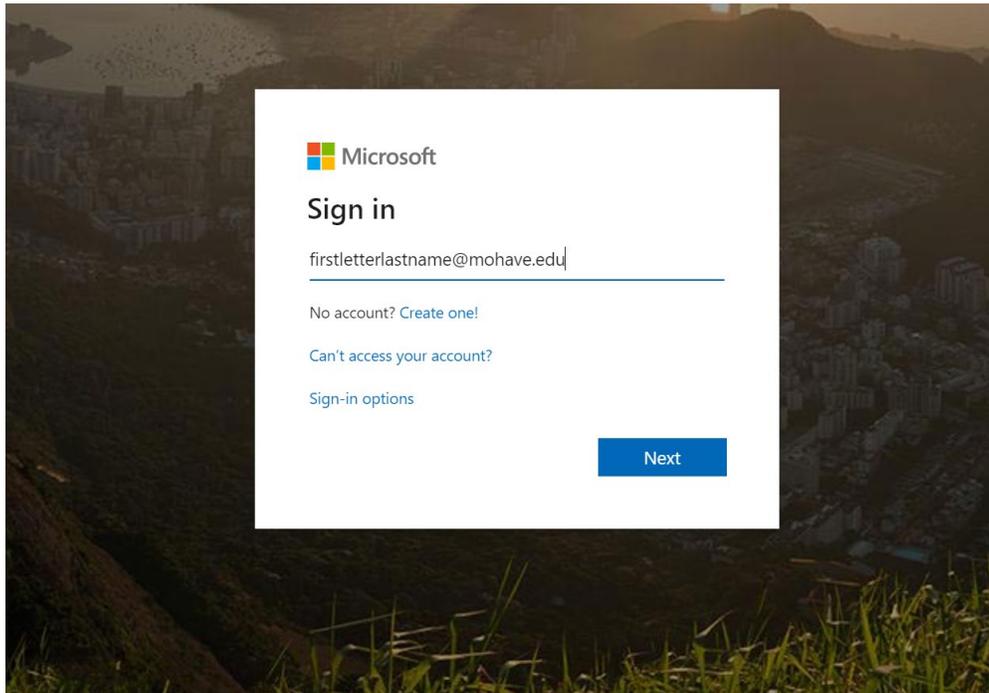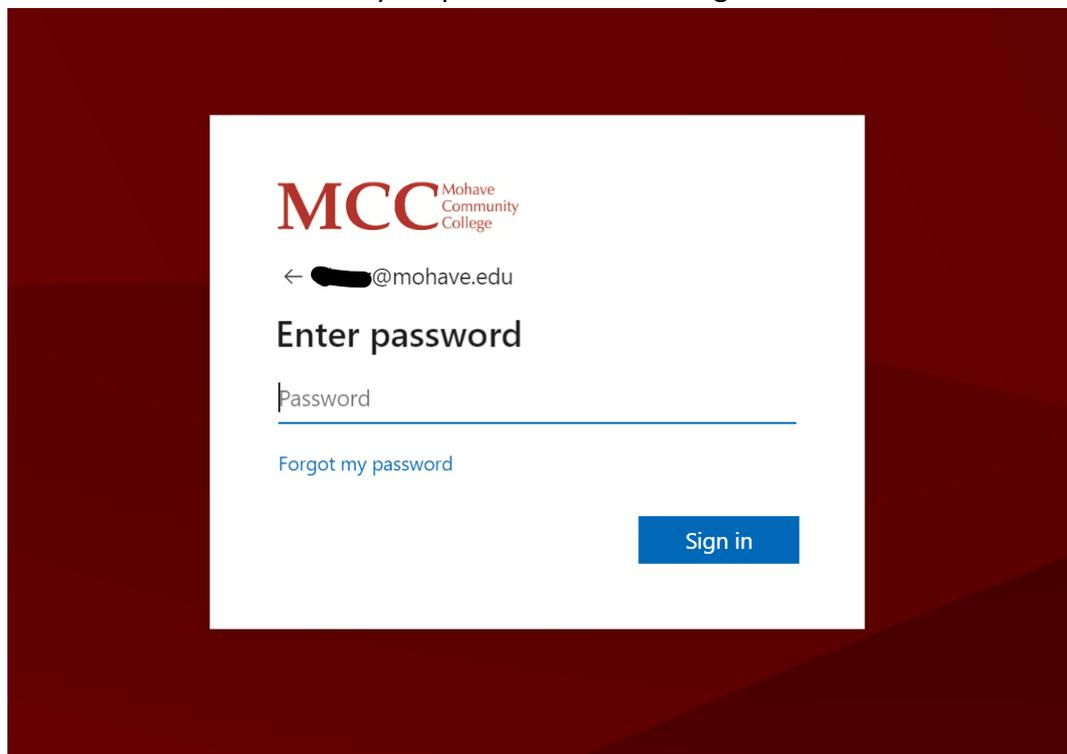# Using Office from the Portal

