How to Access Microsoft Office 365

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

Once you are on the login screen, login with your HCC student email <u>username@student.hagerstowncc.edu</u> 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".

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Drafts	Message Center Major Change Update Notification Tee 5 Organization: HAGERSTOWN COMMUNITY COLLEGE Teams Meeting ex	Melissa L. Yourich's OneDrive for Business Manufacturer OneDrive for Business> Documents	Activities It Week starts April 6 IK. HCC's Adult Literary Services Office is sponsoring a campus-v 5 Message Center

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

Office 365				,D Sea	rch						
	Good afternoon, Melissa								le	Install Office	
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f you would like to install an app follow this link. <u>https://aka.ms/office-install</u>

Reference:

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5 Message Center

https://support.office.com/enus/article/download-and-install-orreinstall-office-365-or-office-2019-on-apc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658