

Installing Microsoft 365 on a personal device or HCC loaner laptop



If this is an Office PC or another PC with Avecto, please contact the Technology Service Center at 443-518-4444 and select option 4 to request a Microsoft 365 installation.

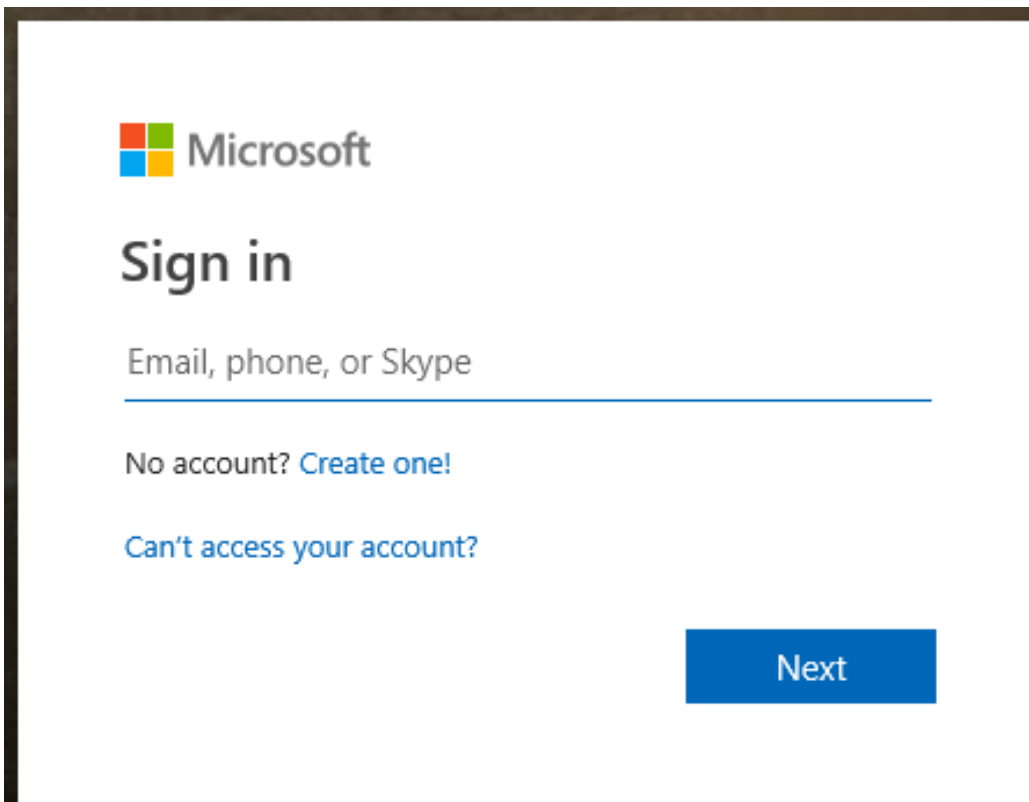


Before installing Microsoft 365, check to see if you have another version of Office installed. For example, if you have Office 2016 already on your PC, you may need to remove it by following: [Removing Office 2016](#).

Microsoft 365 Setup

Step 1.

Using a browser, go to <https://portal.office.com>.



The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large font. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the page is a blue button labeled "Next".

Step 2.

Login using your HCC e-mail address and email password.

Step 3.

Select Work or School.



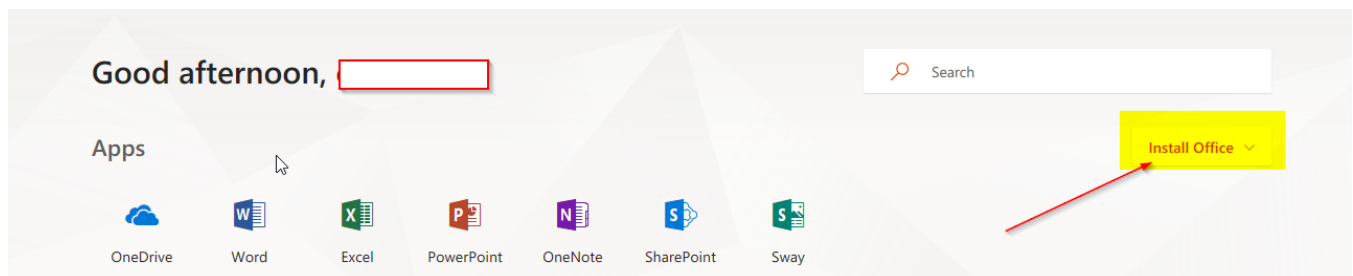
It looks like this email is used with more than one account from Microsoft. Which one do you want to use?



