These directions are for navigating to and downloading the Office 365 installation that is freely available to enrolled students at Cleveland Community College. This software is available via your student email account. This is a full version of the Microsoft Office suite including Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, etc. Any files created with this software will always remain yours even if you are no longer enrolled and no longer have access to the software.

cccConnect

From the Cleveland Community College home page (www.clevelandcc.edu) click cccConnect and then click Student Email. This will take you to the login page for your student email account. For information and help getting logged in, click the question mark beside the Student Email link.
Office 365 Login Page

Login using your student email address and password (for more information on what to enter here, see the previous step).
Office 365

Click the gear in the top right-hand corner and click **Office 365 settings** in the dropdown.
Office 365 settings

Click **Software**.

![Office 365 settings page](image)

- **Me**
  - `@my.clevelandcc.edu`

- **Software**
  - Install and manage software.

- **Password**
  - Change your password.

- **Language**
  - English (United States)

- **Get started**
  - View the get started experience.
Software Install

Click the Install button to download and install the latest version of the Microsoft Office suite of applications. Each of the applications listed will be installed and available to you as long as you are enrolled as a student at Cleveland Community College. You will always have access to your files and a viewer to view those files.

Install the latest version of Office

This will install the latest version of the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.

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

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

Review system requirements
Learn how to troubleshoot your Office installation

Install
Managing Installations

Once you have installed the Microsoft Office suite on a computer you will see it listed on this page, along with the computer name and installation date. Should you need to deactivate the software for any reason, click **Deactivate**.

![Deactivate button](image)