Rowan College at BURLINGTON COUNTY

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

Last Revision – 01/30/2026

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.

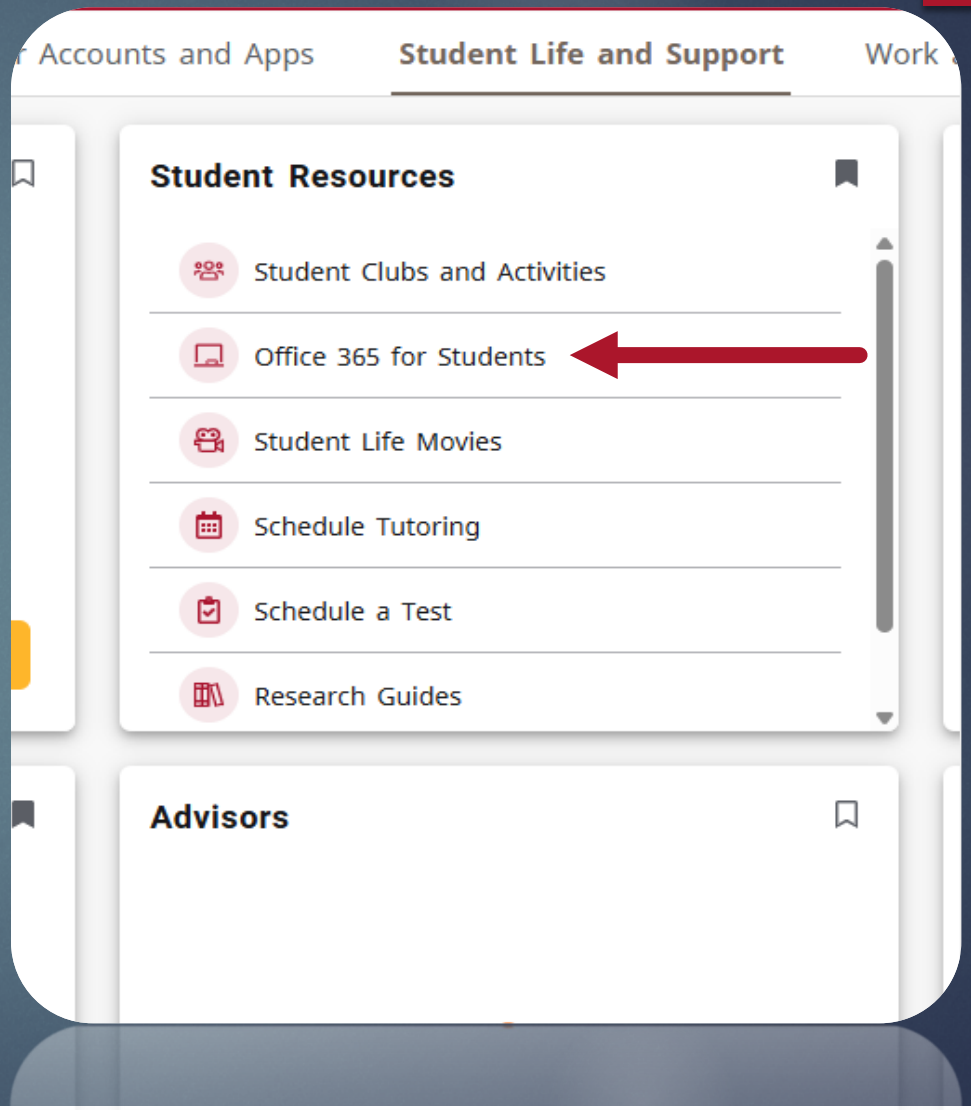
Notes on Compatibility

- The Microsoft Office 365 desktop apps can only be installed on Windows 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, click **Office 365 for Students.**

This can be found on the Student Resources card which is under the Student Life and Support category of BaronOne.

