

How to install the Office 365 apps on your Windows 11 computer



Eligibility and Compatibility

Eligibility Requirements

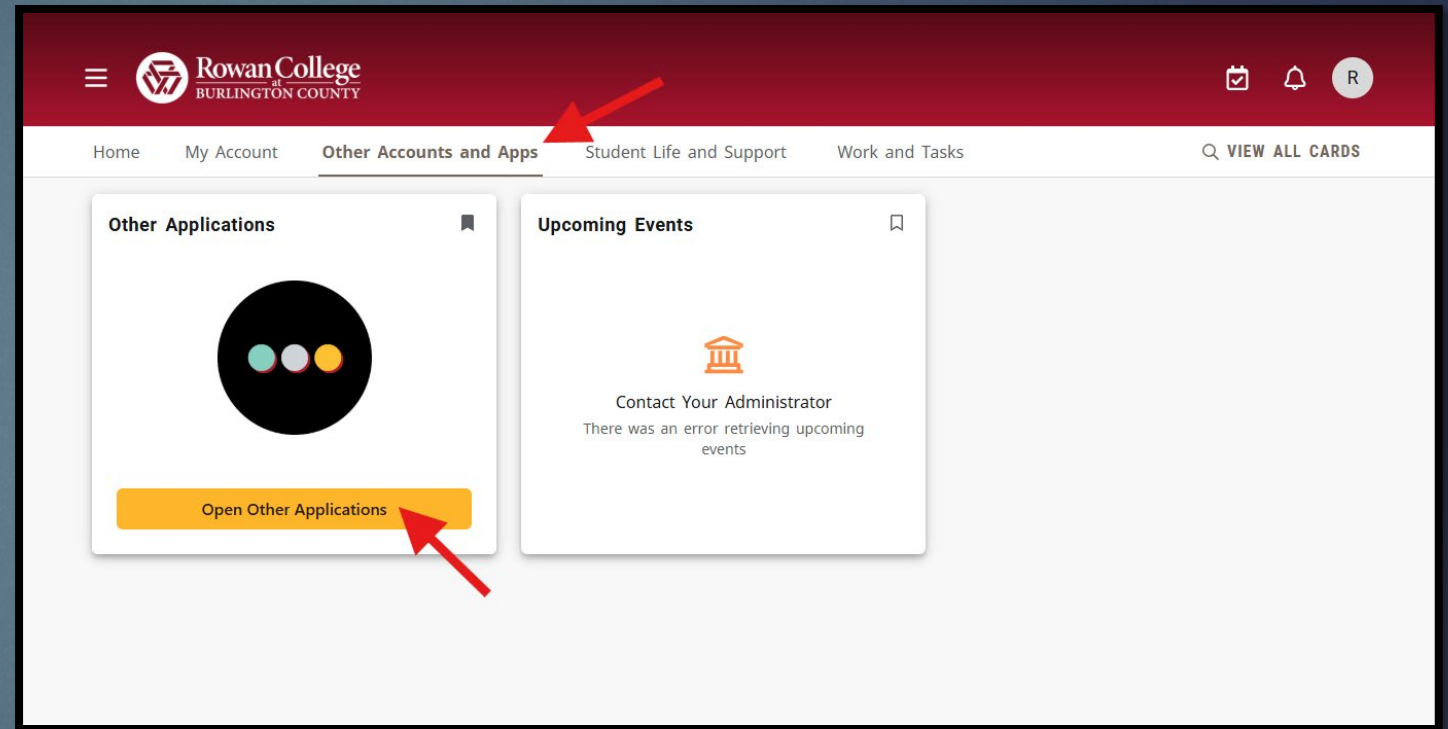
- ▶ Your use of this RCBC Office 365 license is subject to your current enrollment status in RCBC courses.
- ▶ Once you graduate or are no longer taking classes at RCBC, access to this license will be removed. For this reason, we recommend only storing RCBC files here and strongly recommend against saving personal documents to your RCBC accounts.
- ▶ Your Office 365 license allows you to register your license on up to 5 devices.
- ▶ Access to this service may be terminated in the event of improper or inappropriate use of the platform.

