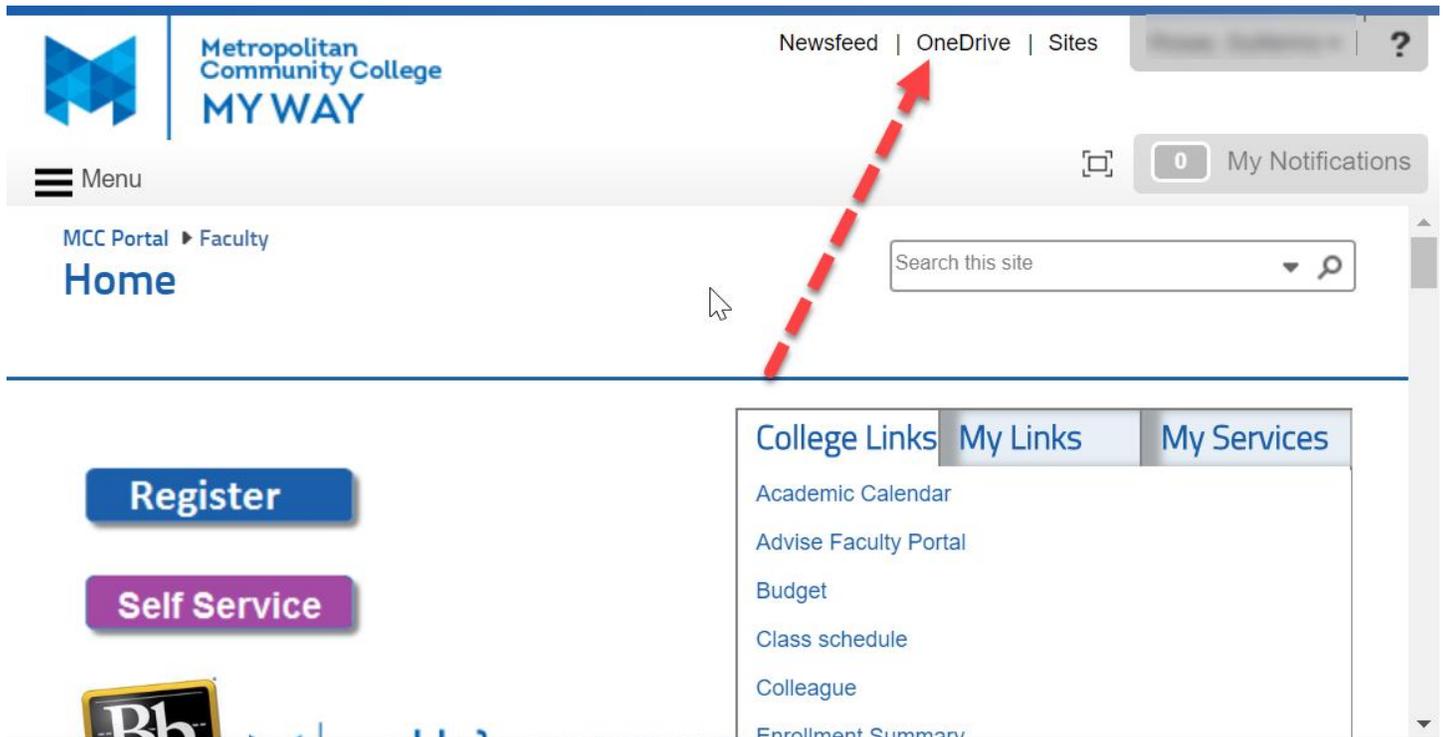


Obtaining Microsoft Office 365

1. Log on to MyWay (<https://myway.mccneb.edu/>)
2. Click the **OneDrive** link



Metropolitan Community College
MYWAY

Newsfeed | OneDrive | Sites

Menu