1. Open your browser of choice (Chrome, Firefox, Edge) and in the address bar type portal.office.com

2. Then type in your MCC email address. Be sure to put @mohave.edu (@students.mohave.edu if you are a student) or it will not work. Click Next.
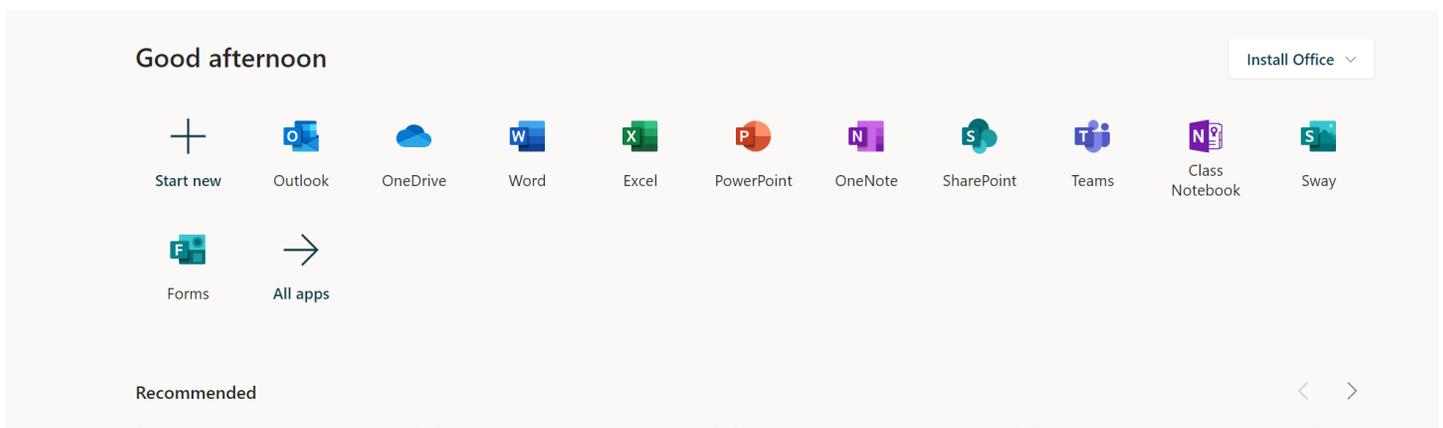