Notes on Compatibility

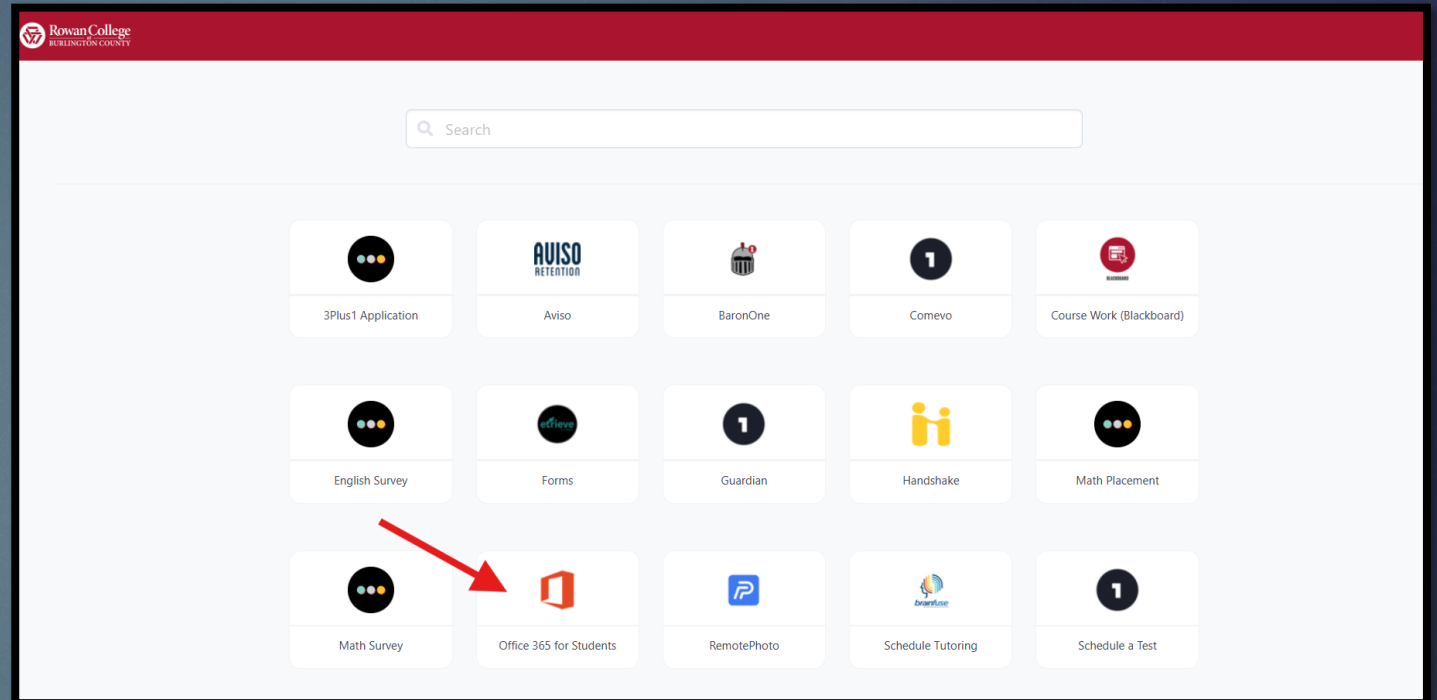
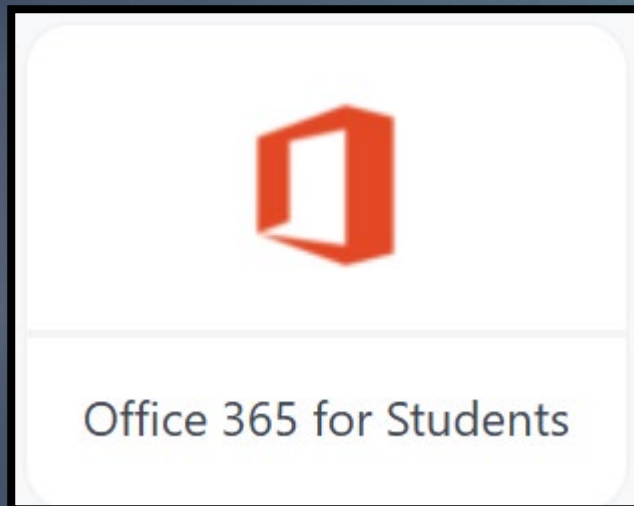
- ▶ The Microsoft Office 365 desktop apps can only be installed on Windows 10/11 and Mac OS based computers.
- ▶ In some cases, you may need to uninstall previous versions of Microsoft Office to complete this installation.
- ▶ The Office 365 desktop apps cannot be installed on Chromebooks or other Chrome OS devices. Only the Office 365 web applications can be used on Chromebooks.
- ▶ Microsoft Access can only be used on Windows based computers.
- ▶ For support with using the Office 365 apps, check out the [Microsoft Training Center](#).

To get started, sign in
to your BaronOne
portal.

Once you've signed in
to BaronOne, look for
the **Other Applications**
tile under the Other
Accounts and Apps
category.



From the Other Applications screen, click the box that says **Office 365 for Students**.



Note* If you have trouble finding it, just search "Office" in the search box and it should pop up.

If you see this message, please click Continue to proceed.

It's okay if your account name looks a little off. That is normal for this process, but please take note of the email address shown. You will need it later in the process.



ronald_cahall@mymail1.rcbc.edu

Do you trust mymail1.rcbc.edu?