MCC Portal ▶ Faculty

Home

Search this site

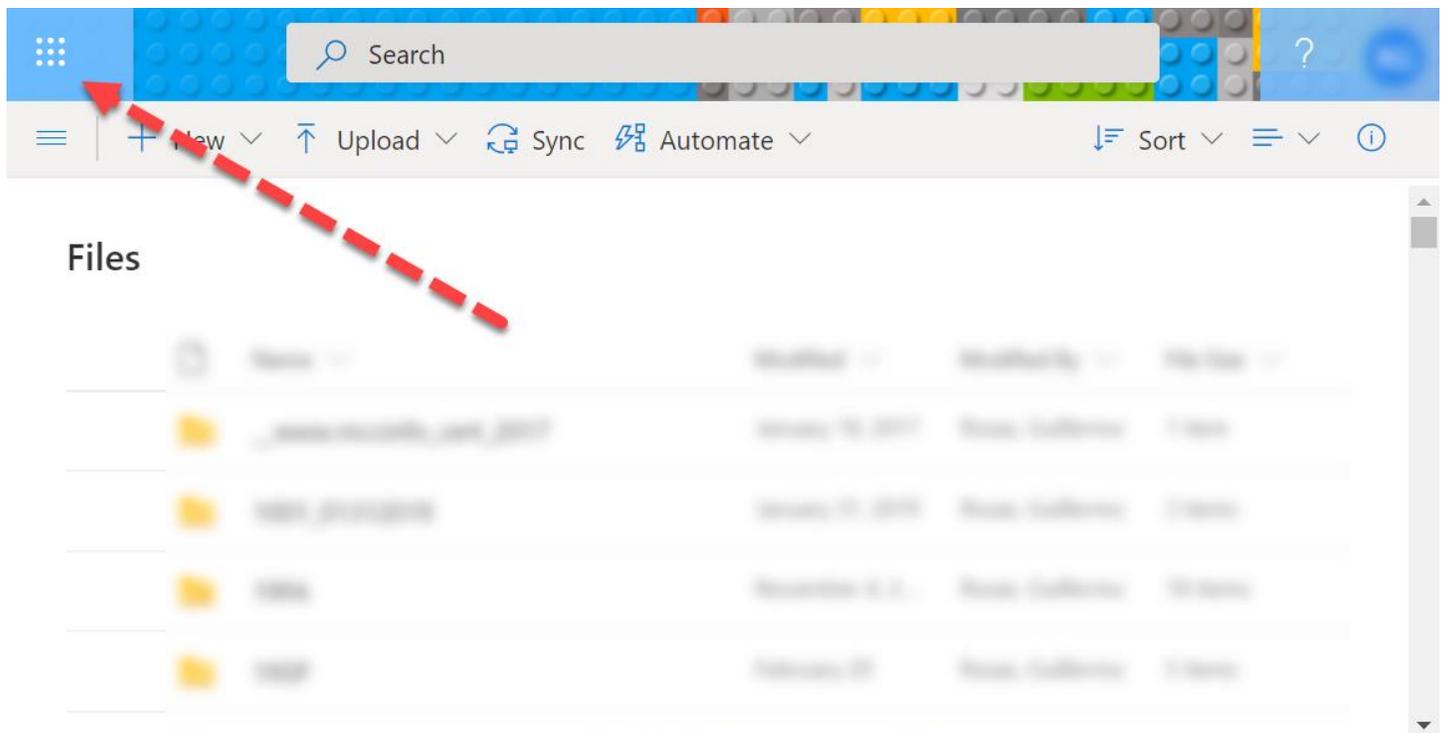
Register

Self Service

College Links My Links My Services

- Academic Calendar
- Advise Faculty Portal
- Budget
- Class schedule
- Colleague
- Enrollment Summary

3. Once OneDrive has loaded, click the **App Launcher** button



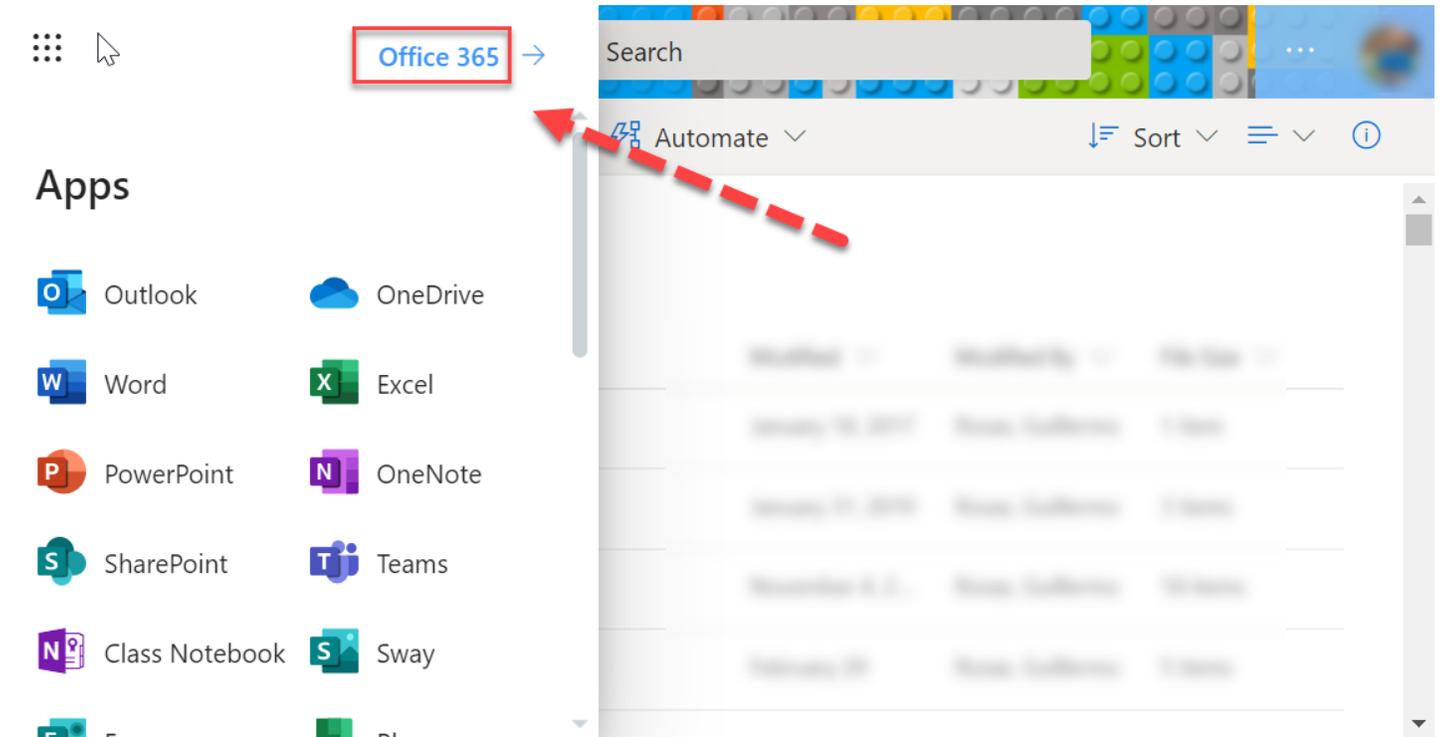
Search

+ New Upload Sync Automate Sort Info

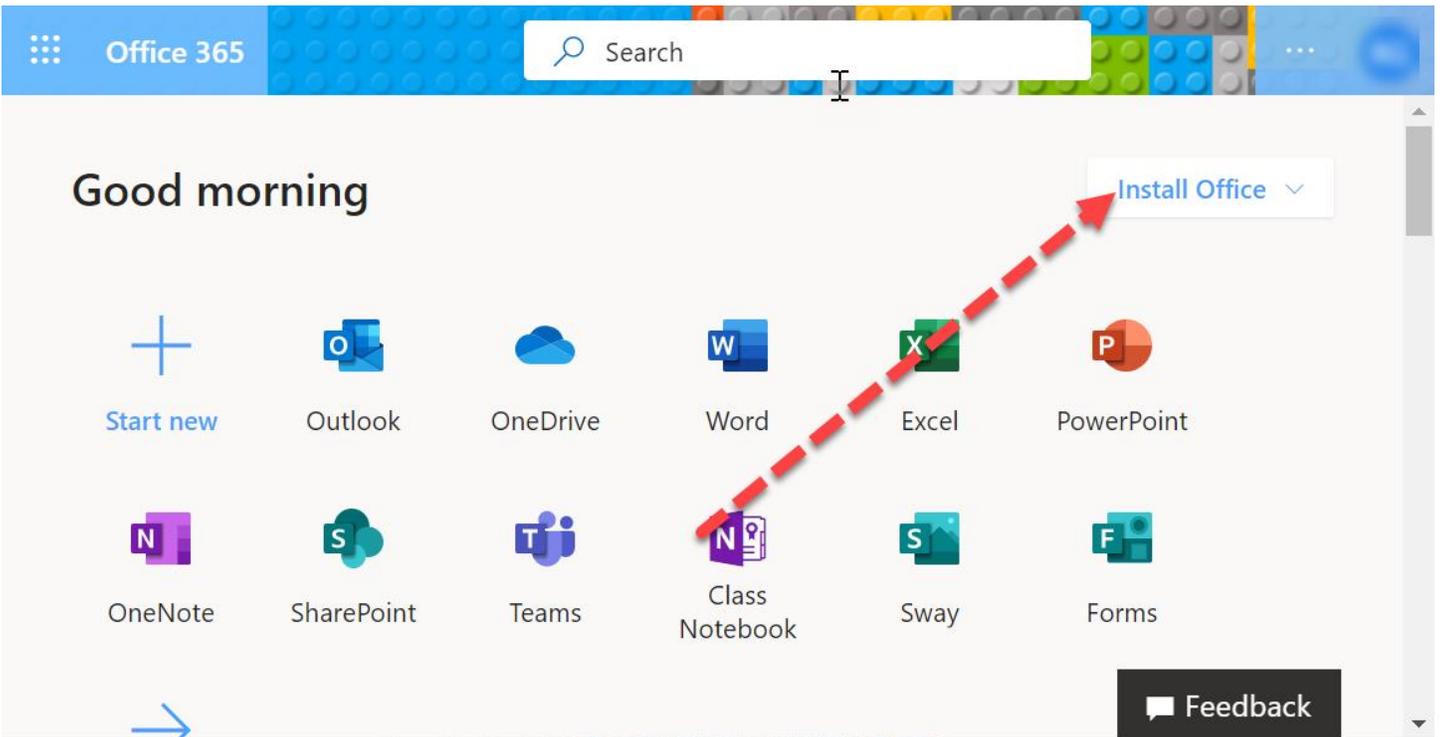
