



Fall River Campus

777 Elsbree Street
Fall River, MA, 02720

New Bedford Campus

188 Union Street
800 Purchase Street
New Bedford, MA, 02740

Attleboro Campus

11 Field Road
Attleboro, MA, 02703

Taunton Center

Galleria Mall
2 Galleria Mall Drive
Taunton, MA, 02780

Center for Workforce and Community Education

1082 Davol Street
Fall River, MA, 02720

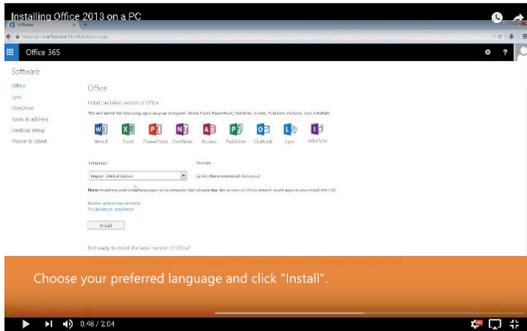
For technology questions or assistance
please contact the ITS Help Desk.

phone: (774) 357-2119

(508) 678-2811 ext.2119

email: ITS@bristolcc.edu

Updated 6/24/2017



More Help?

Additional videos are available on the BCC website to help logging into Office 365 and installing Office 2016 on Mac and PC.

Search "Office 365" to find them.

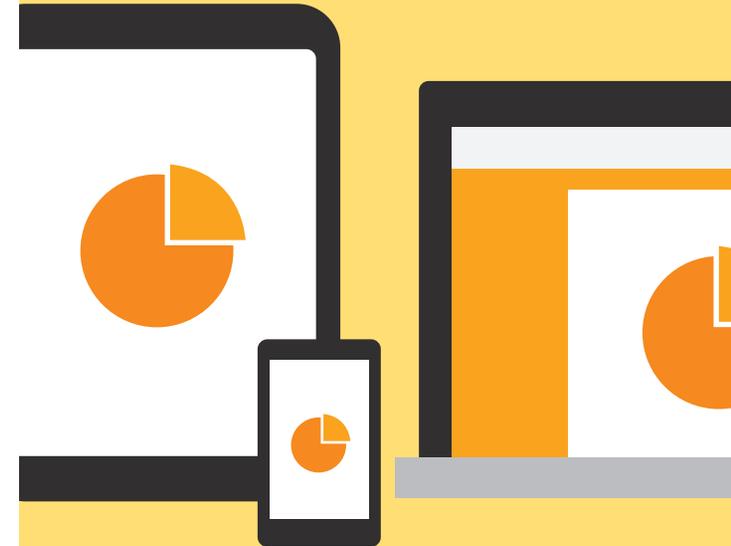
Or visit bristolcc.edu

Hover over Students

Click on Student Services

Click on Technology Services For Students

Click on Office 365



Getting Started With

Office 365

What is Office 365?

Office 365 includes the latest Microsoft Office applications for use online, on your Mac or PC and on the go with smartphones and tablets.

Application versions and features vary by platform and device. Office 2016 is the most recent version for Mac and PC.

Web-based Office 365 and OneDrive keep your files in sync across all your devices. With just a click you get a link that you can use to share files, even large ones, without the hassle of traditional attachments.

What do I get with Office 365?

Web-based Office 365 allows students and faculty to install Office 365 ProPlus on up to five computers. You can also access mobile and online versions of Office apps. Your subscription will be active as long as you are enrolled at the college.

Word	    
Powerpoint	    
Excel	    
OneNote	    
Outlook	    
Publisher	    
Access	    
Sway	    
Skype for Business	    
OneDrive	    

Using Office 365

Signing In

Go to www.bristolcc.edu.

Scroll down to the green footer.

Click on the "Office 365" link under "Online Portals".

Sign in using your accessBCC username and password.

Downloading Office

Sign into Office 365 with your BCC username and password.

On the top right side click Install Office 2016.

The download will begin immediately.

Supported Platforms

 Online Versions	 iPhone & iPad
 Windows 7, 8, 10	 Android
 Mac	

*Logging in from anywhere requires an active internet connection.