You're about to sign in with your mymail1.rcbc.edu account. Only continue if you recognize this account.

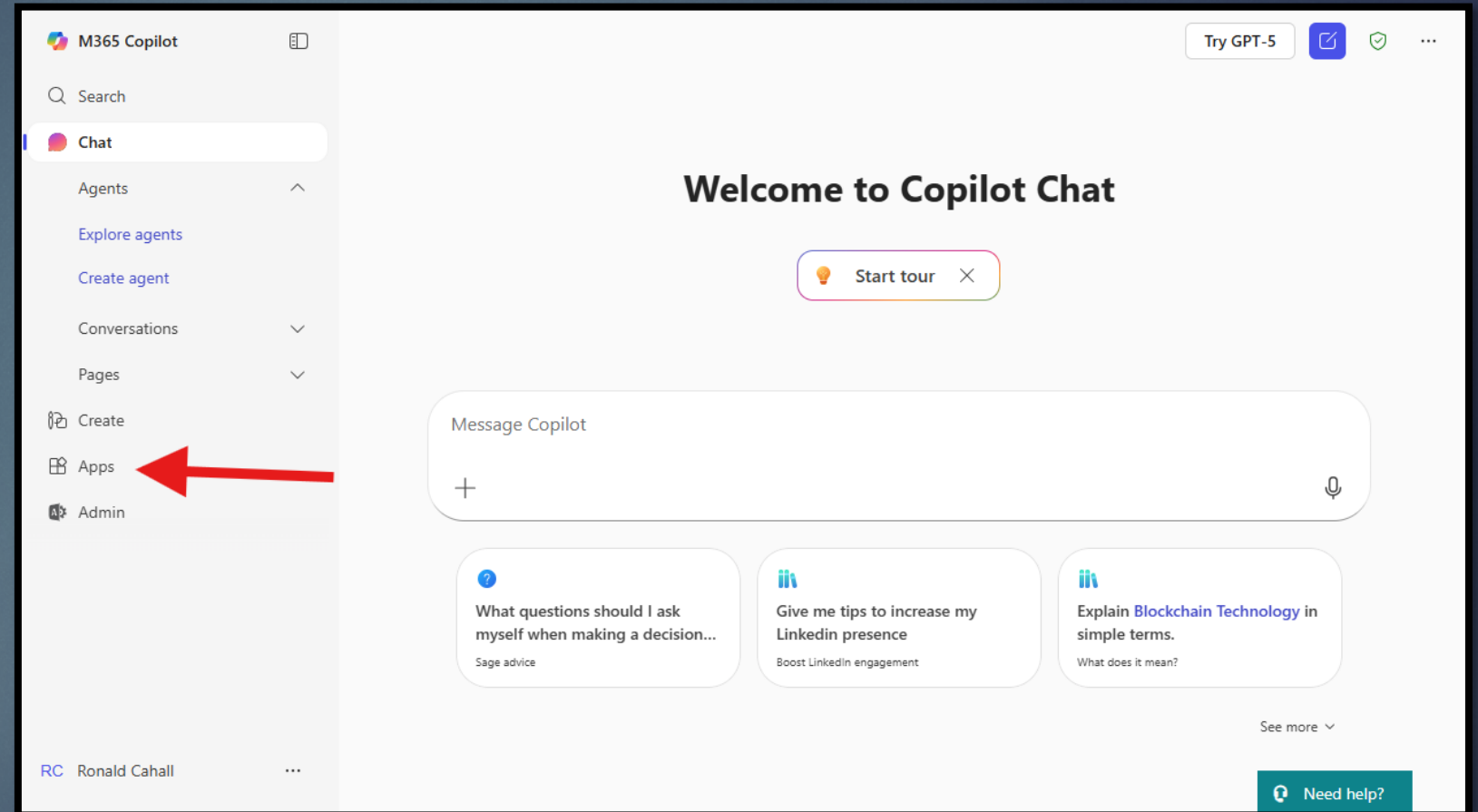
[Why am I seeing this?](#)

