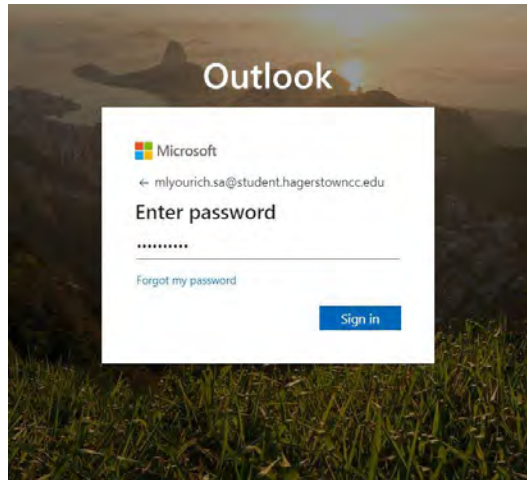


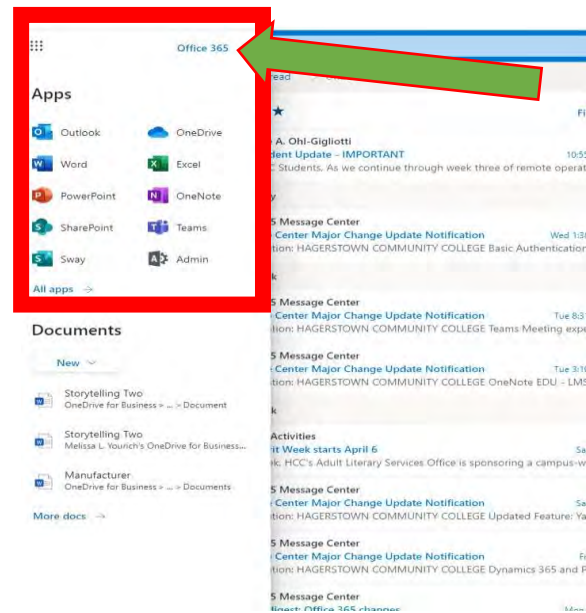
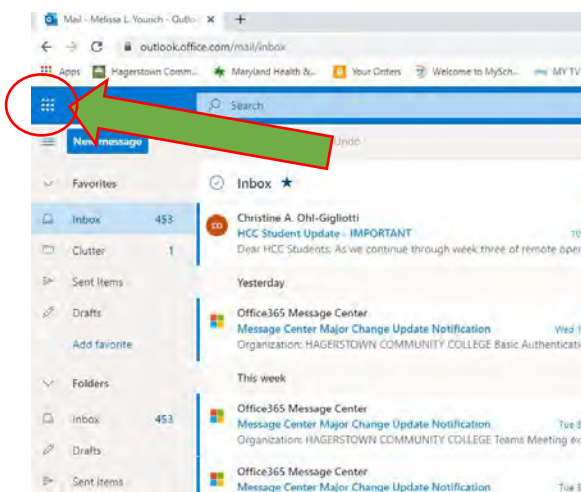
## How to Access Microsoft Office 365

Open a web browser, such as Internet Explorer or Chrome then navigate to <http://outlook.com/hagerstowncc.edu>

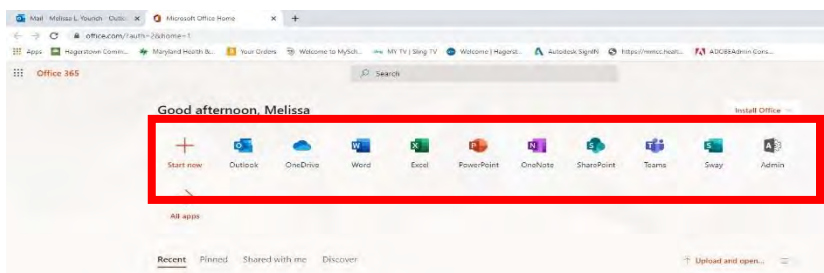
Once you are on the login screen, login with your HCC student email [username@student.hagerstowncc.edu](mailto:username@student.hagerstowncc.edu) and your password.



Go to the upper left corner and click the group of little squares to show the Office 365 Apps drop-down menu. Then click on "Office 365".



Click on whichever app you need to use. It will launch in the browser window.



If you would like to install an app follow this link. <https://aka.ms/office-install>

Reference:

<https://support.office.com/en-us/article/download-and-install-or-reinstall-office-365-or-office-2019-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658>