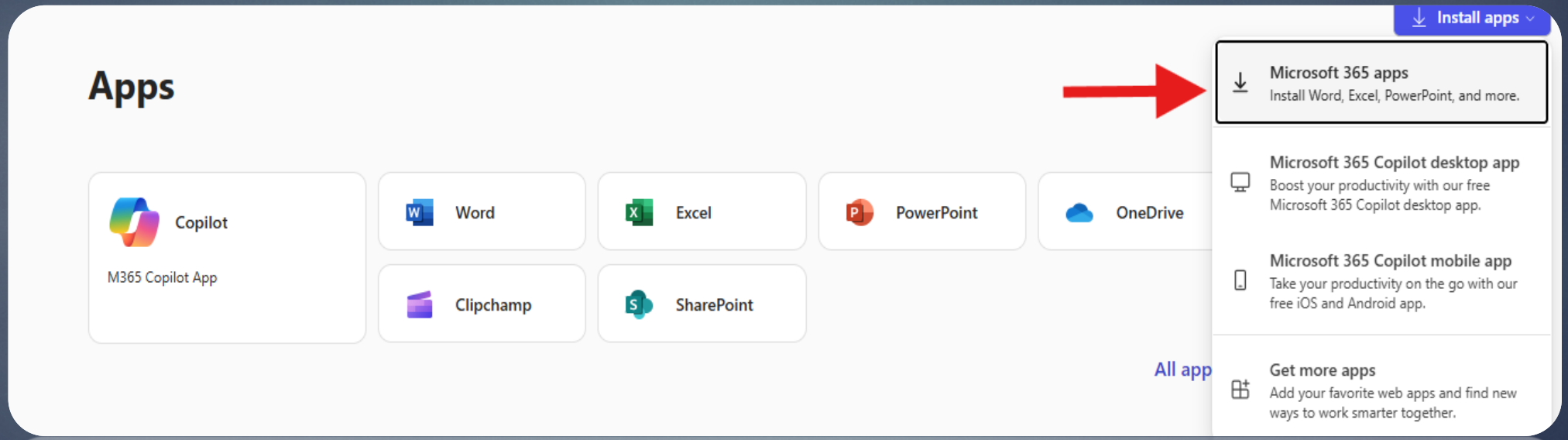


Rowan College at Burlington County

You should now be at your Microsoft 365 Apps page.

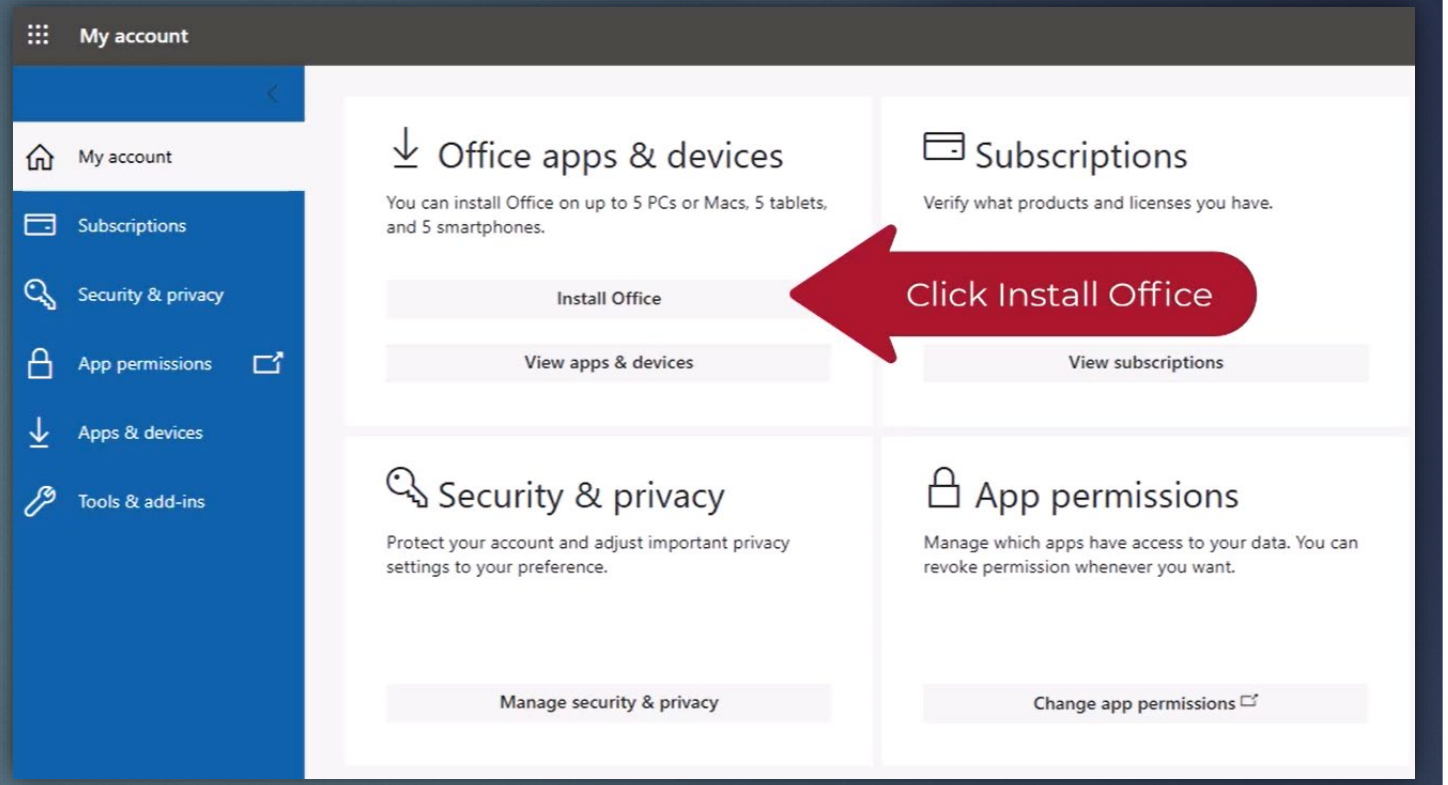
Click **Install Apps** at the top right of your screen.