Cancel

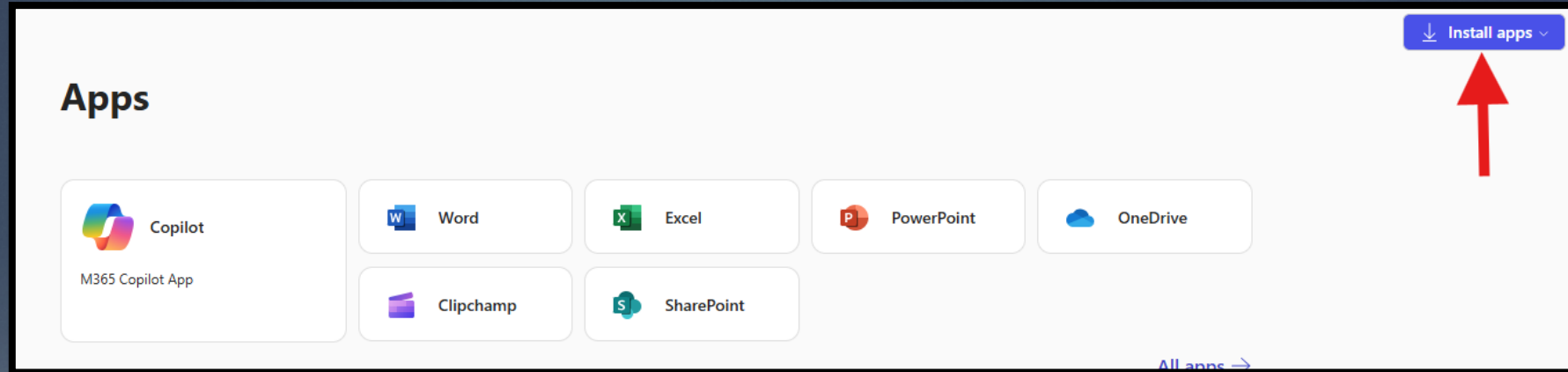
[Continue](#)

Clicking this box
will take you to
your M365 portal
page.

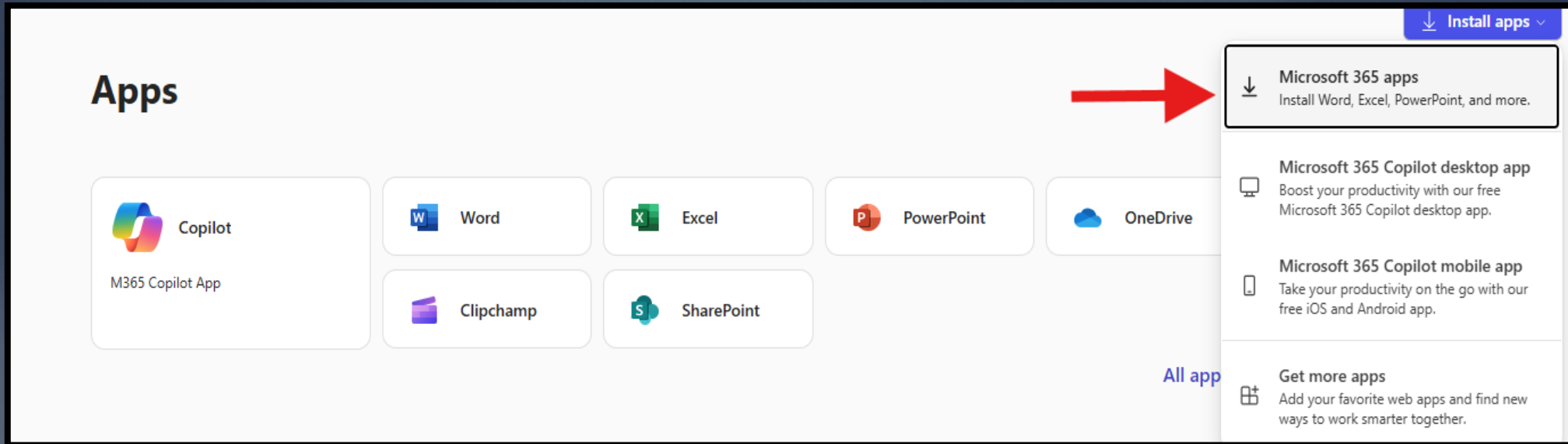
From your portal
page, click **Apps**
on the list of
options to the
left.



Need help?



Now click the Install apps button toward the top right corner of your screen.



Apps

↓ Install apps

↓ Microsoft 365 apps
Install Word, Excel, PowerPoint, and more.

Microsoft 365 Copilot desktop app
Boost your productivity with our free Microsoft 365 Copilot desktop app.

Microsoft 365 Copilot mobile app
Take your productivity on the go with our free iOS and Android app.

