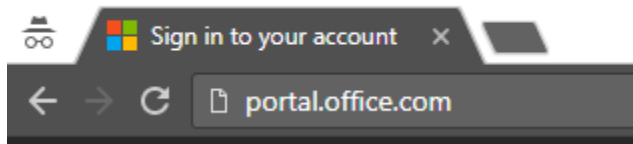


How to Install Microsoft Office

1. Your LBC email is connected to your LBC username and will look like the first 4 letters of your last name and 4 numbers (e.g. *smit1234@lbc.edu*). You should have received your LBC email and password when you started your LBC journey, if you do not know your email/password you can attempt to recover them at <http://help.lbc.edu/lookup>. If you still do not know your LBC email/password, contact the Help Desk at 717.560.8200 extension 4357.
2. Navigate to <https://portal.office.com>



3. Type your LBC email, it should look similar to the one below

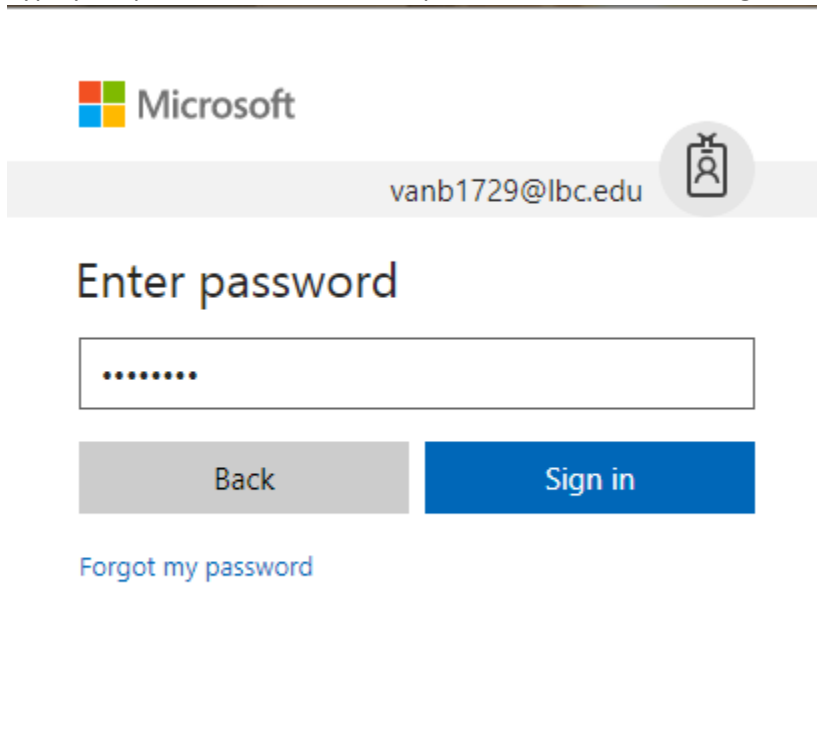


Sign in

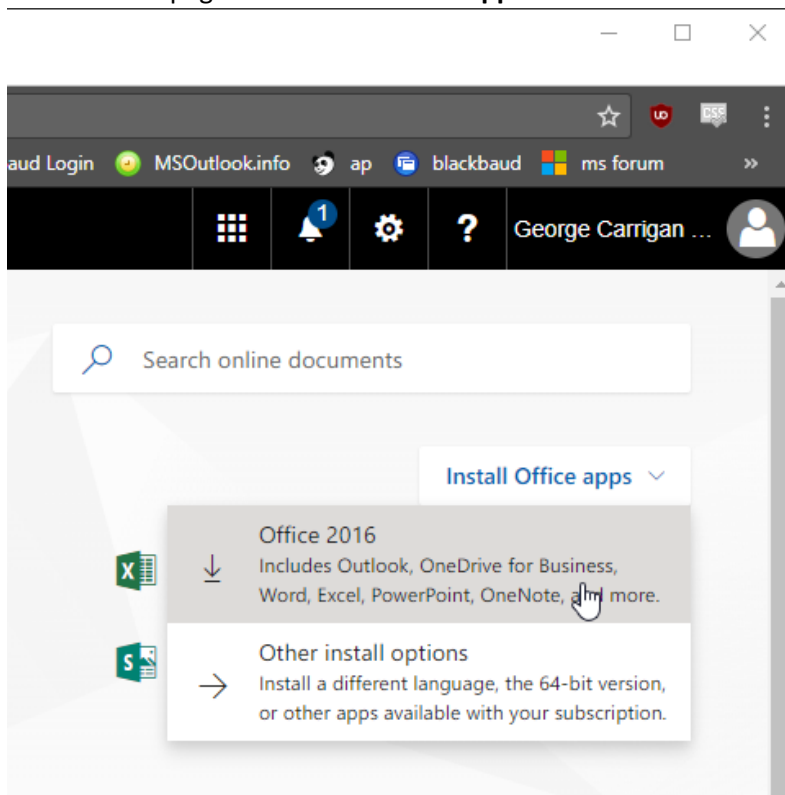
Next

[Can't access your account?](#)

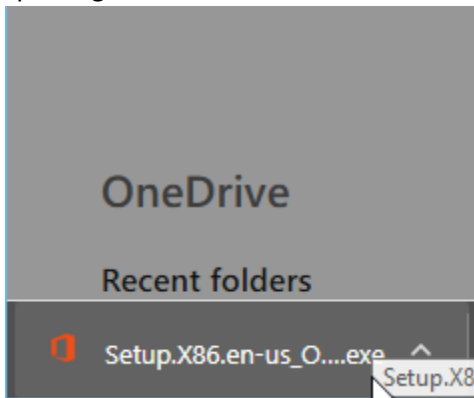
4. Type your password, make sure Caps Lock is off! Then click **Sign in**.



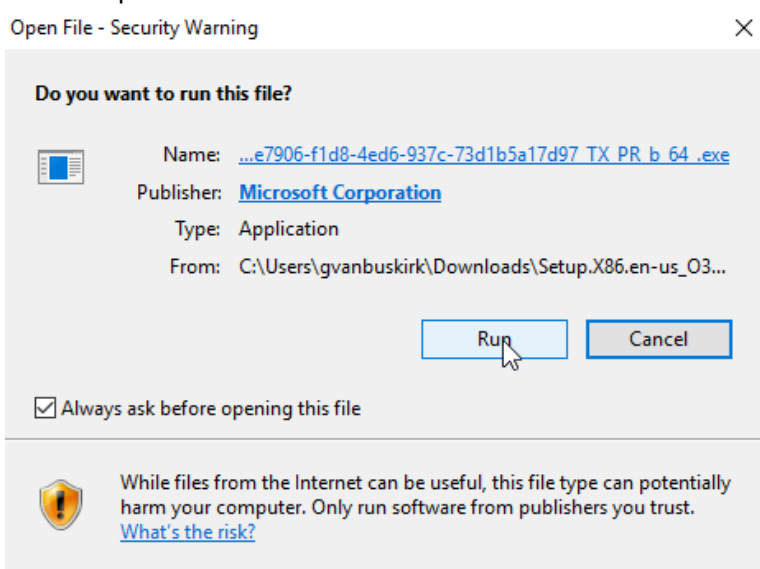
5. Once the next page loads, you should see an “Install Office apps” dropdown in the top right corner of the page. Click **Install Office Apps -> Office 2016**



- This will now download an executable. If you're using Google Chrome (LBC's recommended browser), the file should appear in the bottom left corner. Click it once the icon has stopped spinning:



- Your computer might ask you if you want to allow this program to make changes to your computer. It might also ask you if you want to allow it to run. You can click **Yes/Run/OK** to any of these questions.



- You should now see a window appear like the one below. At this point, the computer should install the rest of Office without your assistance. Be sure to let it run without turning it off or restarting it. Because this is the entire Office suite, it can take some time (30 minutes to an hour)



We're getting things ready