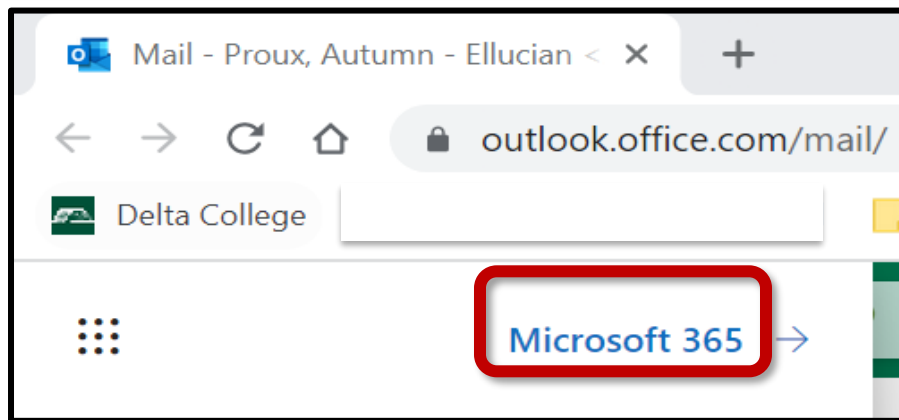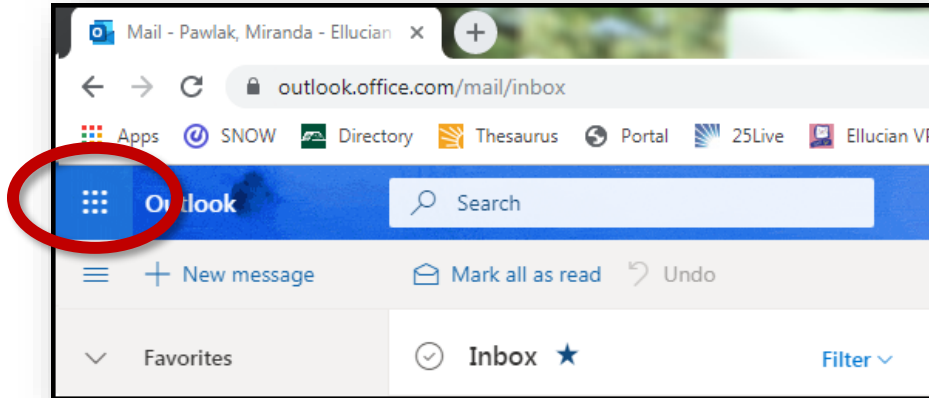# Installing Microsoft Office 365
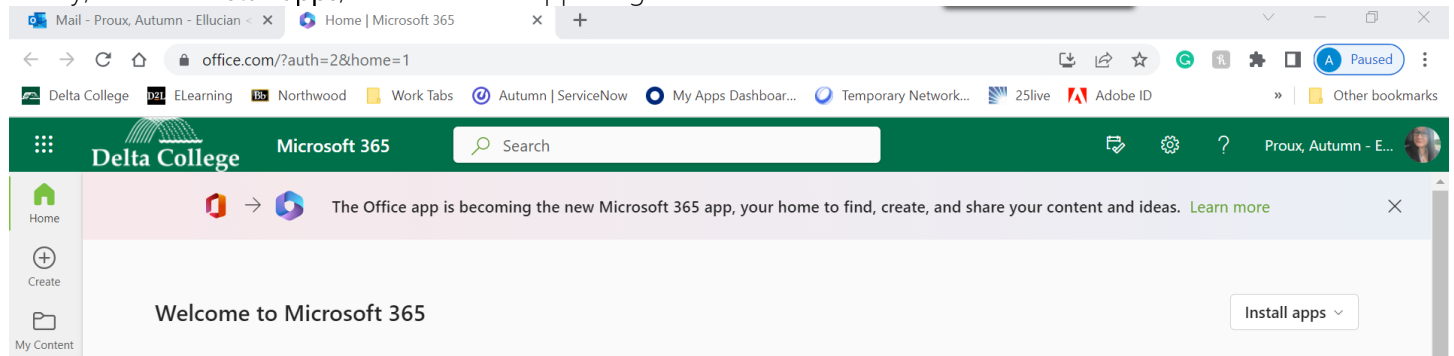
For Delta College Users

## For Computers (non Chromebooks)

Navigate to your Delta email account, and login. Then, click on Rubik's cube shape, located in the upper-left corner. From there, click on **Microsoft 365**.





Finally, Click on **Install apps**, located in the upper-right corner.

Select the drop down for **Install apps** select **Microsoft 365 apps**. This will allow you to install the apps for Microsoft Office 365.
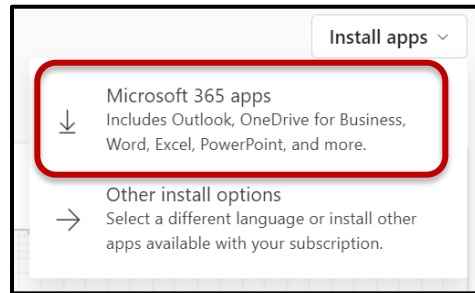


Follow the Microsoft downloader steps, and install Office 365.
For troubleshooting, contact Microsoft Support at support.microsoft.com/en-us/contactus/

## For Mobile Devices and Chromebooks



**Apple OS**
Navigate to the App Store, and download the Office 365 app you want. Once it loads, you will login to the app with your Delta email and password.