Then click **Microsoft 365 apps**



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.



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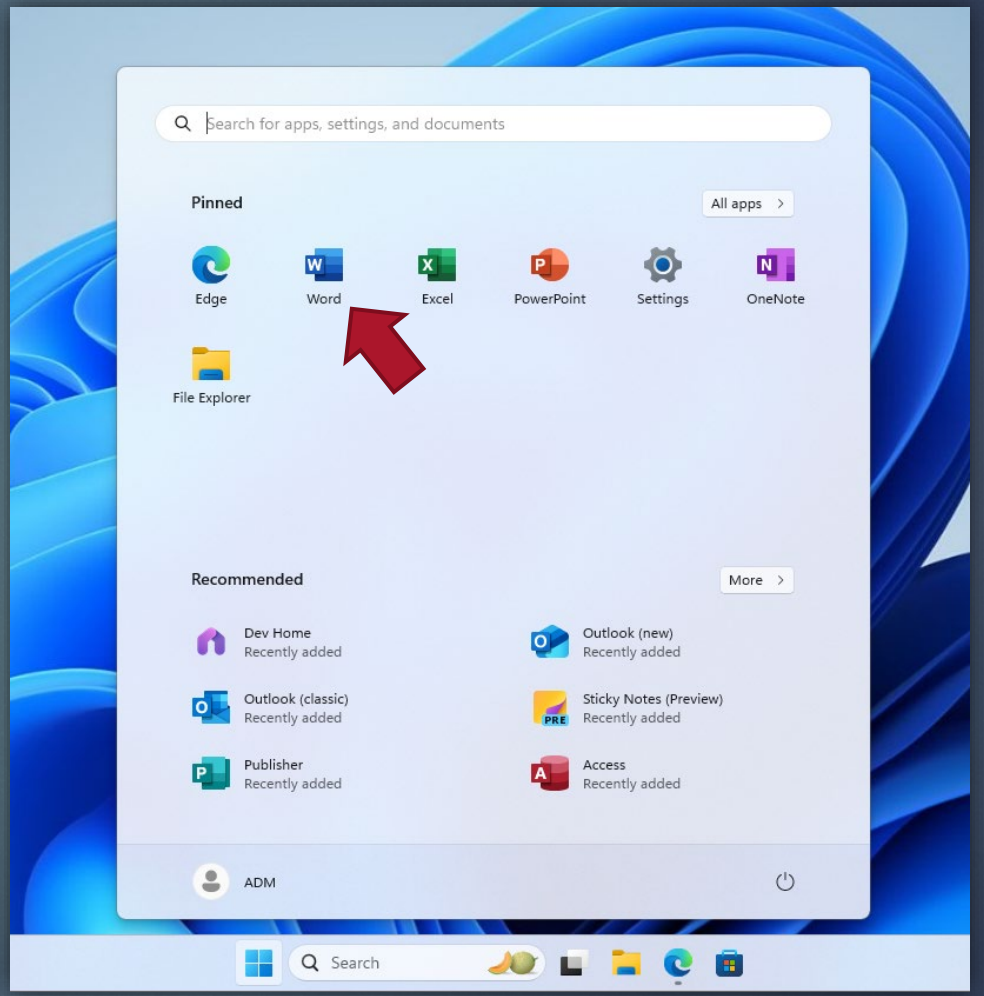
Once the installation has finished, go ahead and launch one of your Office 365 applications from your computer, such as Microsoft Word or PowerPoint.