Work or school account
Created by your IT department

Step 4.

Once logged in, click on Install office.

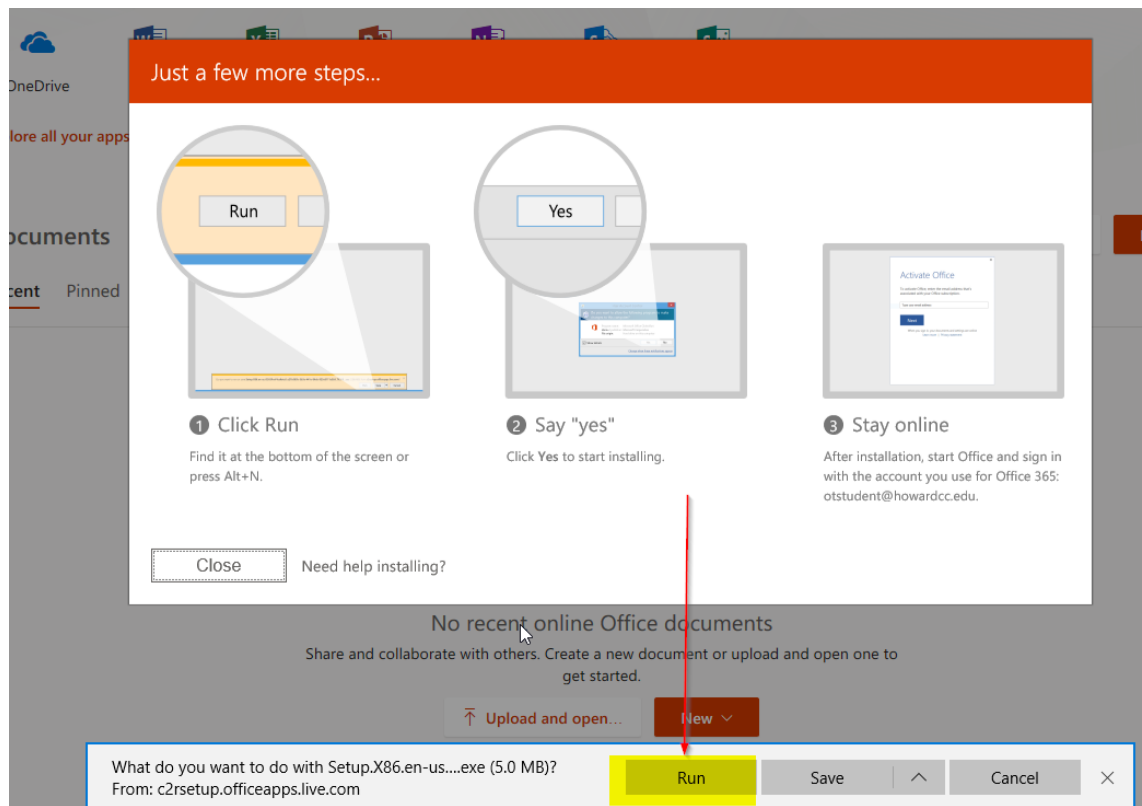


Step 5.

Select first option (Office 365 apps).

Step 6.

The install stub will be downloaded, make sure to click on RUN.



How to Install Teams on a Personal Device

Computer Instructions

Step 1.

Use this link to go to the Microsoft Teams website <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/group-chat-software>. It'll look like the picture below.

Microsoft Teams

More ways to be a team.

