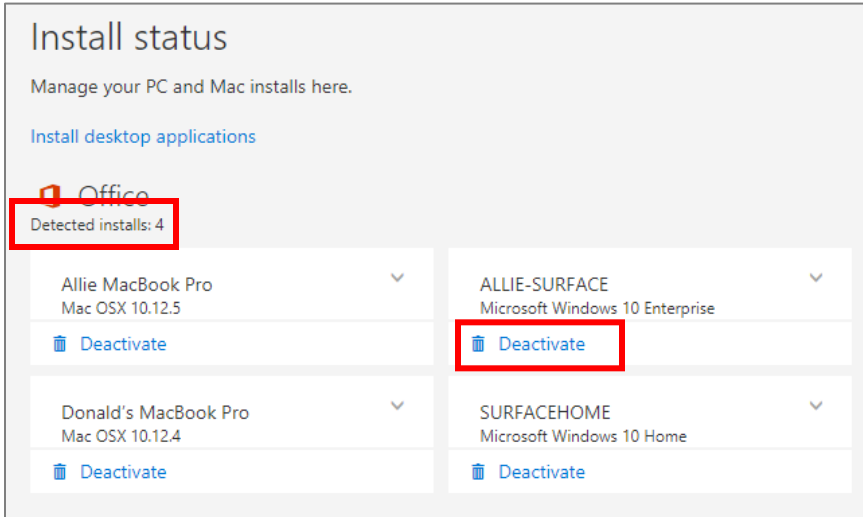
Step 7

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**.



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.



Install status
Manage your PC and Mac installs here.

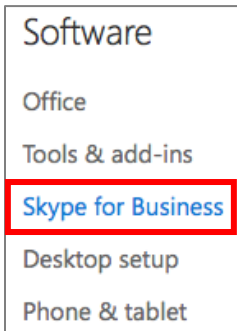
[Install desktop applications](#)

Office
Detected installs: 4

Allie MacBook Pro Mac OSX 10.12.5	ALLIE-SURFACE Microsoft Windows 10 Enterprise
Deactivate	Deactivate
Donald's MacBook Pro Mac OSX 10.12.4	SURFACEHOME Microsoft Windows 10 Home
Deactivate	Deactivate

Step 9

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

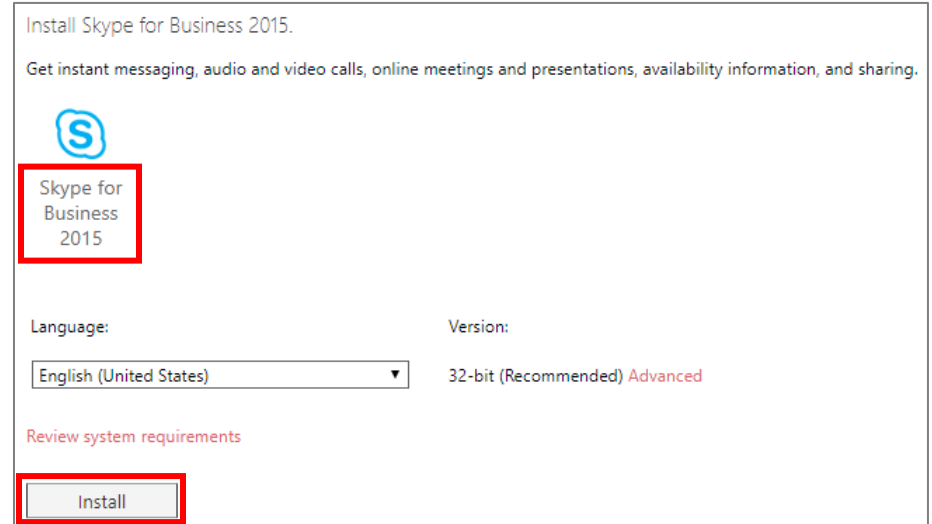


Software

- Office
- Tools & add-ins
- Skype for Business**
- Desktop setup
- Phone & tablet


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.**



Install Skype for Business 2015.

Get instant messaging, audio and video calls, online meetings and presentations, availability information, and sharing.

 Skype for Business 2015

Language: English (United States) Version: 32-bit (Recommended) *Advanced*

[Review system requirements](#)

Install