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



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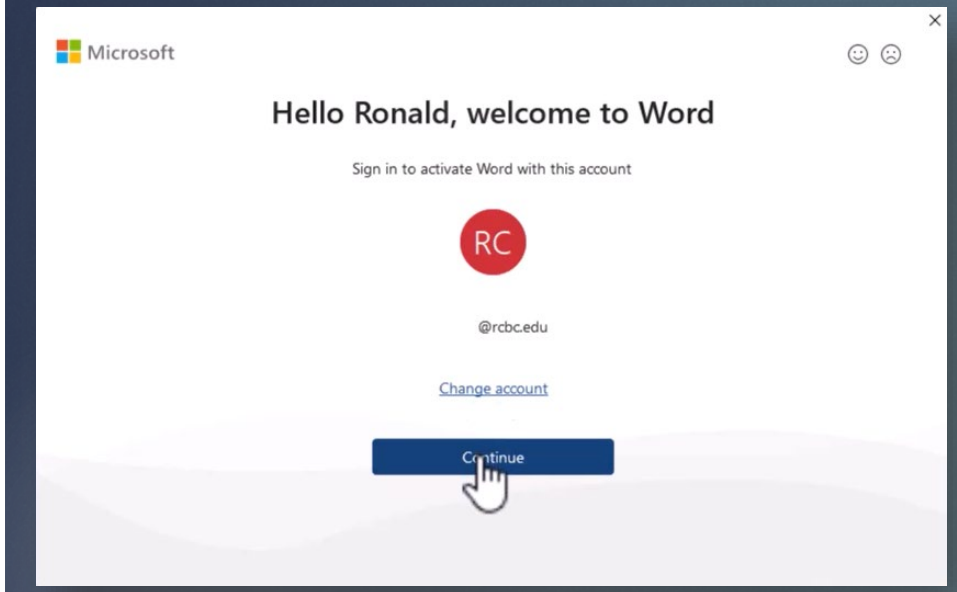
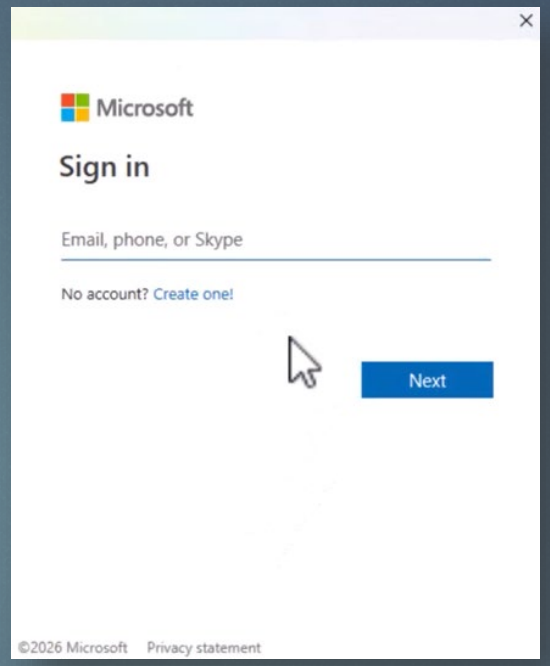
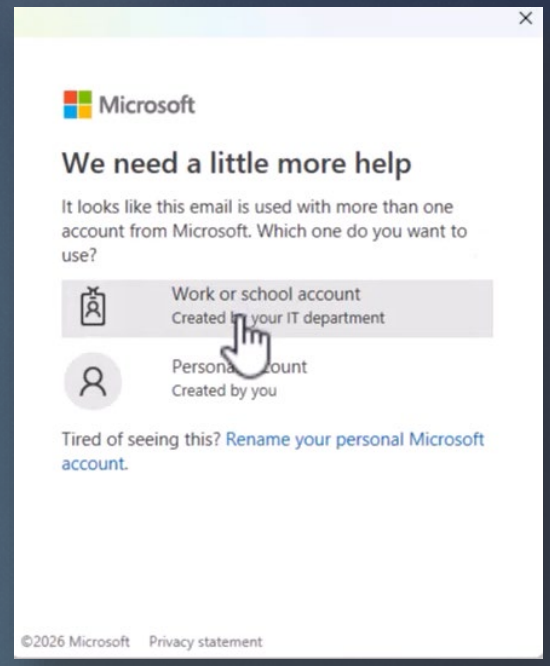