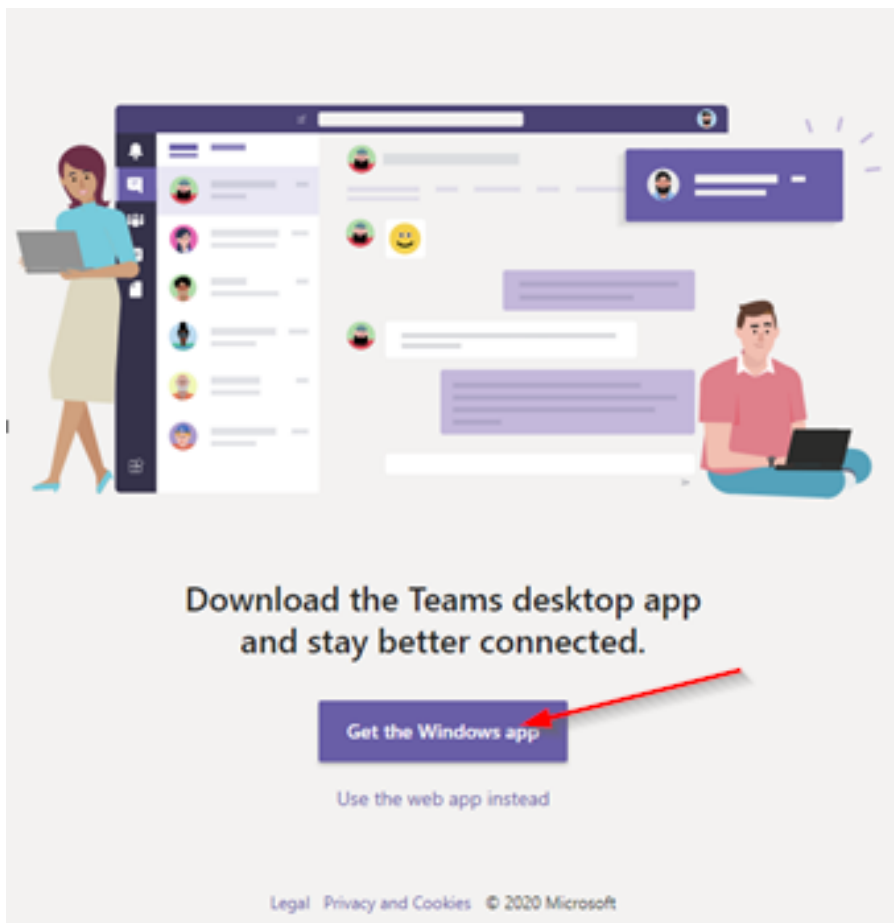
[Sign up for free](#)[Sign in](#)[Take a Teams guided tour >](#)

Step 2.

Click the **Sign In** button and enter your HCC email address and the password that you set in Password Services.

Step 3.

Once you see the screen below, click the **Get the Windows App option**. This will download the Microsoft Teams installer.



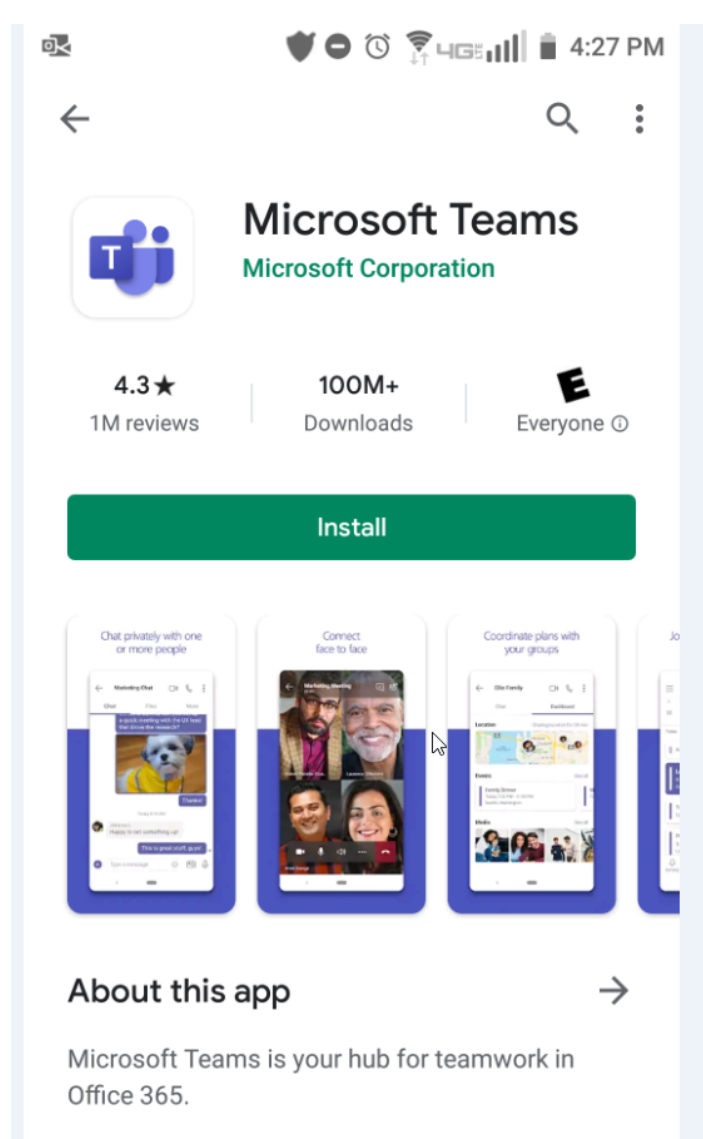
Step 4.

