

Step-By-Step Guide to Install Microsoft 365 To Your Personal Computer or Laptop

1. Start at the Jackson State home page: <https://www.jsc.edu/>
2. Scroll down to the Plug in to jWeb block and click Student web mail.

The screenshot shows a banner for "#ivax2protect" with the text "JSCC announces COVID-19 protocols for the fall semester". Below this is a green bar with navigation buttons: "Go to Class", "Student Hub/Tool Kit", "Tools for online classes", and "Computer Loan Program". The "Plug in to jWeb" menu is highlighted with a red border and contains the following items: "Go to jWeb", "Netlogon tools", "JSCC elearn", "Fivecampus elearn", "Student web mail" (highlighted with a yellow box), and "Employee web mail". Other menu items include "Apply and Register", "Positions Available", and "New Student Orientation".

3. You should now see an Office 365 login page like the one below. Use your Netlogon username and password to log in to Office 365.

Connecting to Office 365
Sign-in with your Jackson State Community College account to access Microsoft Office 365

Log On

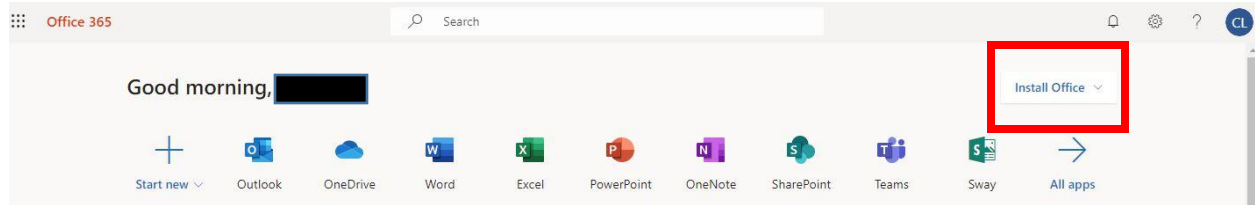
Netlogon

Password

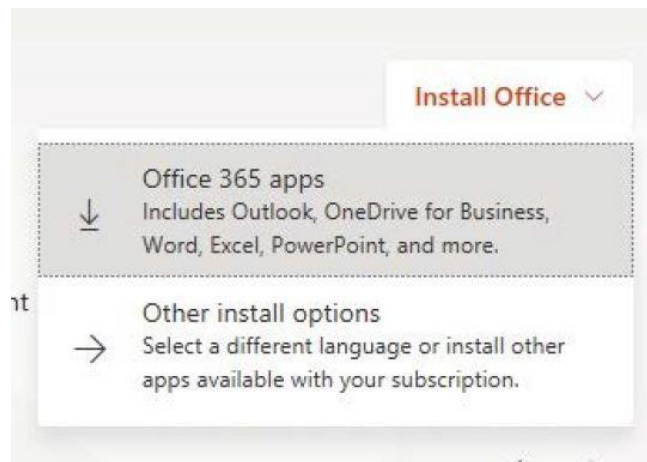
Remember me

[Need help signing in?](#)

4. You should now be looking at a screen with several Microsoft applications. You should also see a drop down menu labeled Install Office. **NOTE: If this is your first time logging into your Jackson State email, you will have to select a time zone before being redirected to the screen below. We are Central Time.** Click the Install Office drop down menu.



5. You should now be seeing the menu below. Click the Office 365 option.



6. Run the program to install office. If you are asked to enter a username and password use your Netlogon username and password, otherwise follow the instructions the program gives you.