Upon first launch, you will be prompted to complete your sign in. Click Continue.



Enter your RCBC email address, then click Next



Select Work or school account

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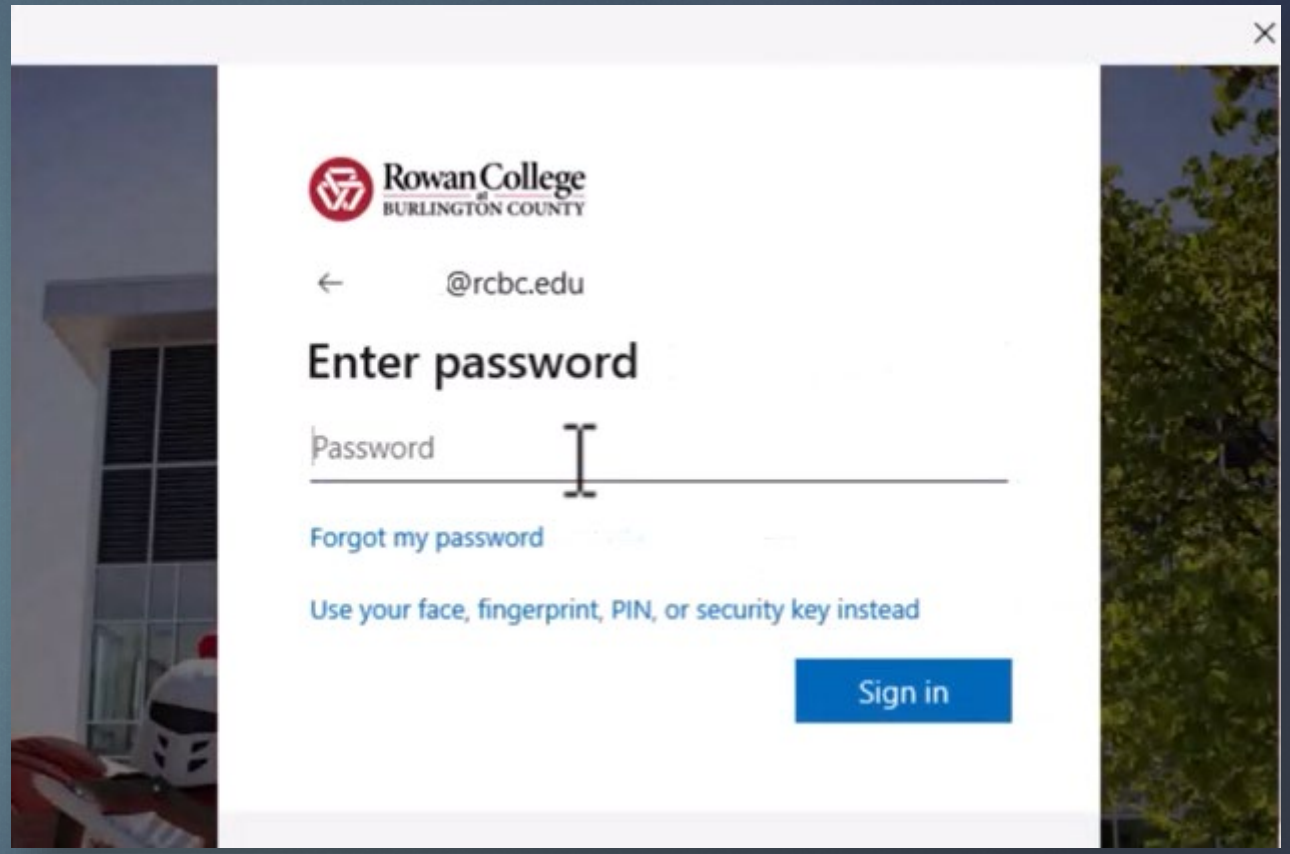
Complete your sign in by entering your BaronOne password and providing your multifactor authentication.



