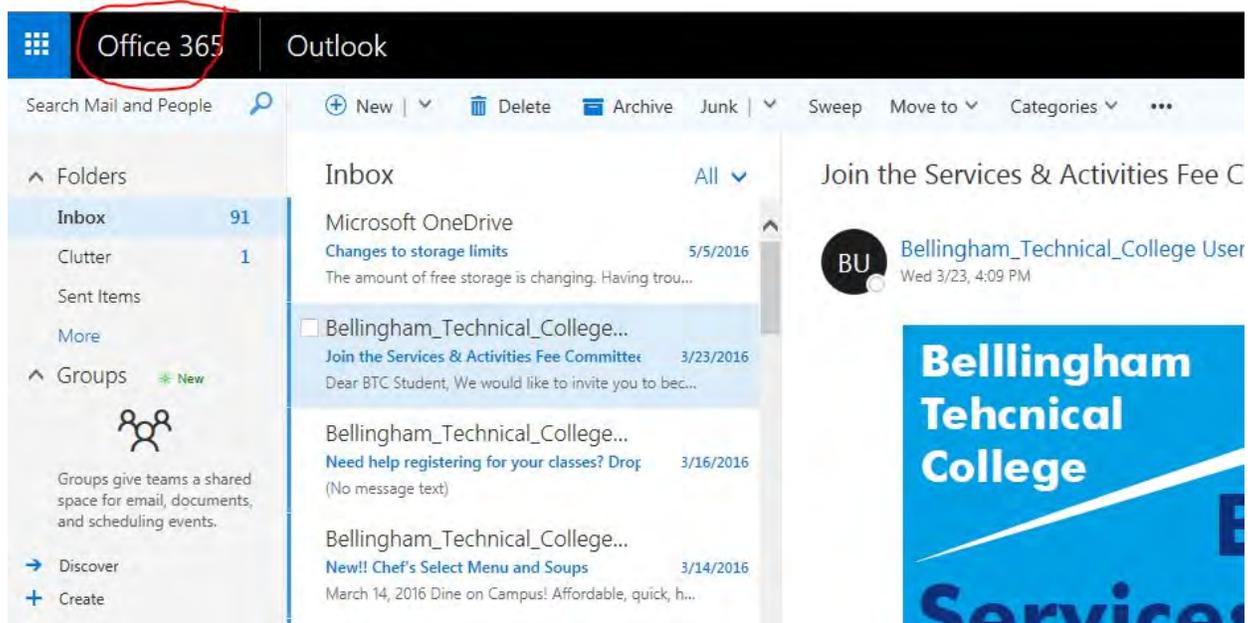


All BTC students can download and install Microsoft Office 365 (O365) on their personal devices for home use. Students can also run O365 anywhere using the online version

To access Microsoft Office for home use

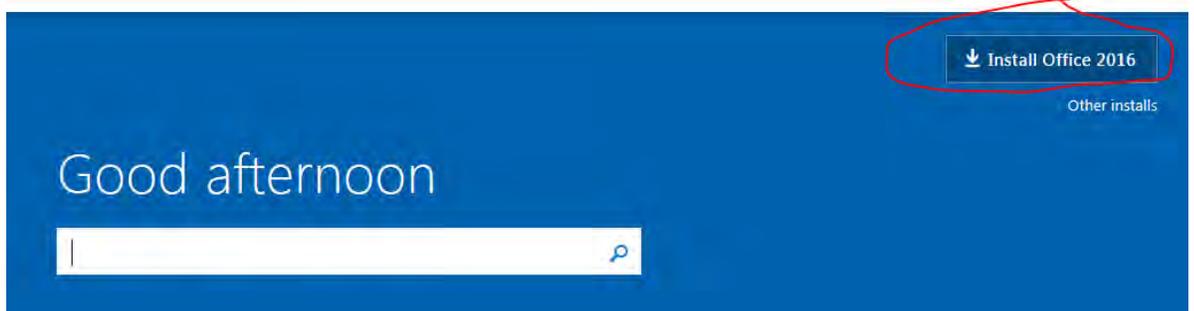
1. Student logs into their BTC email account – www.btc.edu/StudentEmailLink
2. Their BTC email will open up in one of two ways
 - a. If it opens up in Outlook View (See figure 1 below)
 1. Click on the Office 365 tab (red circle below)
 2. This will open the Office 365 View (Figure 2)
 3. Click on the **Install Office...** button and follow the prompts

Figure 1:



- b. If it opens up in Office 365 View (See figure 2 below)
 1. Click on the **Install Office...** button (red circle below) and follow the prompts.

Figure 2:



The following Office 2016 applications are available for download and installation

Office

Install Office 365 ProPlus with the new 2016 apps (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business



OR

2. Use Office O365 online by clicking on the appropriate apps (yellow highlight below)

Figure 3:

