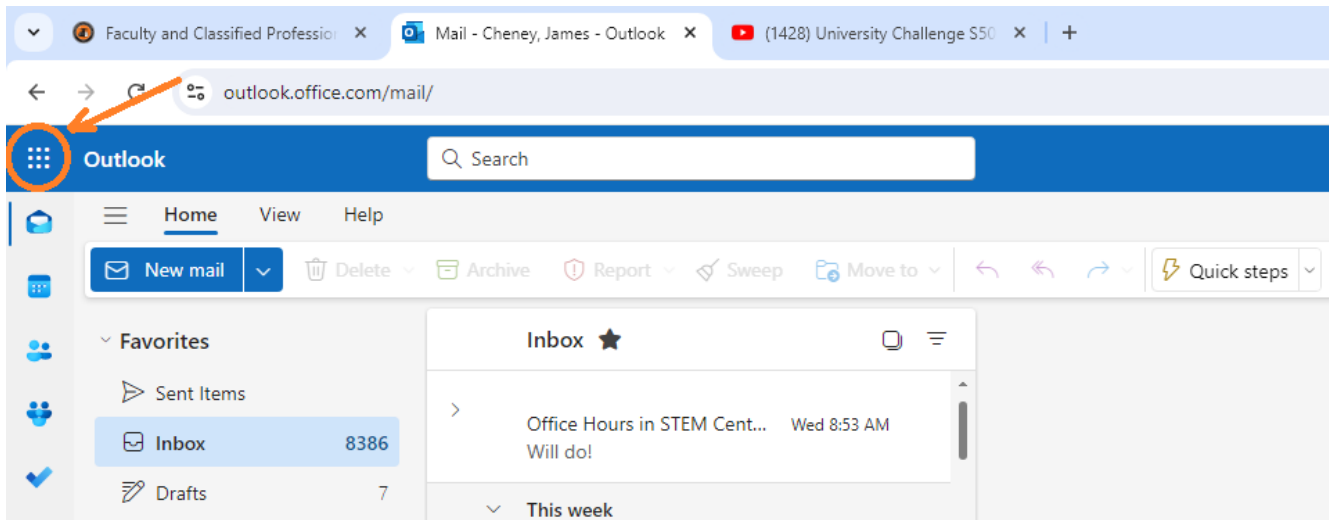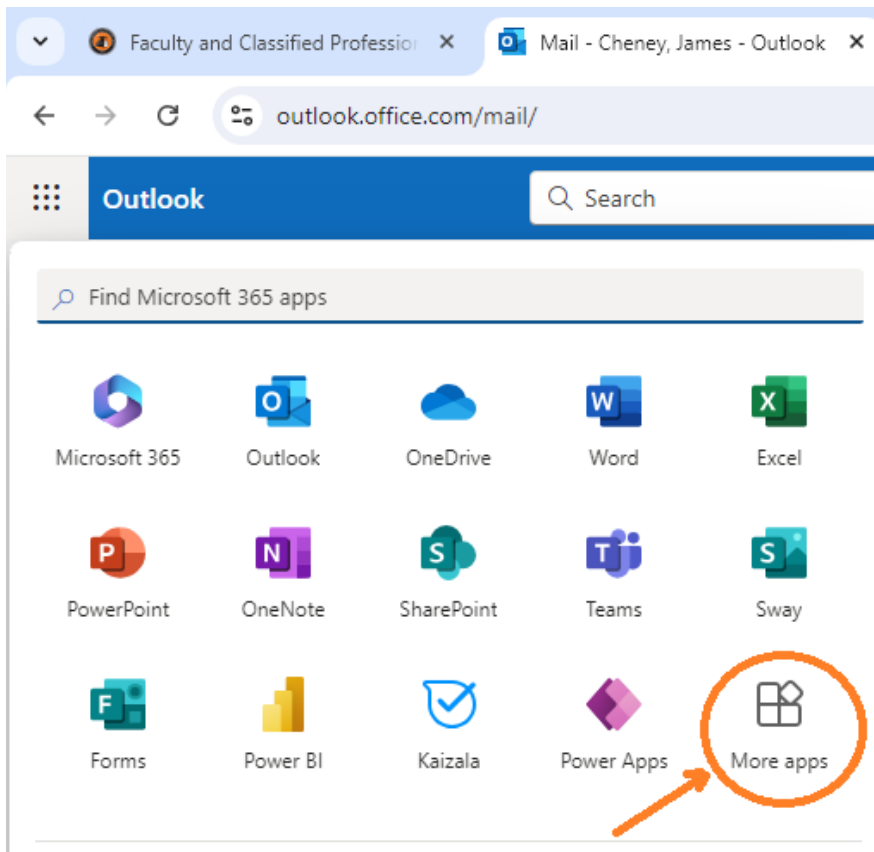# Installing the Full Version of Microsoft Office On Your Computer (Mac or PC)
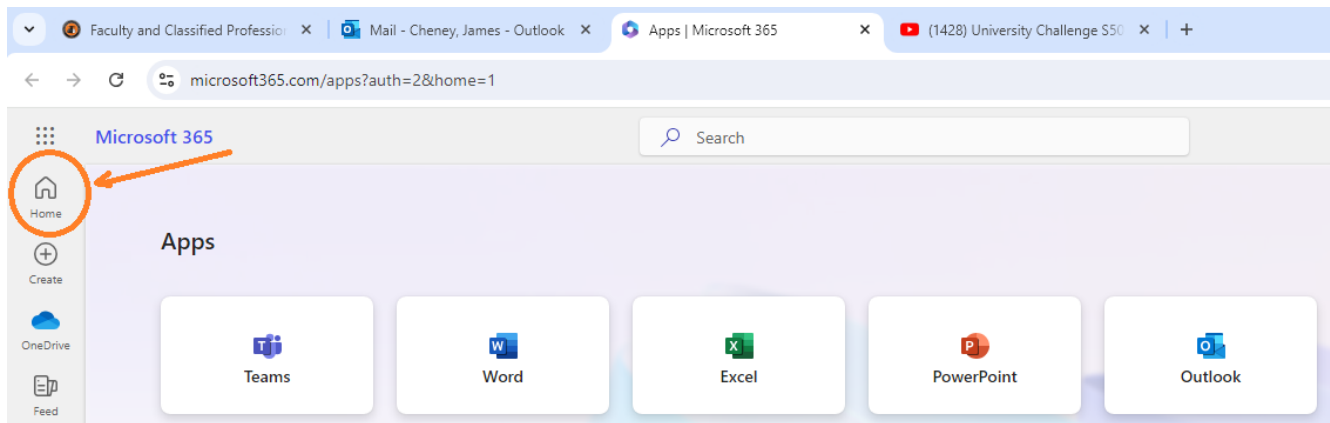
Log in to your RCCD student account and find the Outlook page like this one. Click the group of nine white dots in the upper left corner:
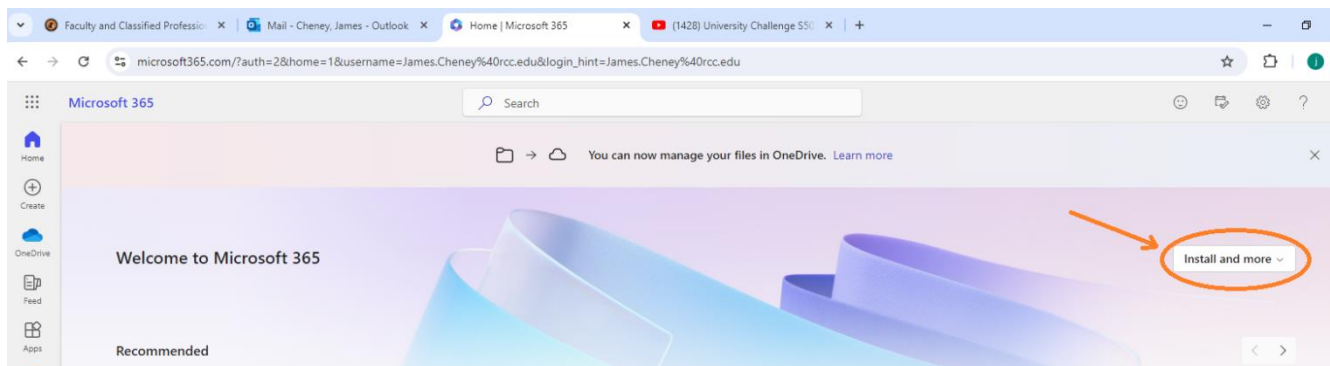