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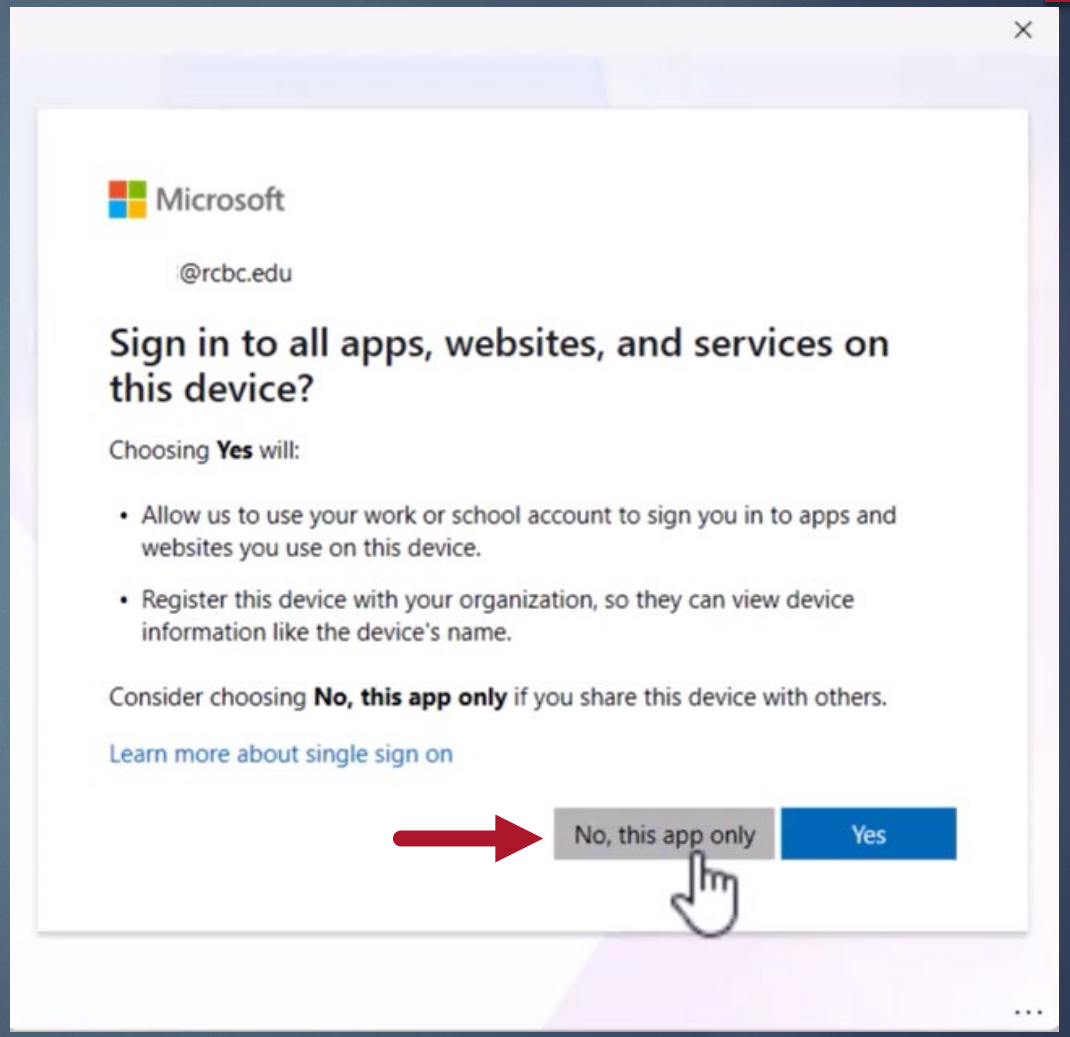
Once successfully authenticated, you will see the screen shown here.