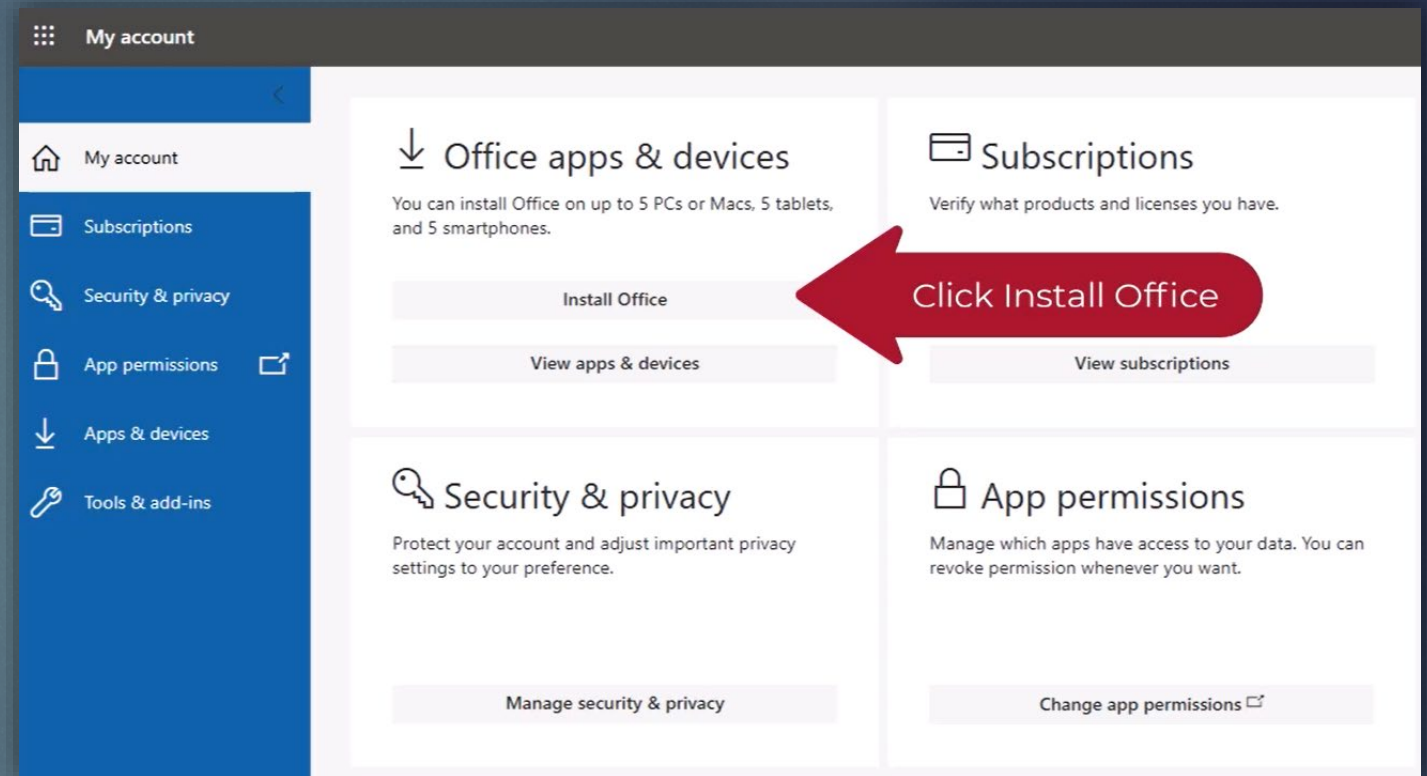
All apps

Get more apps
Add your favorite web apps and find new ways to work smarter together.

Now click **Microsoft 365 apps** from the list of options which will open a new page.

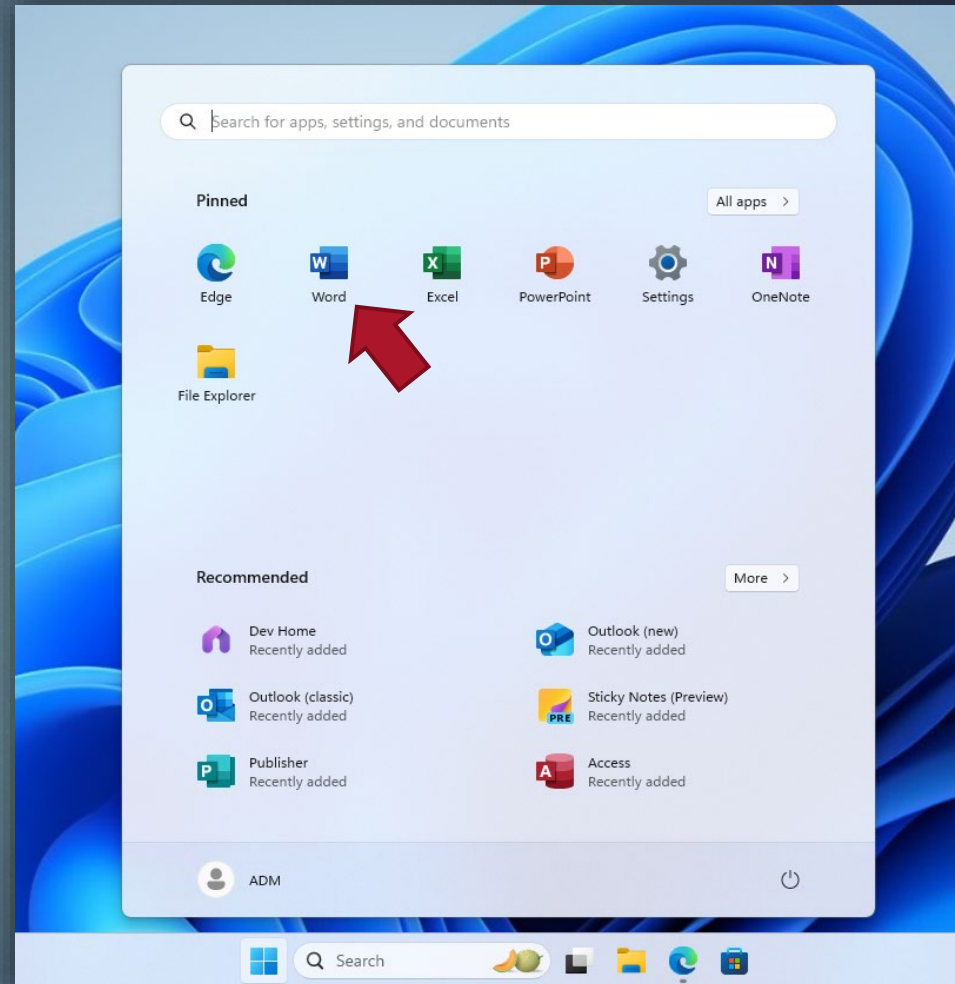
From the Office Apps & Devices section, click **Install Office**. This will download the OfficeSetup installer.

