

Taunton Center

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**Center for Workforce and
Community Education**

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For technology questions or assistance
please contact the ITS Help Desk.

phone: (774) 357-211955.3682 Tm(p)1.5 (ho)3 (ne)J#TEMC 4M 9 2 2 2 2 k&SO gs2 1 Tf0.014 Tc -0.014 Tw 9 0 0 42290 155.3682 Tm(p)

What is Office 365?

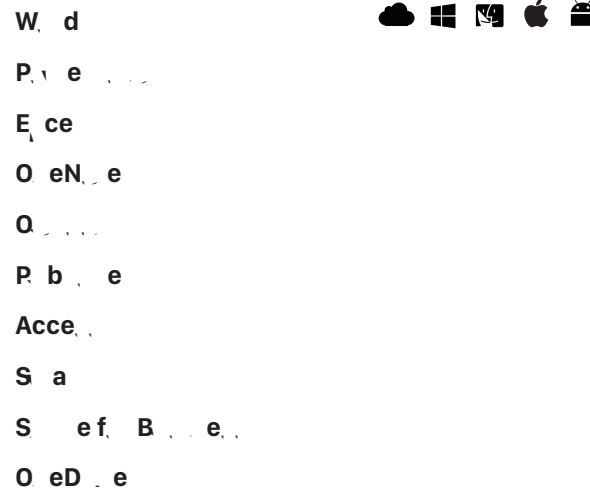
Office 365 includes the latest Microsoft Office applications for use online, on your Mac or PC and on the go with smartphones and tablets.

Application versions and features vary by platform and device. Office 2016 is the most recent version for Mac and PC.

Web-based Office 365 and OneDrive keep your files in sync across all your devices. With just a click you get a link that you can use to share files, even large ones, without the hassle of traditional attachments.

What do I get with Office 365?

Web-based Office 365 allows students and faculty to install Office 365 ProPlus on up to five computers. You can also access mobile and online versions of Office apps. Your subscription will be active as long as you are enrolled at the college.



Using Office 365

Signing In

Go to www.bcc.edu.

Scroll down to the green footer.

Click on the Office 365 link under Online Portal.

Sign in using your accessBCC username and password.

Downloading Office

Sign into Office 365 with your BCC username and password.

On the top right side click Install Office 2016.

The download will begin immediately.

*Logging in from anywhere requires an active internet connection.