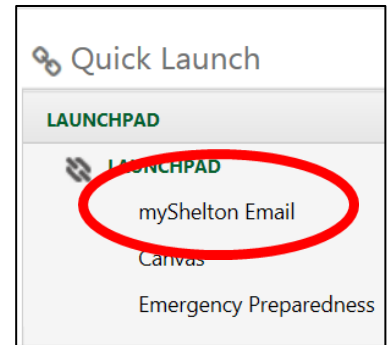


Installing Office 365

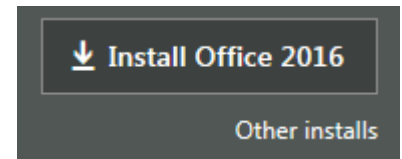
1. In myShelton, under the Home tab, click “myShelton Email” under Quick Launch.



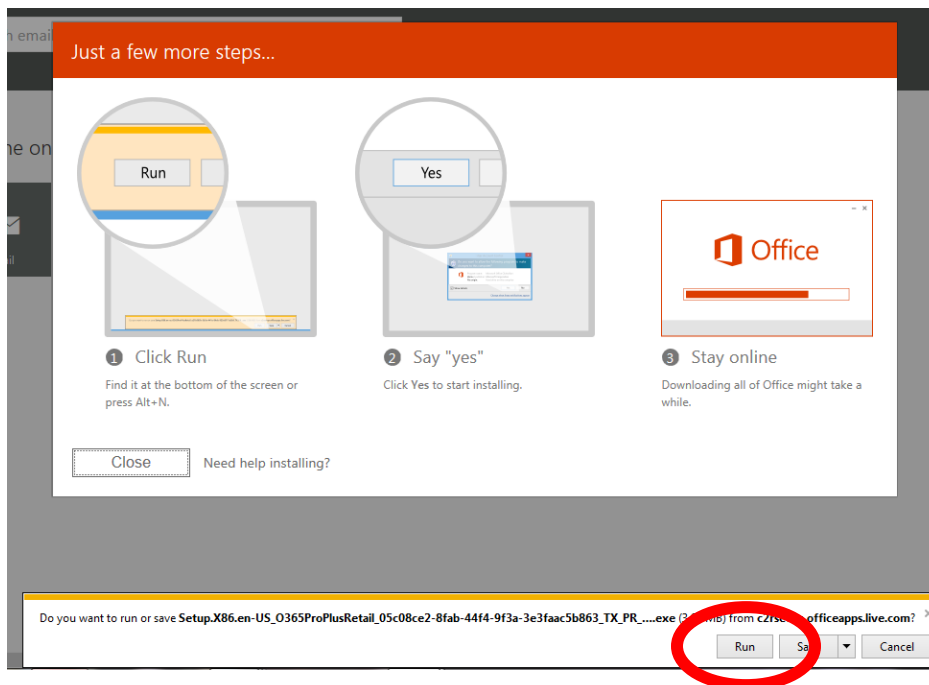
2. Click “Office 365” in the upper left.



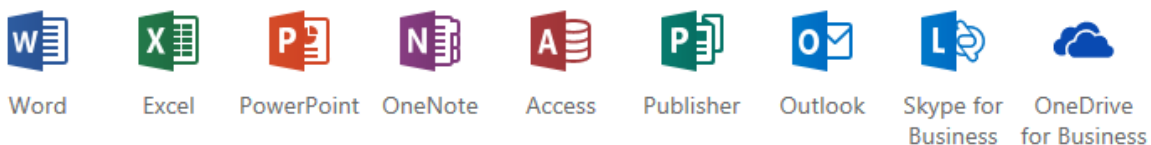
3. A new window will open. Click “Install Office 2016.”



4. An instruction window will open. Follow the instructions to install Office 2016 on the device.



5. You can install these apps on up to five (5) devices: phone, tablet, computer, or laptop.



As long as you are enrolled at SCC, you have full access to Office 365 at no cost. You should uninstall Office 365 when you are no longer enrolled at Shelton State Community College.