Once downloaded, simply run the application and follow the prompts to complete the installation. This process will take a few minutes.



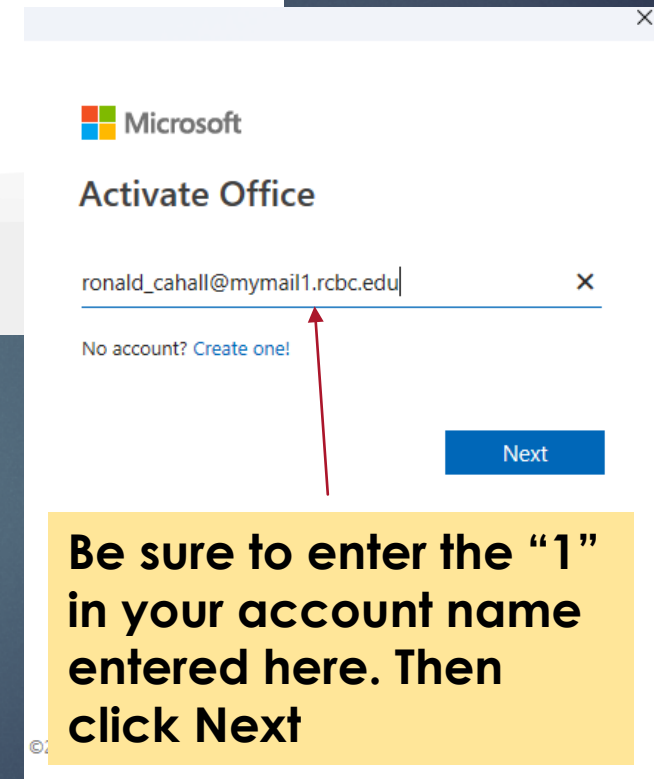
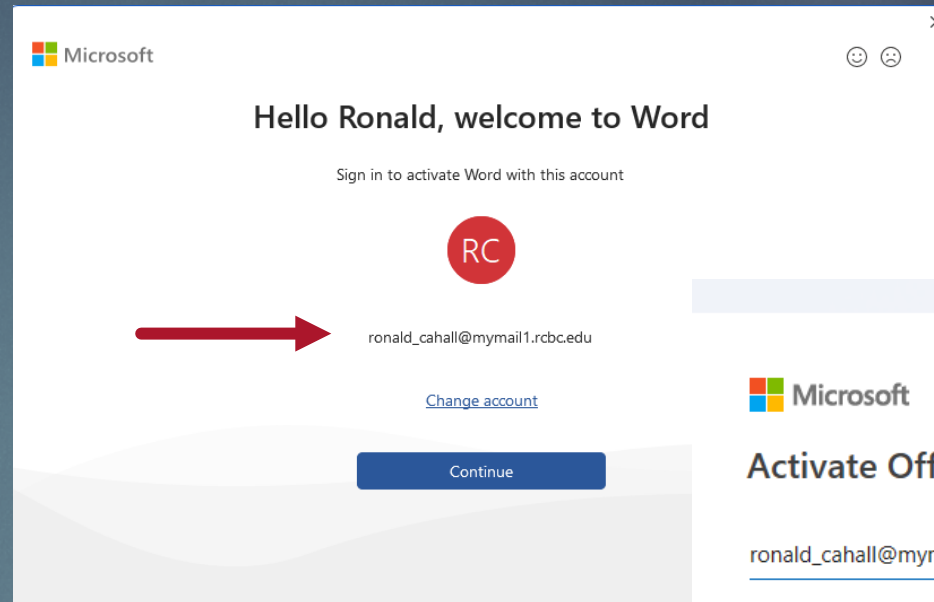
Once the installation has finished, go ahead and launch one of your Office 365 applications from your computer, such as Microsoft Word or PowerPoint.