A menu full of tiles should drop from where you clicked, as shown below. Click the **More apps** button:

A new tab should open that looks like the screen shown here. Click the **Home** icon in the upper left:

The screen should change to look like the one shown here. Click the **Install and more** button on the right side:

A menu should drop down from the button you clicked, like the one shown here. Click on **Install Microsoft 365 apps**:
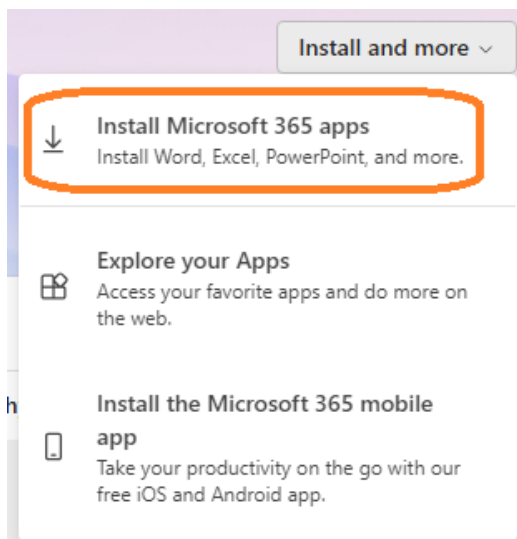
A new tab will open with a screen like the one shown here. Click **Install Office**. This should start the download of the installer file, which is about 2.6 GB. It will take a few minutes. When it finished downloading, it should automatically open and install all of the MS Office apps (Word, Excel, PowerPoint, etc) on your computer.