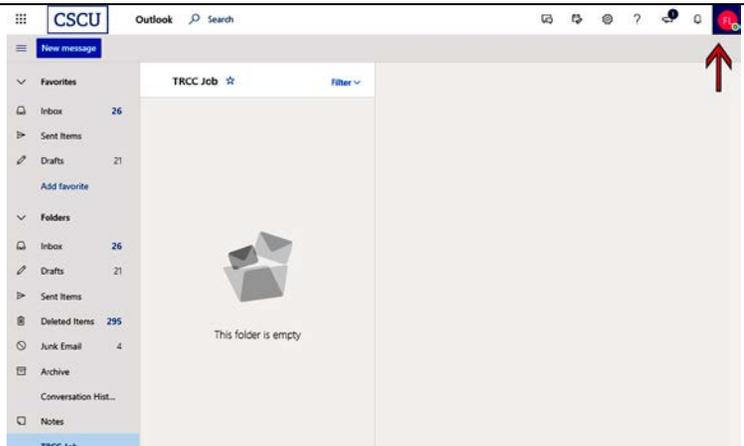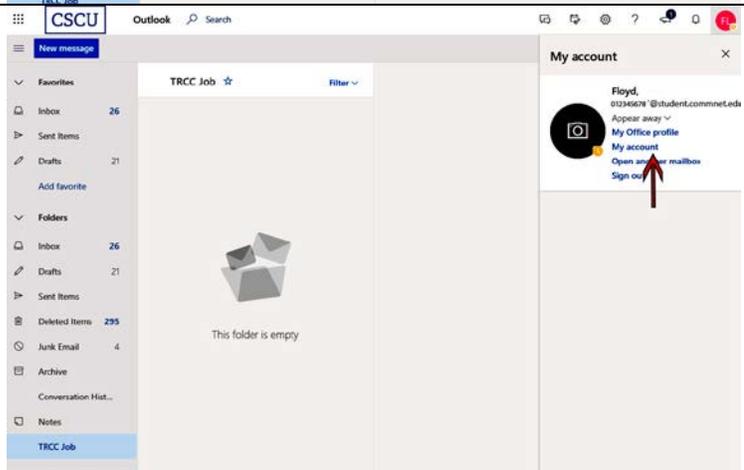# How to Access Office Applications

Your Three Rivers Community College student account includes access to Microsoft Office products. To access office applications, take the following steps.
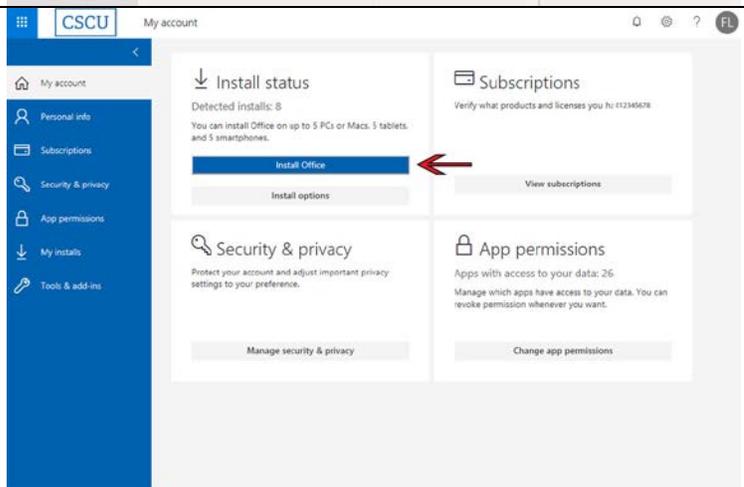
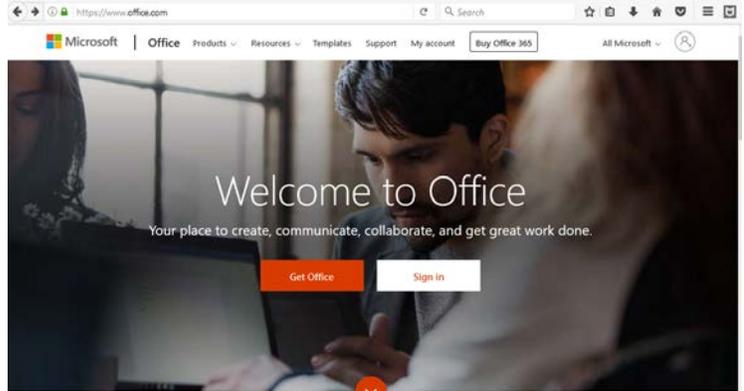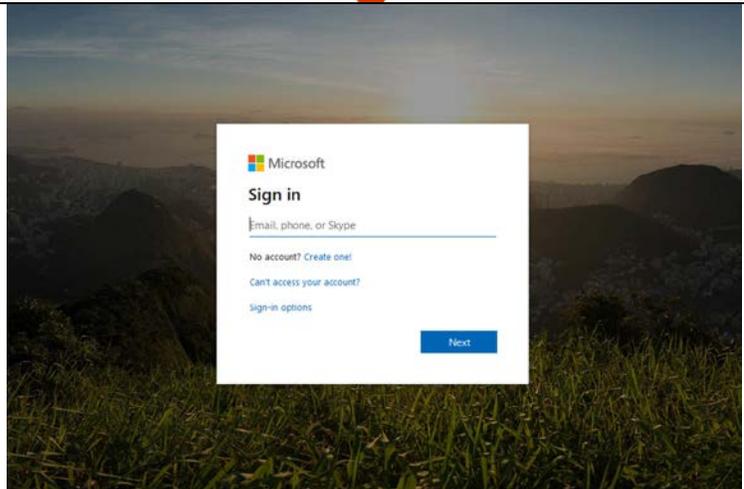|	
1. Navigate to your student email account. Click on the circle in the top right hand corner.	
2. A small menu will open. Click on *My Account*.	
3. On the next screen, click *Install Office*. A download will begin. Once the download is complete, open the installer and complete the install. You will then be able to use Office products directly from your computer.	

TRCC Educational Technology

It's not the future. It's now.

How to Access Office Applications

To access Office products online, take the following steps.

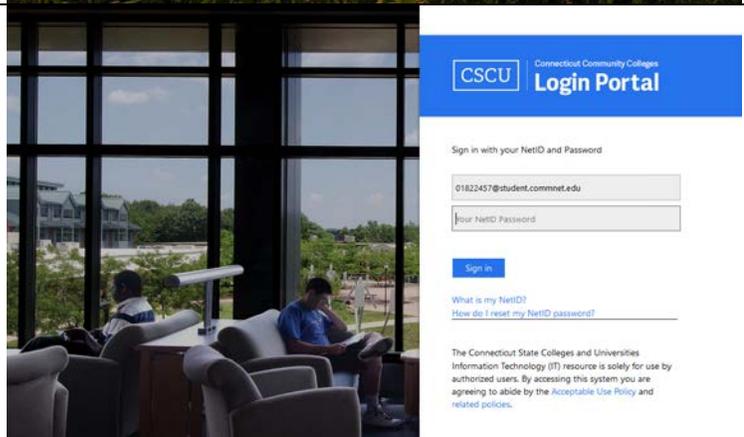|	
4. Go to http://www.office.com and click on *Sign In*.	
5. On the next screen, enter your MyCommnet log in name. It is your student ID followed by @student.commnet.edu. Click *Next*.	
6. On the page that opens, enter the password that you use for MyCommnet. Click *Sign In*.	

TRCC Educational Technology
It's not the future. It's now.

7. On the screen that opens, you will see icons for each Office product. Click on the app you want to use, and the online options will open.