Use the search function if you have trouble finding the newly installed applications.



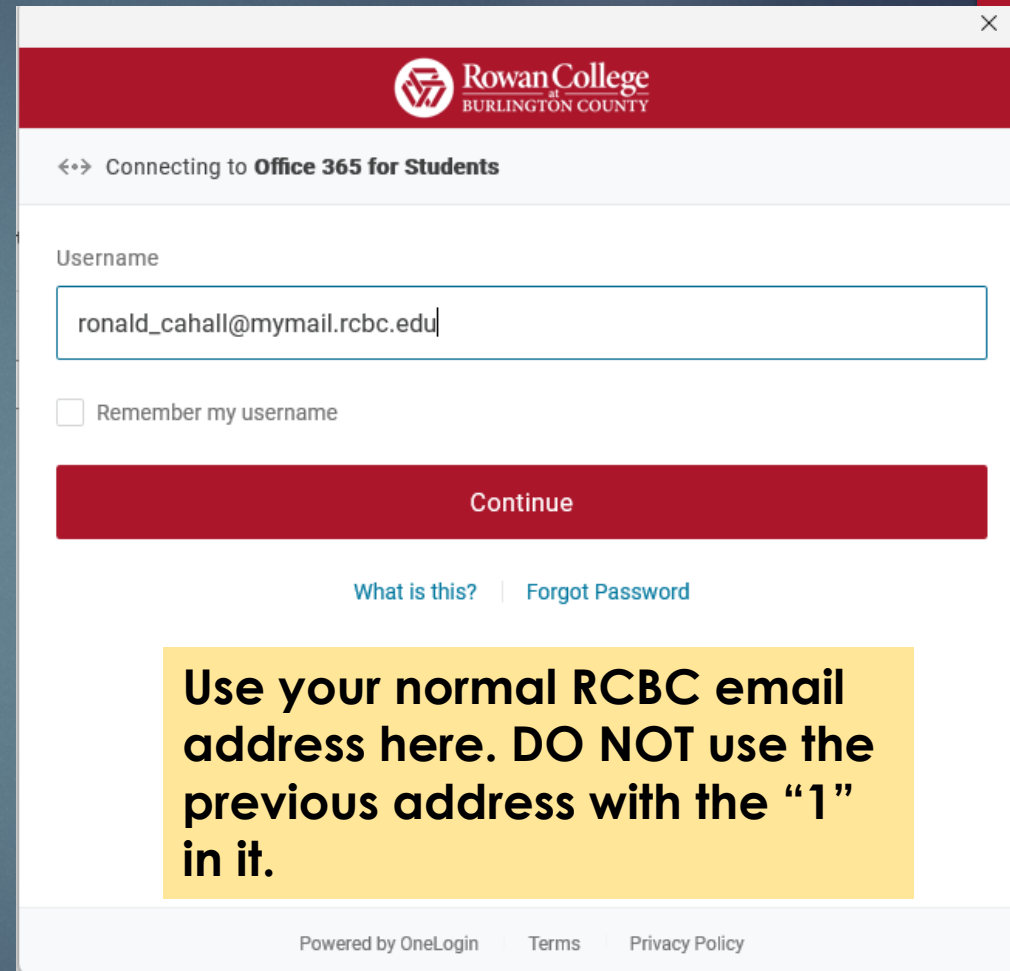
Upon first launch, you will be prompted to complete your sign in.

Take note of the account address shown here. It is slightly different than your normal email address and you will need to enter this exactly as shown on the window that pops up after hitting Continue.



Now you can enter your normal RCBC email address to complete authentication via BaronOne.

Follow the prompts to enter your BaronOne password and complete your multifactor authentication.



The screenshot shows a web browser window with the Rowan College at Burlington County logo in the top right corner. The page header is red with the college logo and name. Below the header, a status bar indicates "Connecting to Office 365 for Students". The main content area has a "Username" label and a text input field containing "ronald_cahall@mymail.rcbc.edu". Below the input field is a checkbox labeled "Remember my username". A large red "Continue" button is centered below the checkbox. At the bottom of the main content area, there are two links: "What is this?" and "Forgot Password". A yellow callout box with black text is positioned below the links, stating: "Use your normal RCBC email address here. DO NOT use the previous address with the '1' in it." The footer of the page contains the text "Powered by OneLogin" followed by links for "Terms" and "Privacy Policy".

