



Help and Training

Frequently Asked Questions

How do I download and install desktop versions of my Microsoft Office 365 applications?

To get Microsoft Office on your computer, go to the Single Sign-On Portal (<https://go.rccd.edu>), and log in, with your email address as your username and your email password as your password:

Riverside Community College District

Secure Login

College/District Email Address



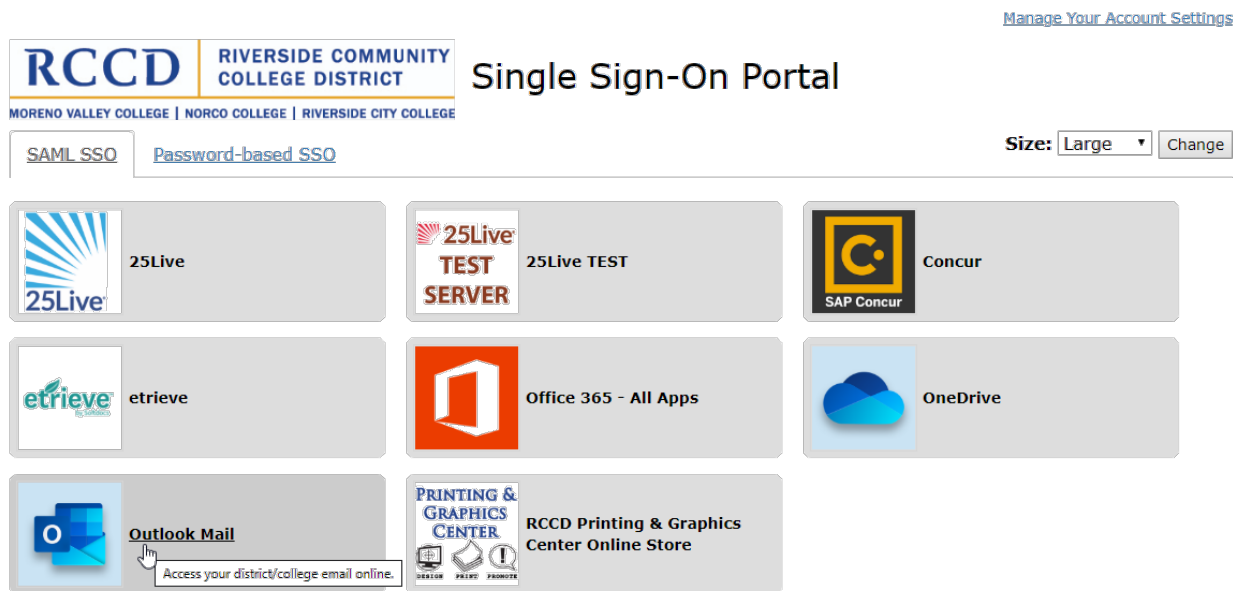
Password

Login

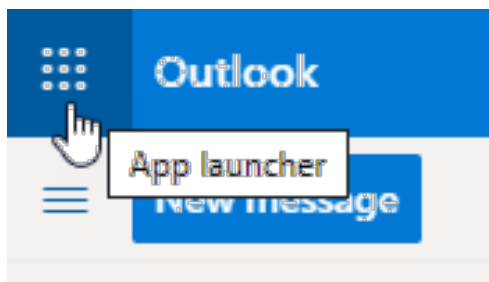
Change Password

Forgot Password?

On the homepage, click on the **Outlook Mail** icon:



On the Outlook page, click the icon with the nine dots (the **App launcher**) which appears in the upper left corner:



Then click **All apps**:



Office 365 →

Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Class Notebook



Sway



Forms

All apps →



At the bottom of the next ribbon, click **Explore all your apps**:



Tasks



Teams



To-Do



Word

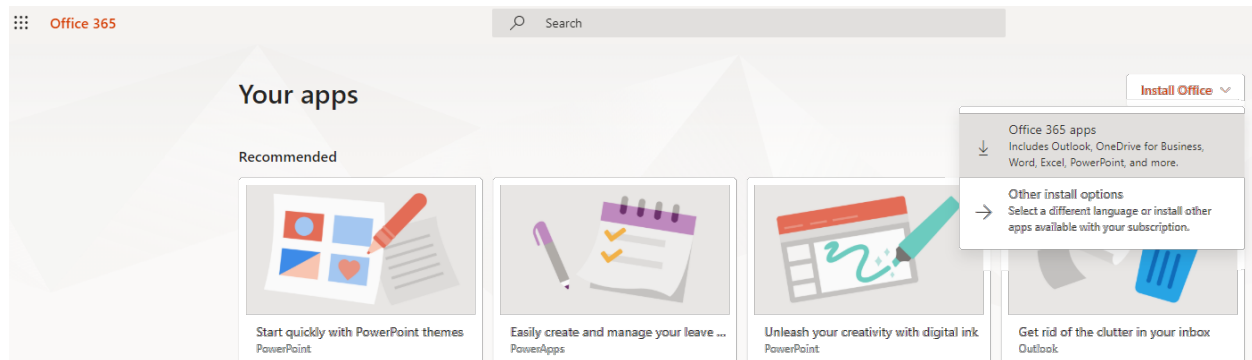


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Explore all your apps 

A new page will appear as a new tab on your web browser. Click the **Install Office** button on the right. Then, click **Office 365 apps** from the drop-down menu that appears:



This will allow you to install desktop versions of Office on your computer.

Please call me if you have any questions or run into any issues.

Best Regards,

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