Select **No, this app only.**



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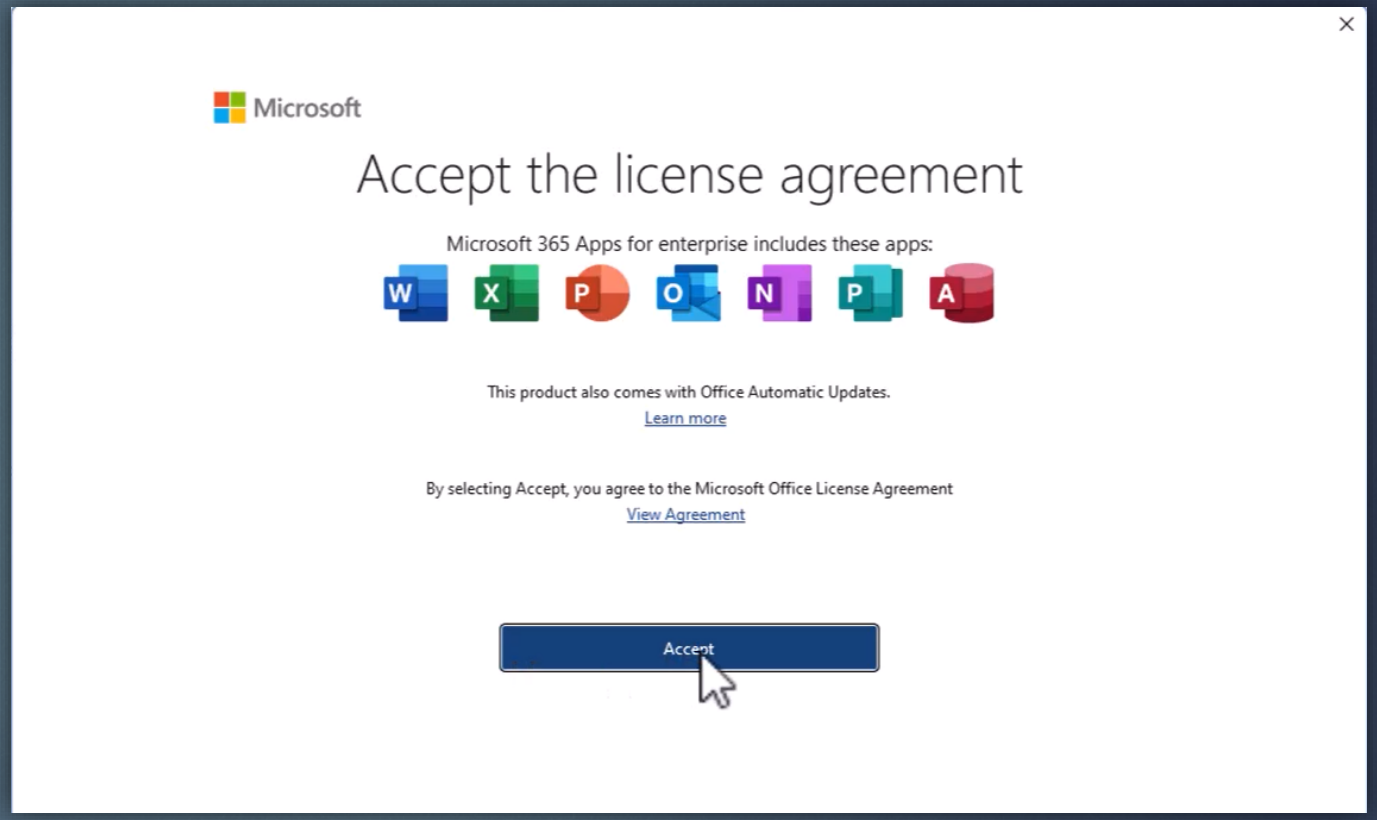
Now you just need to review and accept the Microsoft 365 license agreement.

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