3. Enter your password and click Sign In.

4. Next it will prompt you to remember your credentials on this device. Choose one and check the box for Don't show this again, if you don't want this prompt when you sign in.
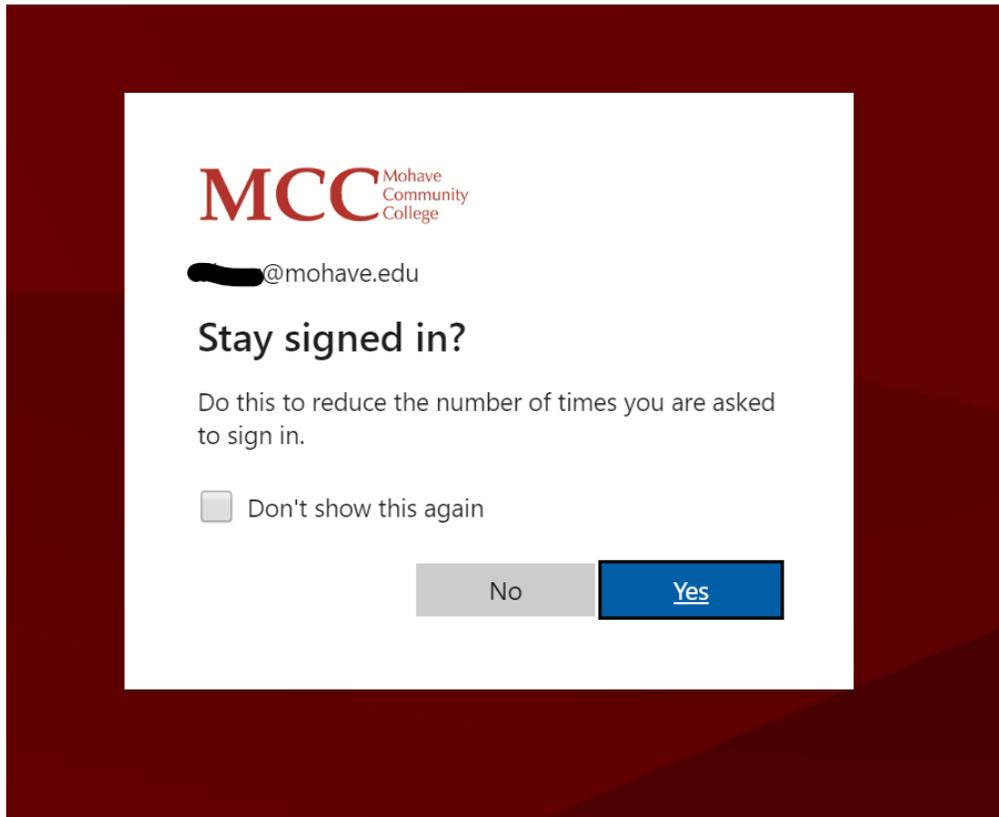

5. You will now have access to the web-based versions of these programs via your web browser.

If you need or would like, you have the option of downloading Office via the web portal. All domain machines, like MCC laptops and desktops, have them preinstalled for you but if you need it at home, you can install it from here and have access to the software versions of the programs. Here's how:

1. From the portal.office.com home page, in the top right corner is a button to install Office. Click Install Office.
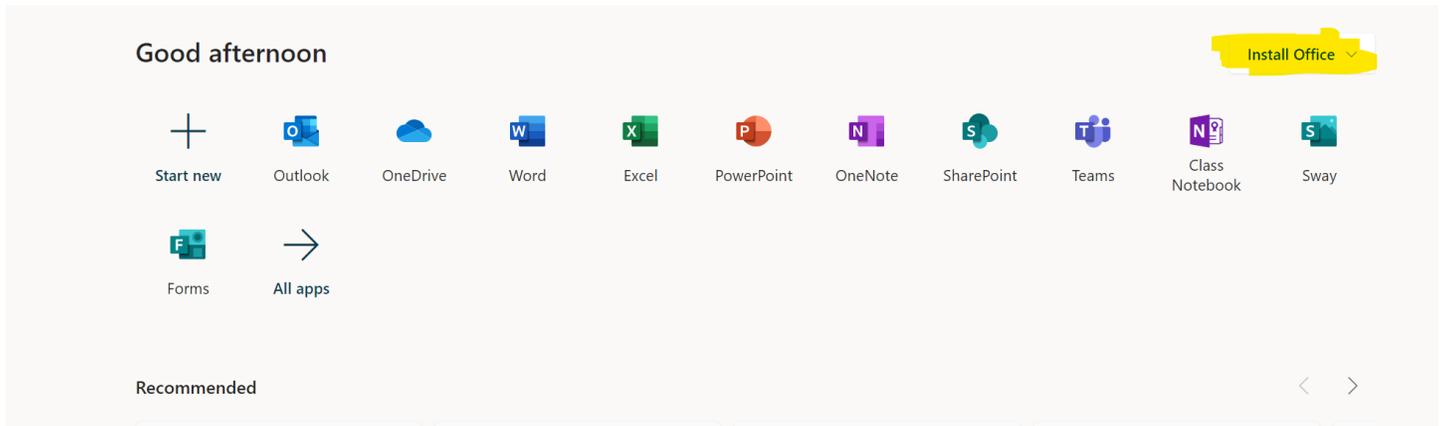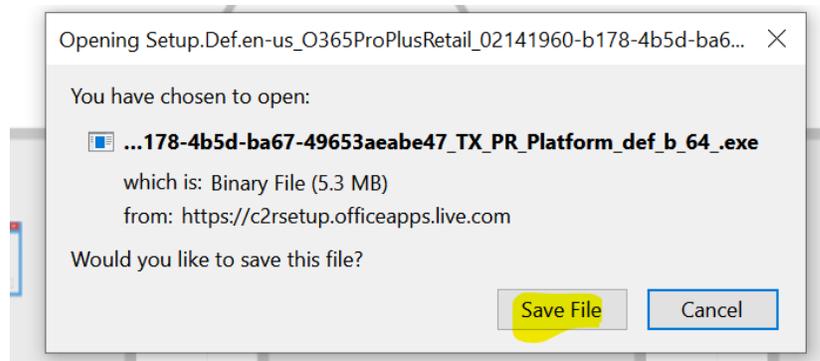