Files

File Name	Modified	Modified By	Size
...
...
...
...
...

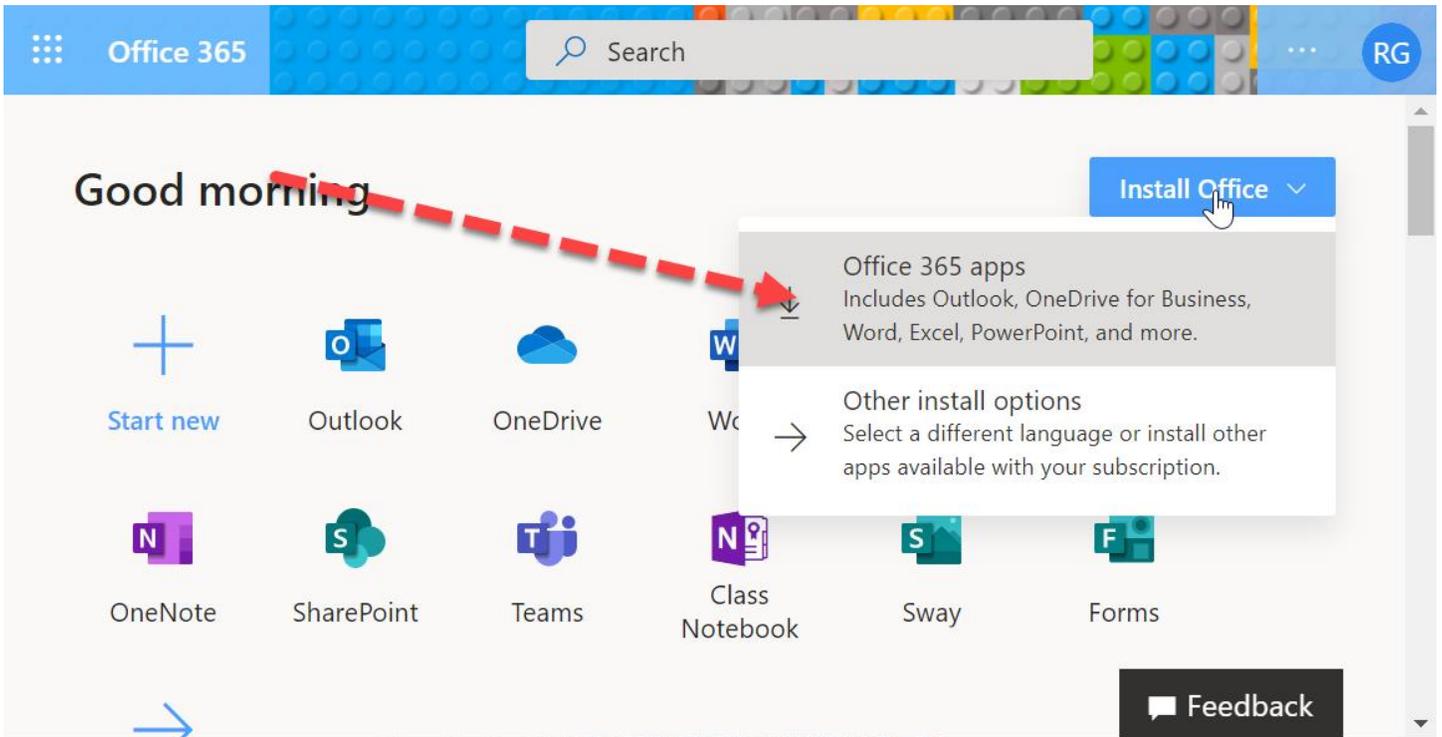
4. When the *App Launcher* appears, click the **Office 365** link



