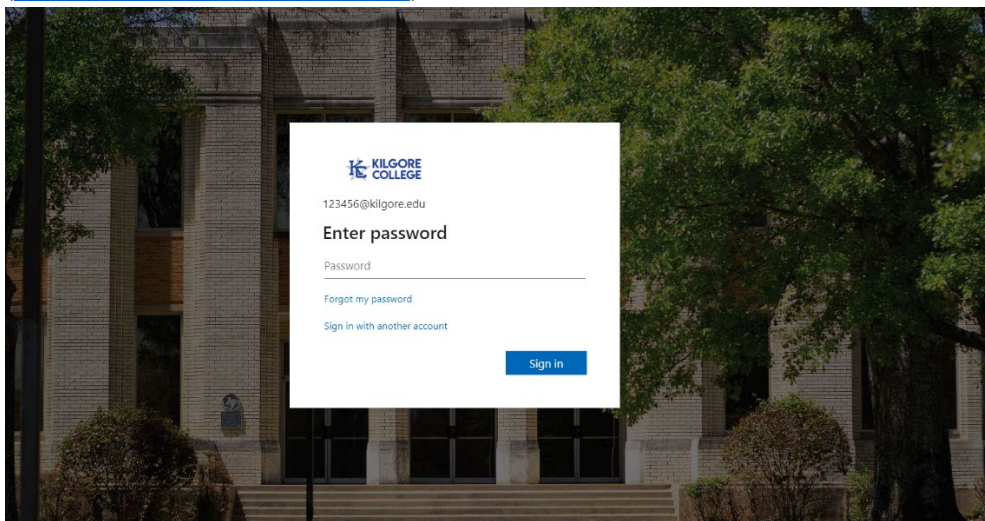This document will show you how to access and use the Microsoft 365 applications available to you as part of your new Kilgore student email. These applications include **Desktop Office Applications**, **Outlook, OneDrive**, **SharePoint**, **Forms**, and more.

Downloading the Software

1. Go to www.office.com and sign in with your Kilgore credentials (studentID#@mykc.kilgore.edu).

2. Once you open the page, click on the **Install Apps** button on the top right.
3. In the dropdown, select **Microsoft 365 Apps**.
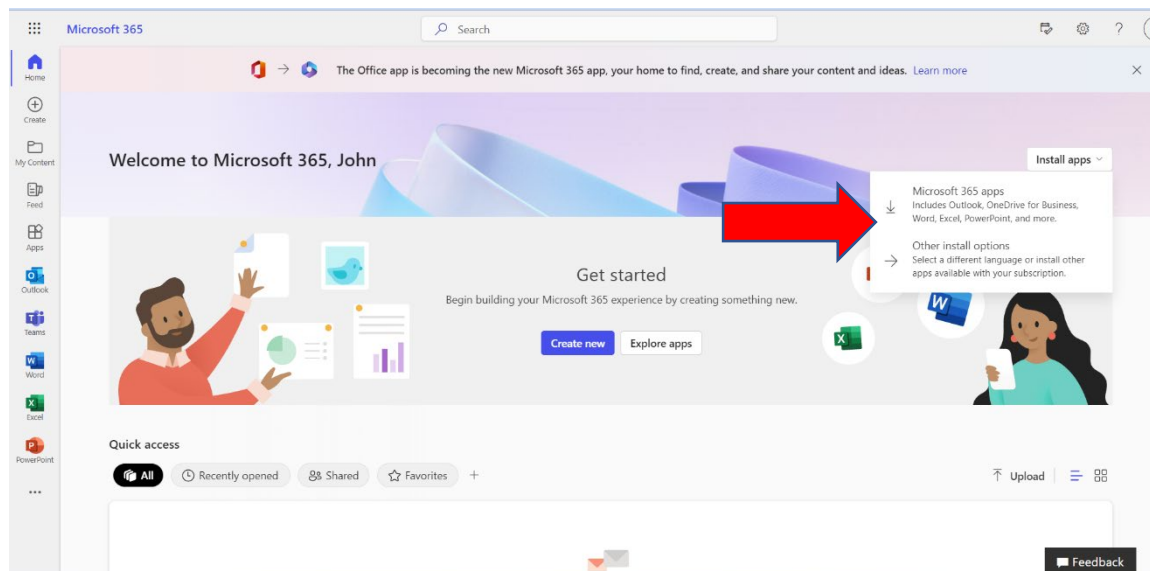
a. This will automatically download the **Office365** setup. Run the file once it finishes downloading to install your **Desktop Office Applications**. Choose **Yes** to allow the app to make changes to your device.
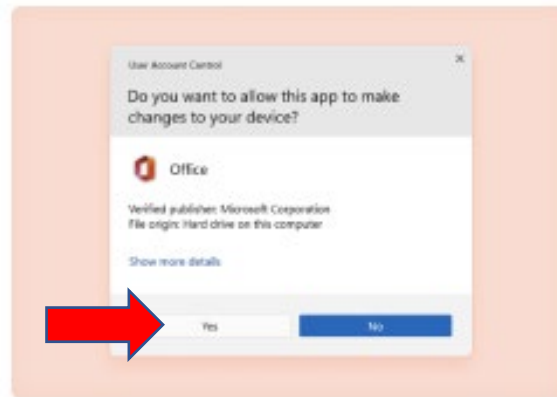
② Select "Yes" to install on your device

4. Press **Continue**

Save your work before continuing

We need to close the following apps:

Microsoft Excel
Microsoft Outlook
Microsoft Word

[Continue]   [Cancel]

Microsoft

Please stay online while Microsoft 365 and Office downloads

We'll be done in just a moment.

Microsoft

You're all set!

The Microsoft 365 and Office apps are installed on your computer.

Close

Using The Applications

1. Signing into the **Office Application**, after downloading it, will automatically sign you into all the applications that are under **Microsoft 365**.
2. You will be able to access applications such as **Word, Excel, PowerPoint, Outlook, and OneDrive.**
   a. Remember you can always use the online version of these applications as well by visiting www.office.com.
   b. If you need to view your email online, visit www.outlook.office.com.

3. By clicking on **Apps** on the left-hand side you can view all the apps that are currently available to you. You can click on **Get more Apps** to explore other applications.