



Canvas Tips for Students

Get Microsoft Office 365 for Free!

All current Brookdale students have a subscription to Microsoft Office 365 FREE of charge! This subscription allows you to install the most current version of the Microsoft Office application suite, including Word, Excel, PowerPoint, and Outlook on your home computer, tablets and mobile devices.

DO NOT install Office applications on computers or mobile devices that you are not personally using because the installation is linked to your Brookdale Office 365 account. Just as you would not share your Brookdale user name and password with others, do not share your Brookdale Office 365 access, or others will have access to your documents and email.

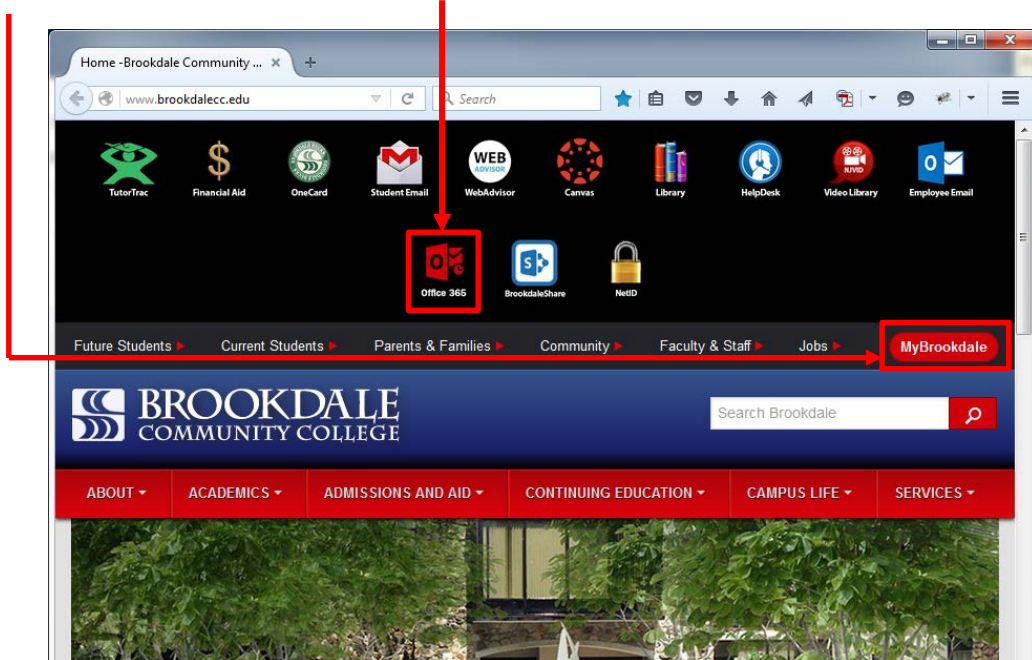
You may install Office 365 on up to 5 devices, including compatible PCs, Macs, and mobile devices. Your subscription includes 1TB of cloud storage from OneDrive for Business where you can store, share, and easily access your files. Your Office 365 subscription continues as long as you are a Brookdale student and the program continues.

Follow these steps to get Office 365.

1. Use your browser to navigate to the Brookdale home page, www.brookdalecc.edu. Click the My Brookdale button, then select Office 365 from the dock.

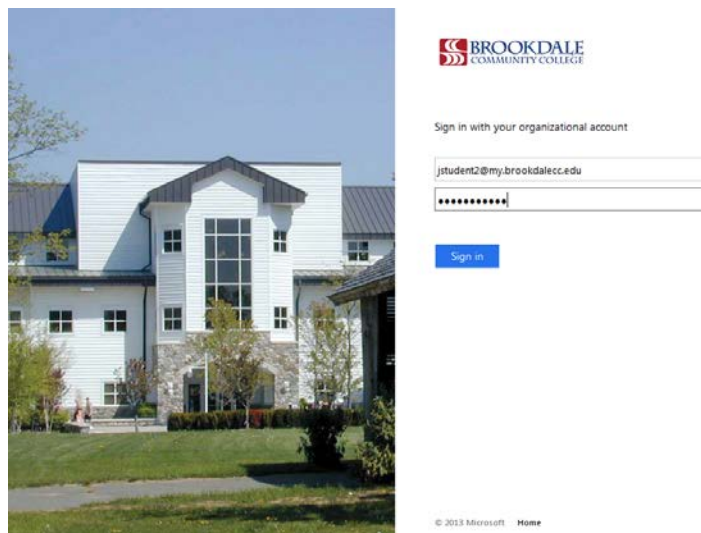
MyBrookdale button

Office 365 icon



Office 365

2. Enter your Brookdale Office 365 account credentials. Your Brookdale Office 365 account is your current user name followed by @my.brookdalecc.edu. You will enter your password on a different screen. Click Sign in.



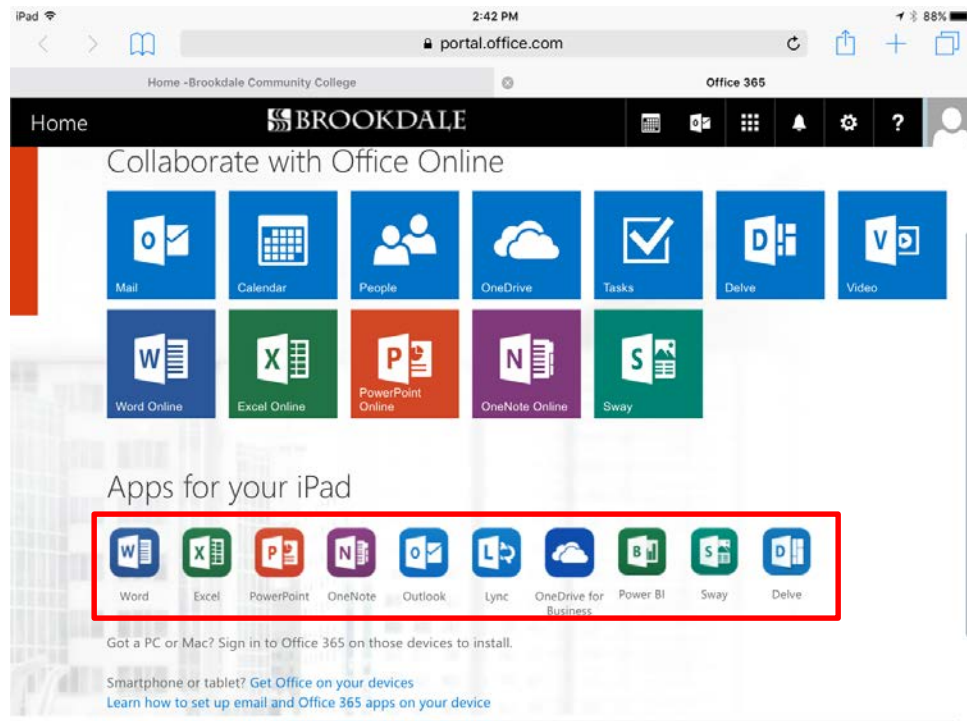
Office 365 login screen

3. If you are on a PC or Mac, click Install now. Then follow the prompts to install the application.



Install now (PC/Mac)

4. If you are on a mobile device, tap the icons for the apps you wish to install.



Select apps (mobile)