

How to Download Microsoft Office 365

Set up account for your **Windows Laptop** (Not available for Chromebooks)

Before You Start

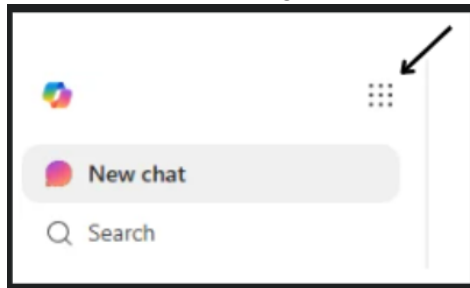
- You must use a **Windows computer**.
 - Make sure your **Lenovo is NOT logged into your Los Rios student email** before starting if you are using a loaned Lenovo laptop from the CRC Library.
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Step 1: Access the Microsoft Office Portal

1. Log into **Los Rios Gmail and Apps**.
 2. Select **"Microsoft Office Portal."**
 3. If you see a message asking, *"Do you trust losrios.edu?"* click **Continue**.
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Step 2: Download Microsoft Office

1. On the top left side of the page, click the **"Apps Launcher"** icon.



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2. Select **More Apps**.
 3. In the top right corner, click **Install Apps**.
 4. Choose **Microsoft 365 Apps**.
 5. On the next page, click **Install Office**.

The download should begin automatically.

Step 3: Install the Program

1. Once the file finishes downloading, open it.
 2. Follow the on-screen instructions to complete the installation.
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Step 4: Sign In and Switch to Your Student Account

1. Open a Microsoft Office program, such as **Word**.
 2. You will likely see a message asking you to purchase Microsoft 365. This is normal.
 3. Click **Change account**.
 4. Sign out of the current account.
 5. Sign back in using your student email:
 - **W-ID number + @apps.losrios.edu**
(Example: W1234567@apps.losrios.edu)
 - If that does not work, try:
W-ID number + @losrios.edu
 6. When asked, “*Sign in to all apps, websites, and services on this device?*” select **No, this app only**.
 7. Click **Accept** to agree to the license terms.
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Final Check

After installation, open Word (or another Office app) and confirm that you are signed in with your **W-ID student account**.