2. Then, click the first option, Office 365 apps. This will install the program to your machine.
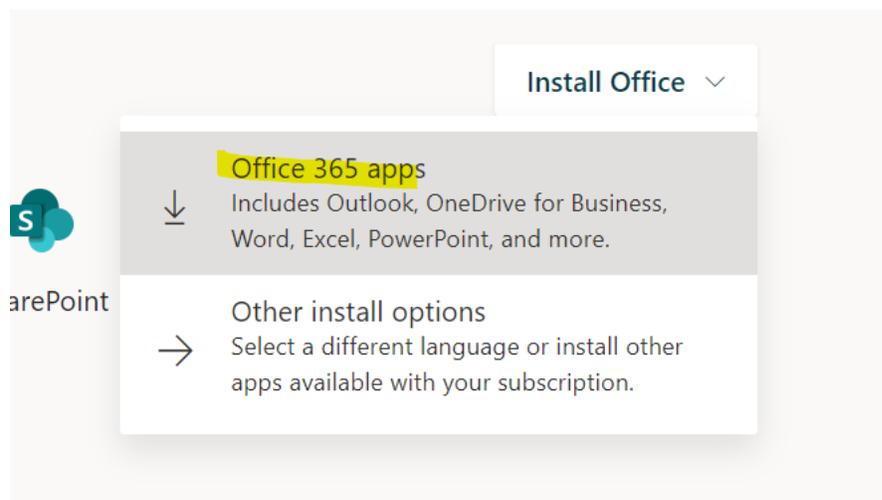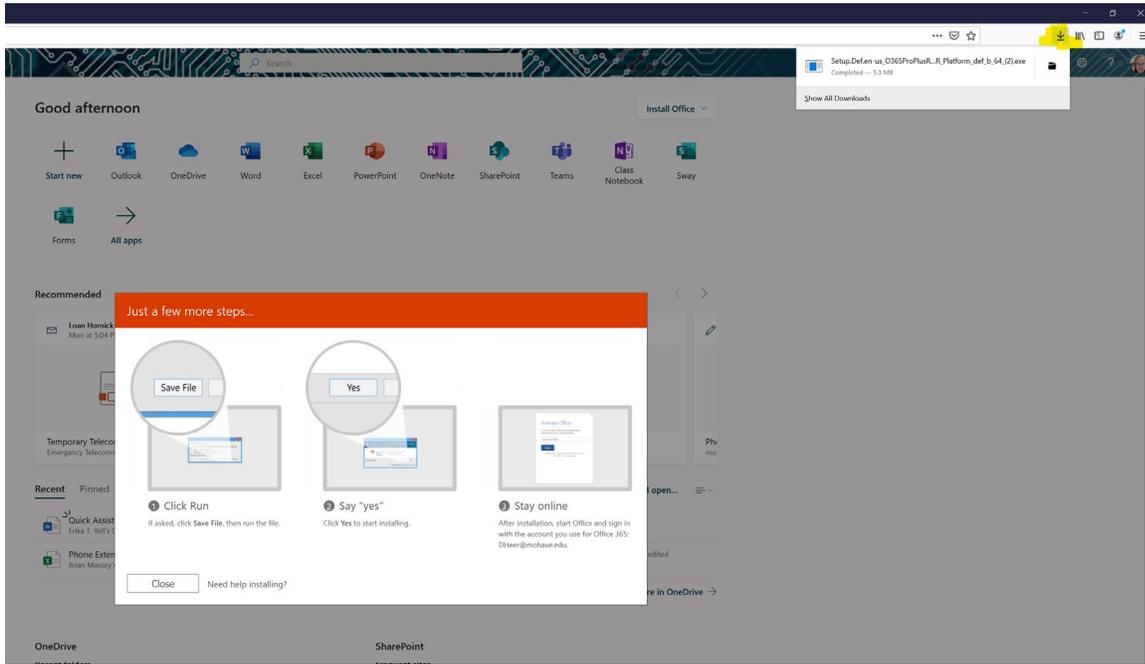
3. This window will pop up and shortly after the installation should start. The download is located in the lower left corner of the browser if your using Edge or Chrome:
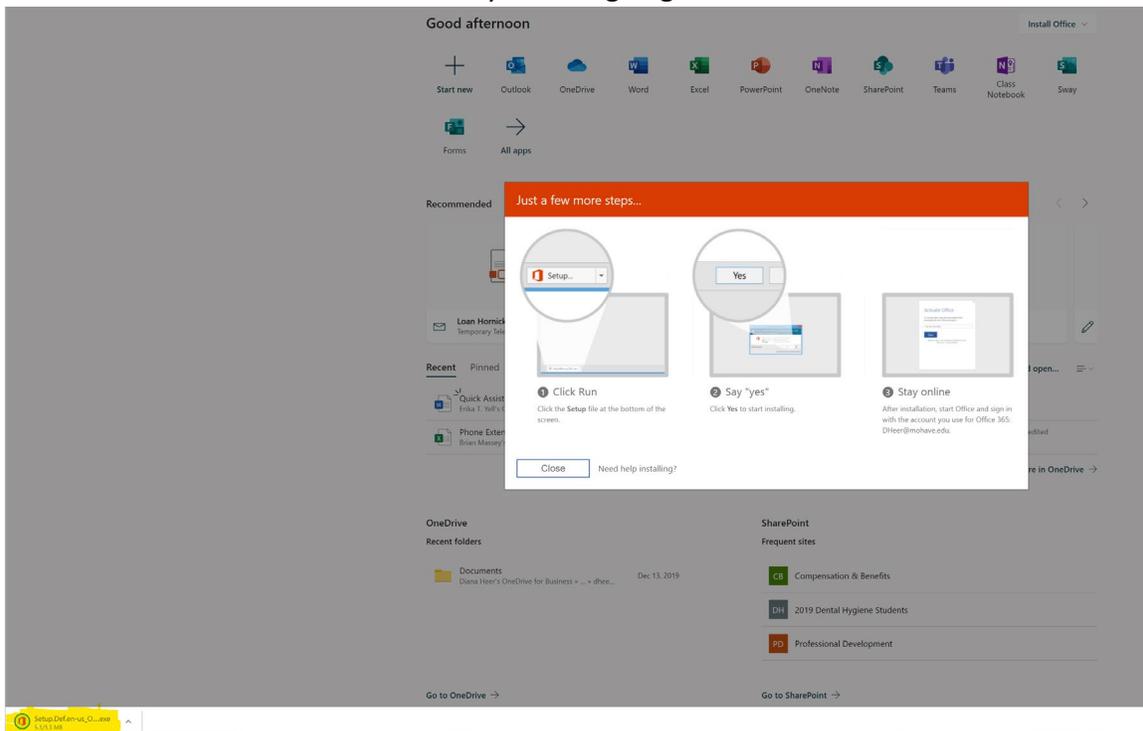
or if you are using Firefox, click Save File in the window that pops up:

and then download will begin and is located in the upper right of the window:

4. Once the download is complete, click on the file and it will start the installation. Click yes in the User Account Control prompt that pops up. The install will begin.

5. Once installed, locate the Sign In **Sign in** button (in the top right) and click on it. Then sign in using your @mohave.edu(@students.mohave.edu for students) email address so you get the same access as you do on campus.