FLORIDA GATEWAY COLLEGE

Installing Office 365 on your Personal Computer

1. Log into your Wolves email at Outlook.com/FGC.edu (on the PC in which you want to install Office 365)
   - Need help logging in to your email? Instructions are on the next page.
2. Click the **App Launcher** icon located in the top left of the webpage.

3. Click "**Office 365 →**" located in the top right of the App Launcher panel.
4. Click **"Install Office"** and select **"Office 365 apps"** to start the download.
5. Run the downloaded *Setup* file
6. Allow the install to complete.

> **Do you need further assistance?**
> Contact the Technology Help Desk
> 386.754.4408 – helpdesk@fgc.edu

Syncing your WOLVES Email on Mobile Devices

1. Open the "Settings" app on your mobile device.
2. Locate the "Accounts" or "Email" section.
3. Locate and click "Add Account" to begin.
4. Select the type of account to add.
   a. Different devices may use different but similar terms.
   b. Look for **Exchange**, **Microsoft ActiveSync**, or **Corporate**.
   c. Some devices ask this after you input the email and password.
5. Reference the format and information in the Example below when inputting and submitting your information.

> ## EXAMPLE
> ### Account Information
>
> | | |
> |---|---|
> | Name: | John Doe |
> | Email: | john.doe@wolves.fgc.edu |
> | Server: | outlook.office365.com |
> | User Name: | john.doe@wolves.fgc.edu |
> | Password: | XXXXXXXX (Your MyFGC PIN) |
> | Domain: | wolves.fgc.edu |

> **Do you need further assistance?**
> Contact the Technology Help Desk
> 386.754.4408 – helpdesk@fgc.edu

Logging into your Wolves Email for the First Time

1. Open web browser and travel to MY.FGC.EDU
2. Click "Enter Secure Area"
3. Log in using Student ID and PIN
4. Click "Personal Information"
5. Click "View E-mail Addresses"
6. Copy email address containing @wolves.fgc.edu
   (At this point it is wise to verify your name's spelled correctly and to note any number(s) in the email address.)
7. Sign out of MyFGC
8. Travel to **www.outlook.com/fgc.edu**
9. Enter your entire email address copied from MyFGC – i.e. john.doe@wolves.fgc.edu
10. Enter Password (same as PIN above)