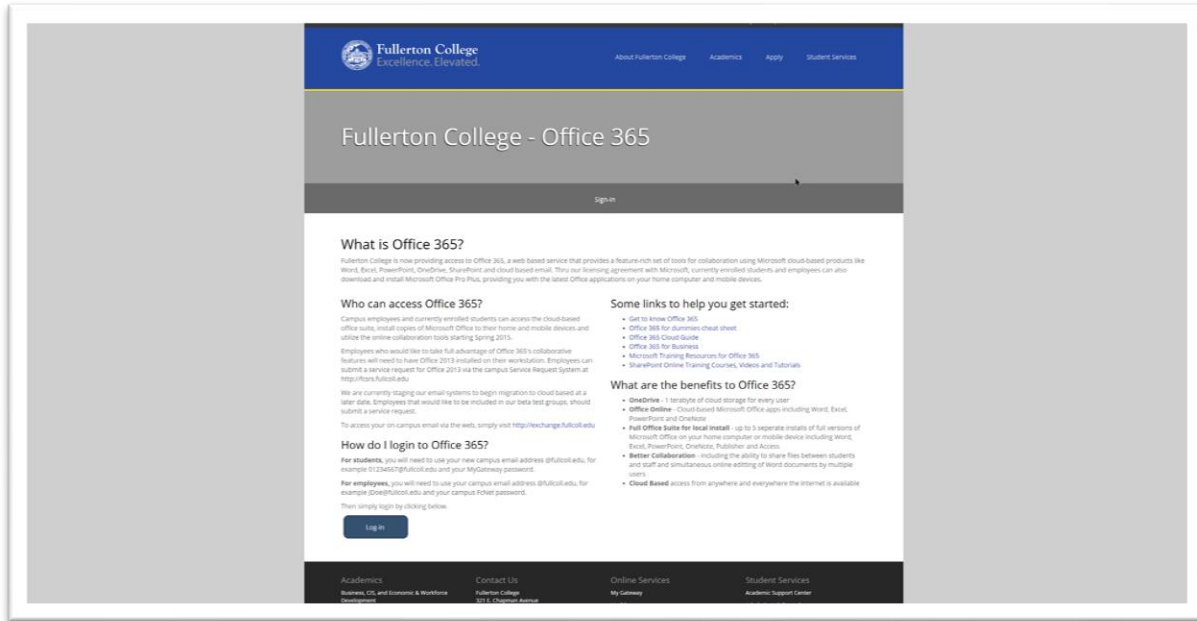


Getting Office 365 version 2019

Students registered at Fullerton College have access to Office 2019 through the Microsoft 365 program. You can log into Office 365 through Fullerton college and download and install a copy of Office 2019.

1. Open a web browser (preferably Microsoft Edge) and go to the site <https://o365.fullcoll.edu> (use the letter O and not a zero). You see the page



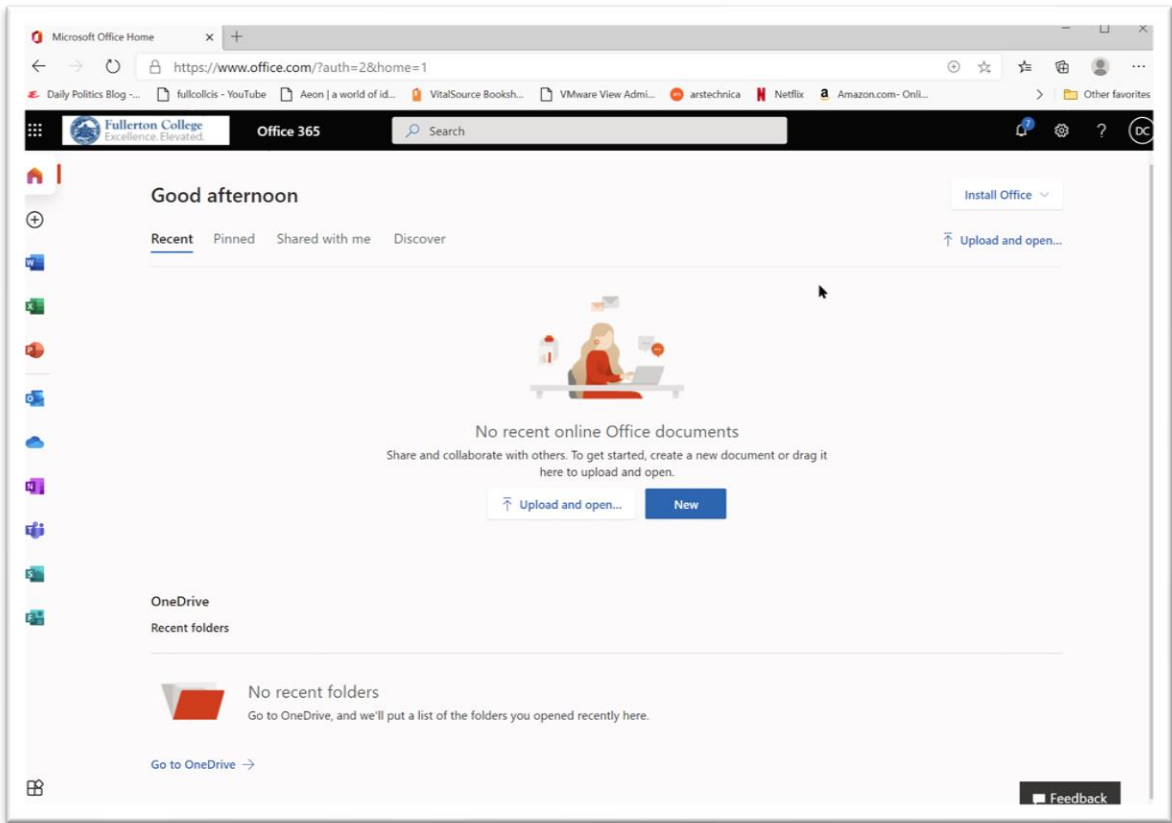
2. Click the Login button (the blue button at the bottom of the page).
3. You will be asked to log into this site. Enter a user name which consists of your student id number followed by @fullcoll.edu. For example, if your id number was 00001234 you would enter:

00001234@fullcoll.edu

as a login name.

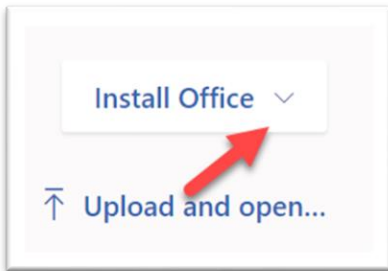
4. Click Next.

5. Enter your MyGateway password and click Next. You see the Office 365 page.

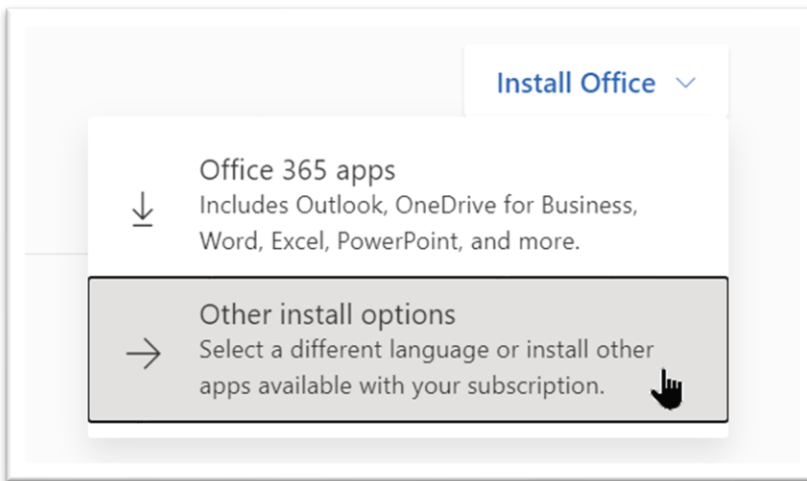


You wish to install a local copy of Office 365 to your computer and not use the online versions because some of the textbook exercises do not work with the online version of office.