Rowan College
at
BURLINGTON COUNTY

Connecting to Office 365 for Students

Username

ronald_cahall@mymail.rcbc.edu

☐ Remember my username

Continue

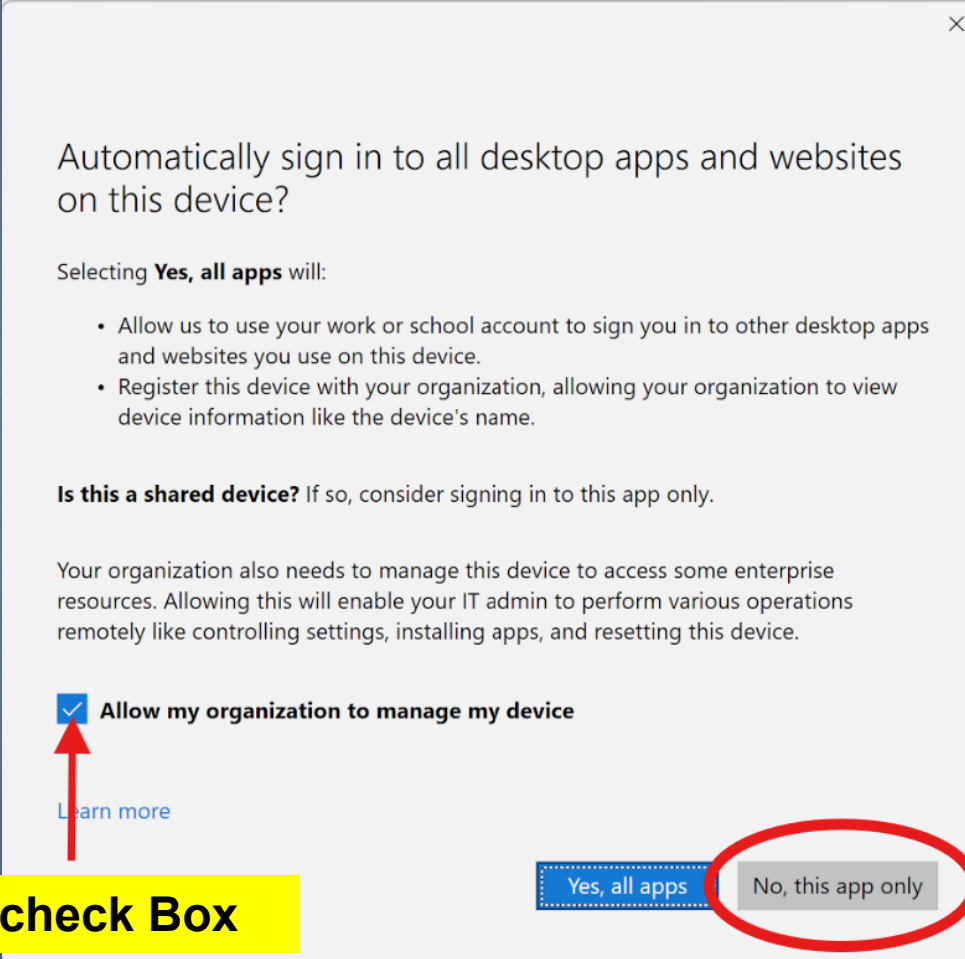
[What is this?](#) | [Forgot Password](#)

Use your normal RCBC email address here. DO NOT use the previous address with the "1" in it.

Powered by OneLogin | [Terms](#) | [Privacy Policy](#)

Once successfully authenticated, you will see the screen below.

Be sure to **uncheck** the box that says **Allow my organization to manage my device**. Then click **No, sign in to this app only**.



Automatically sign in to all desktop apps and websites on this device?

Selecting **Yes, all apps** will:

- Allow us to use your work or school account to sign you in to other desktop apps and websites you use on this device.
- Register this device with your organization, allowing your organization to view device information like the device's name.

Is this a shared device? If so, consider signing in to this app only.

Your organization also needs to manage this device to access some enterprise resources. Allowing this will enable your IT admin to perform various operations remotely like controlling settings, installing apps, and resetting this device.

☒ **Allow my organization to manage my device**

[Learn more](#)

Yes, all apps **No, this app only**

The screenshot shows a Microsoft login dialog box. A red arrow points to the checkbox labeled "Allow my organization to manage my device", which is currently checked. A yellow box with the text "Uncheck Box" is positioned below the arrow. At the bottom right, there are two buttons: "Yes, all apps" and "No, this app only". The "No, this app only" button is circled in red.

Uncheck Box

Now you just need to review and accept the Microsoft 365 license agreement.

Then you are ready to begin using your Office 365 apps!