With the Microsoft Teams installer downloaded, open the file and install it. Teams should now appear on your computer.

Phone Instructions

Step 1.

On your phone, open the app store or play store and search for the Microsoft Teams app.

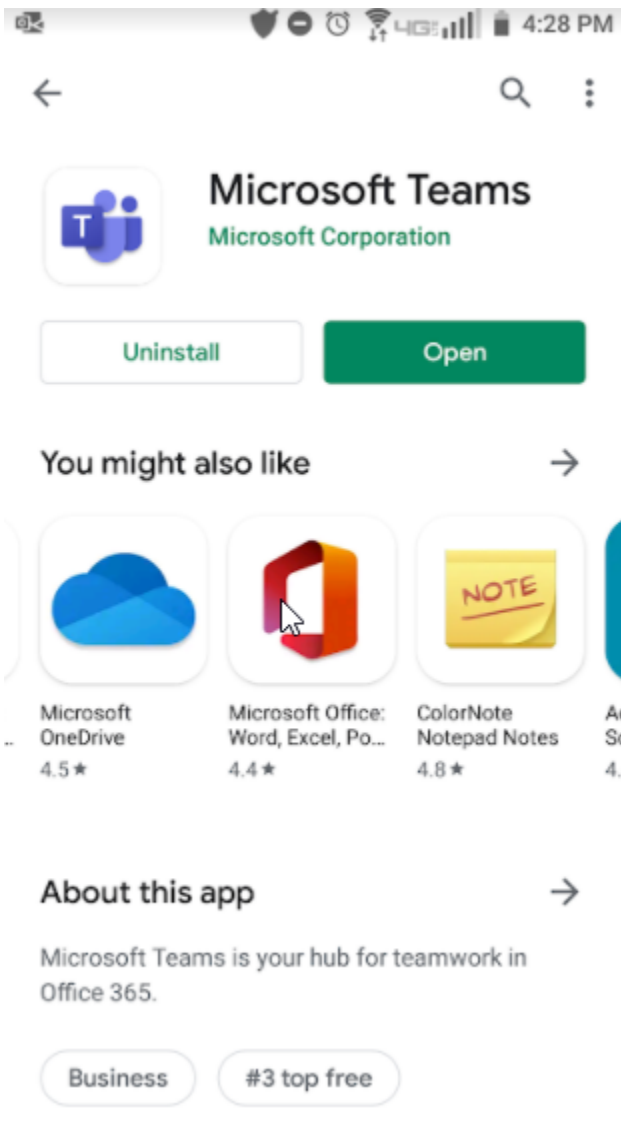


Step 2.

Once the app is found, select the install option to download and install it to your phone.

Step 3.

When the app is finished installing, select the open button.



Step 4.

With the app open, enter your HCC email address and select the sign in button.

Microsoft Teams



Get started with your work, school, or personal Microsoft account

Enter email, phone, or Skype

Sign in

Get help with signing in

 Sign up for free

Step 5.

Enter your HCC Password Services password and then select the sign in button.



Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

Please sign in with your @howardcc.edu email address and password. If you are having trouble signing in please contact the helpdesk.

[Terms of use](#) [Privacy & cookies](#) ...

Step 6.

Scroll through the initial setup windows by selecting the next and got it buttons.



Your privacy option

We've made some updates to the privacy settings to give you more control. Your organization's admin has given you access to several optional cloud-backed services.

These services are enabled and provided to you under the [Microsoft Services Agreement](#).

To adjust these privacy settings, open [Teams > Settings > About > Connected experiences](#)

[Learn more](#)

Got it

Step 7.

Once through the initial setup windows the Teams app will now appear.