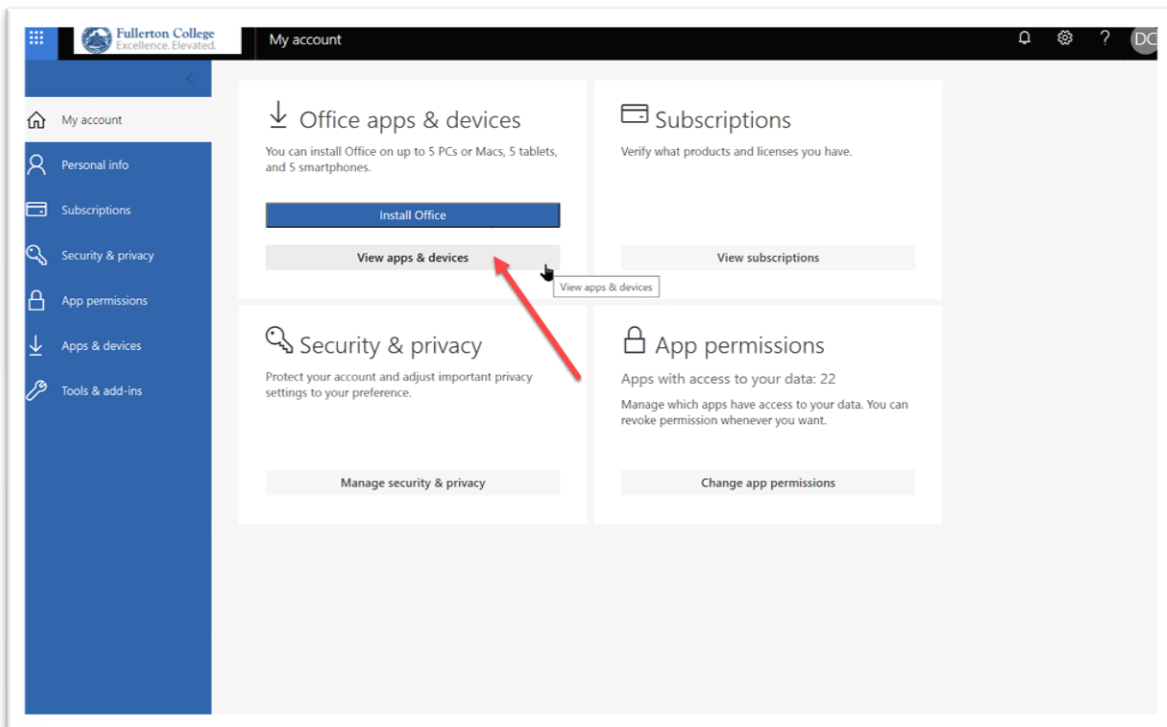
6. Click the drop-down button on the Install Office button



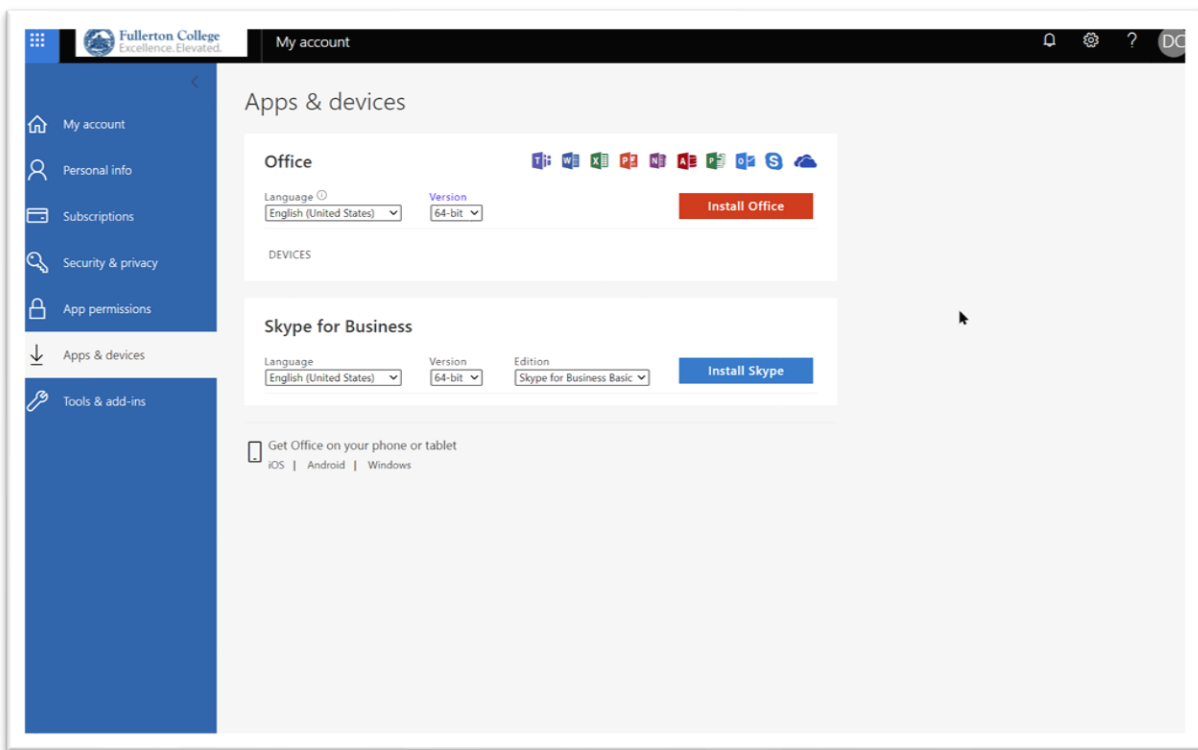
7. Select Other Install Options



8. Click the View Apps & Devices button



9. On the Apps and Devices screen click Install Office.



10. This will download a setup file and show you how to install Office.

