



Lake Michigan College offers users with the option to access Office applications via the web by visiting the Office Web Portal. Users can log into the site and have instant access to popular Microsoft Office Applications as well as download copies to up to five devices.

Visit <https://helpdesk.lakemichigancollege.edu/> for additional troubleshooting and information.

What you need to know:

- How do I access Office 365?**
- What Will I have access to?**
- Can I download Office to my computer?**
- How long can I sue Office 365 for free?**
- What happens if I leave Lake Michigan College?**

How do I access Office 365?

Accessing Office 365 requires logging into the web portal with your LMC Email and password.

Office 365 Web Portal: <http://365.mylmc.org>

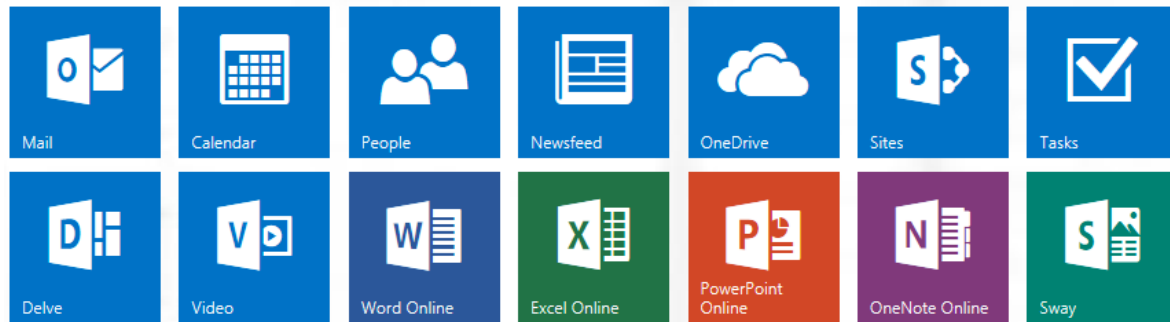
A screenshot of the Lake Michigan College Office 365 Web Portal login page. The page has a dark grey background. At the top left is the Lake Michigan College logo. Below the logo are two white input fields for 'Username' and 'Password'. To the right of the 'Password' field are two links: '> Forgot your password?' and '> Need Help?'. Below the input fields is a checkbox labeled 'Don't Remember Login'. At the bottom of the form is a red button with the text 'Login'. At the very bottom of the page, there is a small grey footer with the text 'Copyright © 2016 Lake Michigan College'.

What will I have access to?

Once logged in, you will have access to a menu of Office 365 online applications that can be accessed via any PC with an Internet connection. Applications include:

- Word Online
- Excel Online
- PowerPoint Online
- OneNote Online
- Mail-Coming Soon
- Calendar
- One Drive
- Sites
- Tasks
- Delve
- Video
- Sway
- People
- Newsfeed

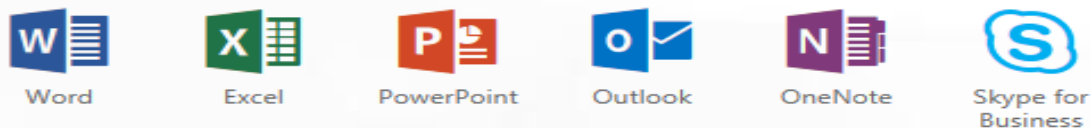
Collaborate with Office Online



Can I download Office to my Computer?

Users of Office 365 are able to install Office 2016 on up to five devices. Devices include Personal Computers and laptops, Tablets, Mobile Phones, and Macs.

Install Office 2016 on your PC



Got a Mac? Sign in to Office 365 on your Mac to install.

[How do I get Office 2013?](#)

[Smartphone or tablet? Get Office on your devices](#)

[Learn how to set up email and Office 365 apps on your device](#)

How long can I use Office 365 for free?

Employees of Lake Michigan College are able to take advantage of Office 365 as long as they have an active LMC Email address.

Students can use Office 365 as long as they are an active student with LMC.

What happens if I leave Lake Michigan College?

When an employee or student leaves Lake Michigan College, he or she will no longer have free access to the Office 365 applications and the account will be closed. If you would like to continue using Office 365, the IT Department can assist in directing the individual on how to set up a personal account.

Please contact the IT HelpDesk at (269) 927-8189 if you have any questions.