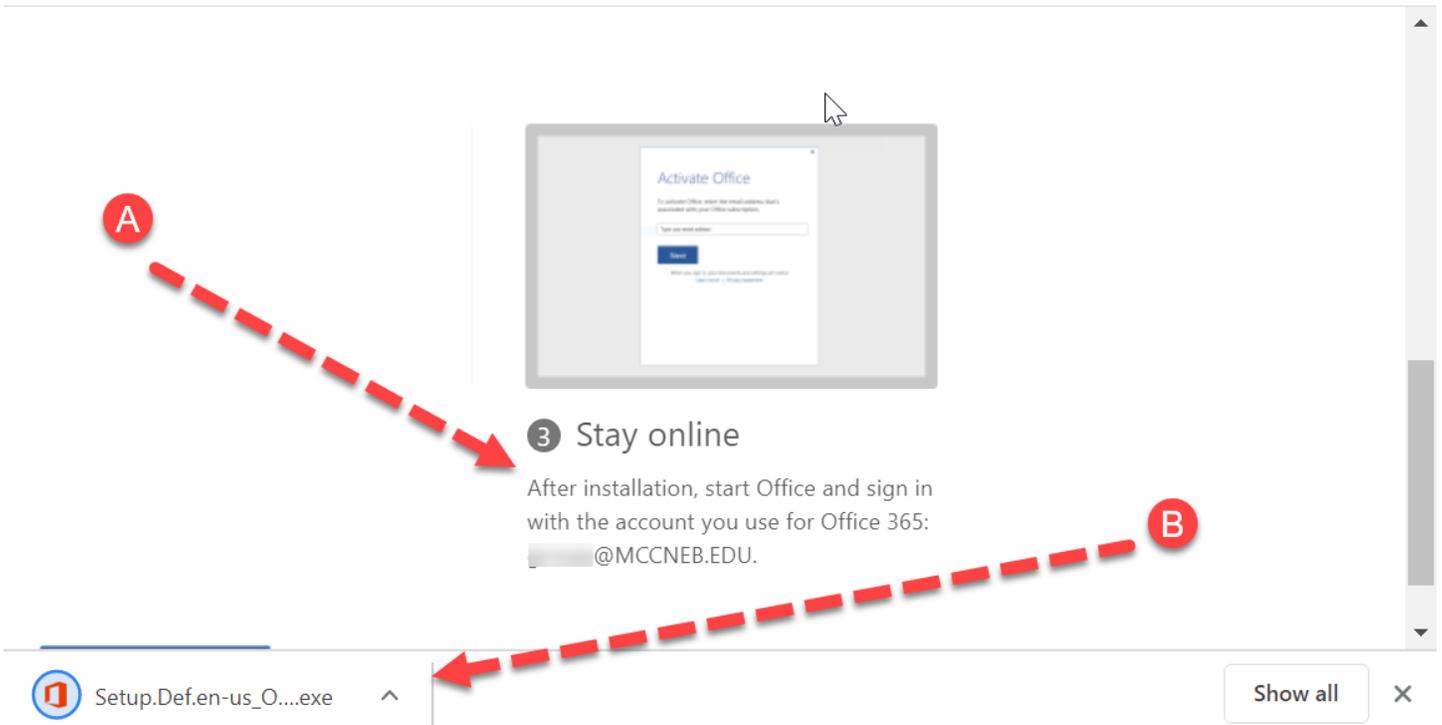
5. A new window/tab will open. Click on the **Install Office** link.



6. A dropdown will appear. Click **Office 365 apps**



- 7. A small installer application will download:
 - a. Review the directions on the page.
 - b. Launch the installer



8. When the installer appears complete the installations following the instructions you reviewed earlier (step 7a).