

How to install Office 2016

Open your web browser and enter in <http://mycod.us>

Enter your web advisor name for your username and password



The image shows the MyCOD login page. On the left, there is a banner with the MyCOD logo (a stylized palm tree) and the text "MyCOD". Below the logo, a white box contains the text: "Welcome to MyCOD: Your Gateway to Campus Services" and "MyCOD is your single login to Canvas, WebAdvisor, Library Databases, and more." On the right, a white login form is overlaid on the page. The form has a "Login" title and a lock icon. It contains two input fields: "User ID:" with the text "yourname" and "Password:" with a masked password "*****". Below the password field is a red "LOGIN" button. Underneath the button are links for "Reset Password", "Verify User ID", "First Time User", and "Help". At the bottom of the form, there is a "Login Problems?" section with a paragraph of text: "Your user id and/or password may have changed. Please click on the [Verify User ID](#) link to obtain your current user id. Use your current user id and your initial password. Your initial password is Codmnddy where mmddyy is your date of birth." The background of the page is a photograph of a fountain in a park-like setting with palm trees and mountains in the distance. At the bottom of the page, there is a red footer bar with white text: "College of the Desert | 43-500 Monterey Ave | Palm Desert, CA 92260 | 760.636.7979 | Acceptable Use | Disclaimer" on the left and "©2017 College of the Desert. All rights reserved." on the right.

go to the link named mycod email

The screenshot displays the MyCOD website interface. At the top left is the MyCOD logo. The top navigation bar includes 'Home' and 'Communities' tabs. A user profile section shows 'Hi [username]' with options for 'Menu', 'Sign Out', and search/help icons. Below the navigation bar, the 'QuickLaunch Navigation' panel is visible, containing an 'Edit Preferences' link and a 'LaunchPad' section with buttons for 'MyCOD Email', 'COD Email', 'Canvas', 'WebAdvisor', and 'Library Resources'. A red arrow points to the 'MyCOD Email' button. Below the LaunchPad are 'Links' and 'A&R Forms' sections. To the right, the 'MyCOD Notifications' panel shows 'My Messages' and 'Preferences' tabs, with a message that 'No Alerts found' and options for 'Select all', 'Delete', and 'Export'. The footer contains contact information for the College of the Desert and a copyright notice for 2013.

Select your language and time zone



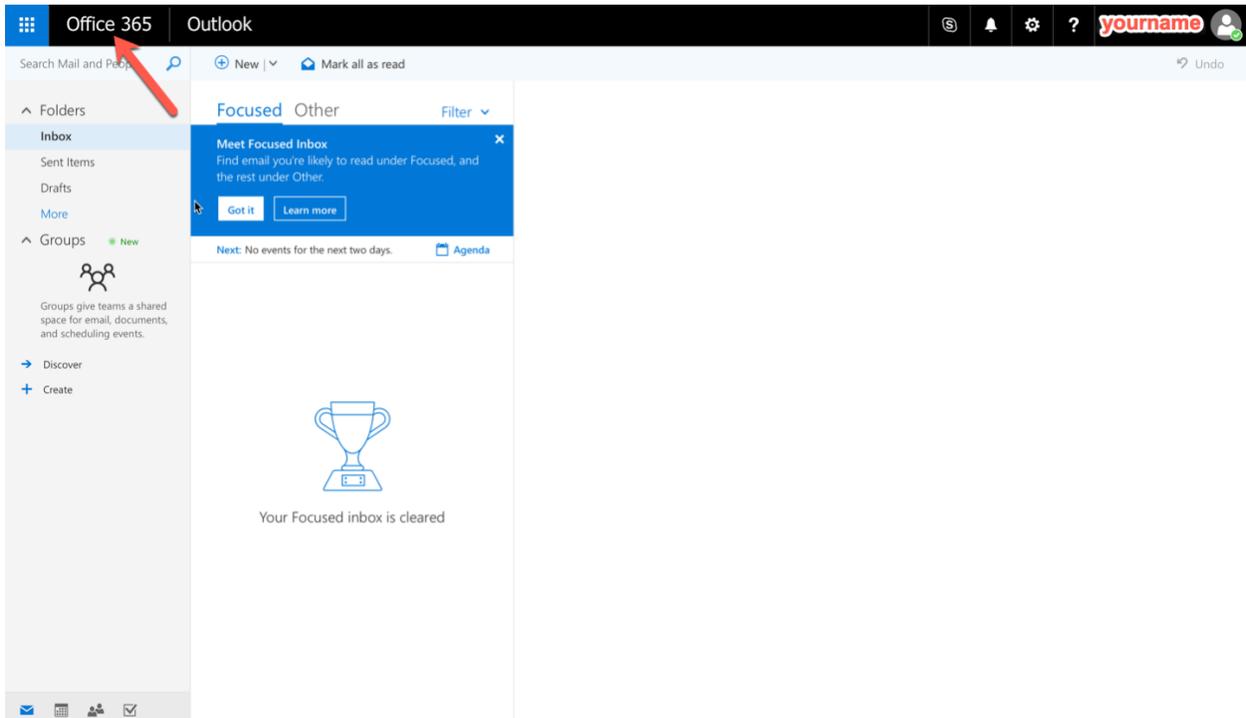
Choose your preferred display language and home time zone below.

Language:

Time zone:

[Save](#)

Go to the link named Go to your Office 365 Homepage



Go to the link named Install Office apps

The screenshot shows the Office 365 dashboard interface. At the top, there is a navigation bar with the text "Office 365" on the left and a user profile icon labeled "yourname" on the right. Below the navigation bar, the main content area is divided into several sections. The "Good morning" section is at the top left. Below it is the "Apps" section, which contains a grid of application icons: Mail, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, Sway, and Forms. A red arrow points to the "Install Office apps" link located in the top right corner of the Apps section. Below the Apps section is a "Documents" section, which includes a search bar labeled "Search online documents" and buttons for "Upload and Open" and "New". The "Documents" section also has a sub-section for "Recent" documents, with options for "Pinned", "Shared with me", and "Discover". At the bottom of the dashboard, there is a message that says "No recent online Office documents" and "Share and collaborate with others. Upload and open, or create a new document to get started." A "Feedback" button is located in the bottom right corner.

Office 365

yourname

Good morning

Search online documents

Install Office apps

Apps

Mail OneDrive Word Excel PowerPoint OneNote SharePoint

Teams Class Notebook Sway Forms

Explore all your apps →

Documents

Upload and Open New

Recent Pinned Shared with me Discover

No recent online Office documents

Share and collaborate with others. Upload and open, or create a new document to get started.

Feedback

Go to the link named Office 2016