**Android OS and Chromebooks**
Navigate to the Google Play Store, and download the Office 365 app you want. Once it loads, you will login to the app with your Delta email and password.

## Troubleshooting Licensing Issues

If you are experiencing a licensing issue with an Office program on your computer, there are a couple ways to troubleshoot the issue.

If the box below generates on your screen after you enter in your Delta credentials, do the following.

> Uncheck the box that reads **Allow my organization to manage my device** (see picture below for reference).
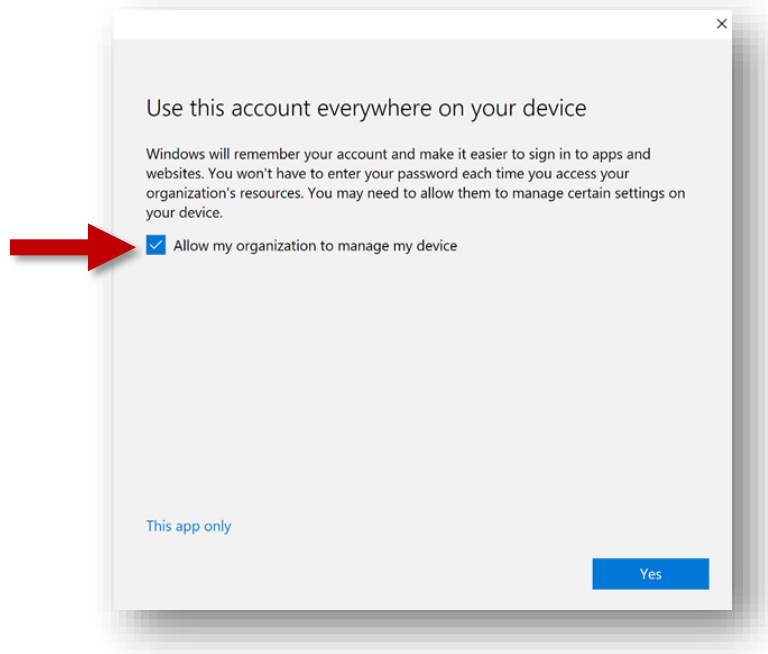
Another thing to try –

Logout of your delta account entirely from your computer.

1)   Click on your Start menu, and then click on the Settings gear.
2)   Click on Accounts
3)   Click on Access to work or school. If your Delta account appears, click on the account name, and then click Disconnect.
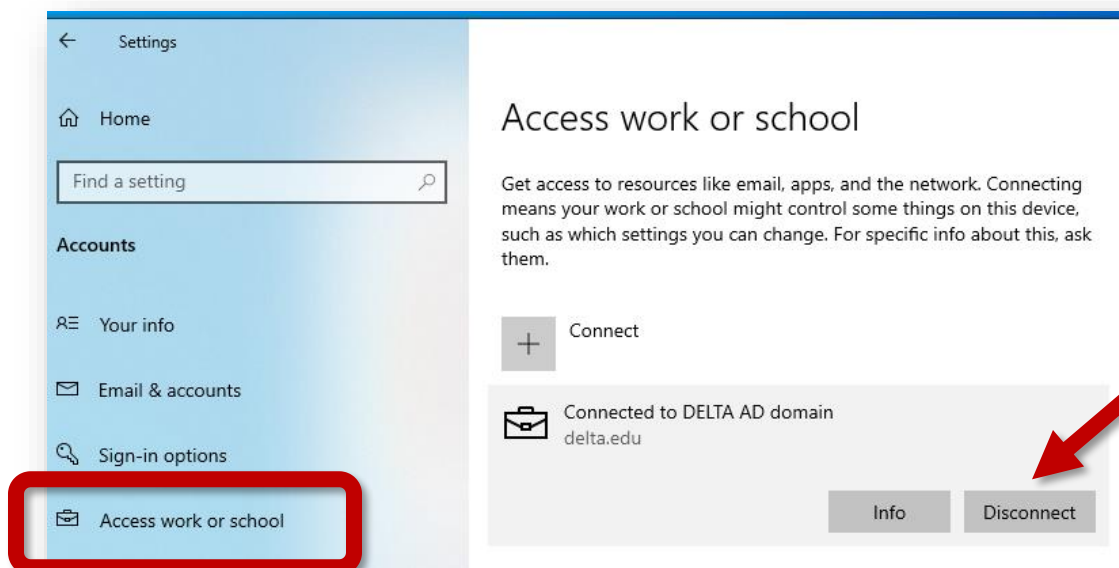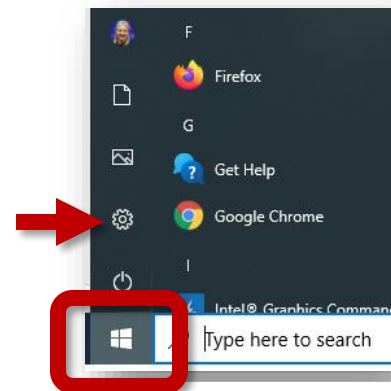
*For further troubleshooting, you may also contact Microsoft Support at*
*[support.microsoft.com/en-us/contactus/](support.microsoft.com/en-us/contactus/)*