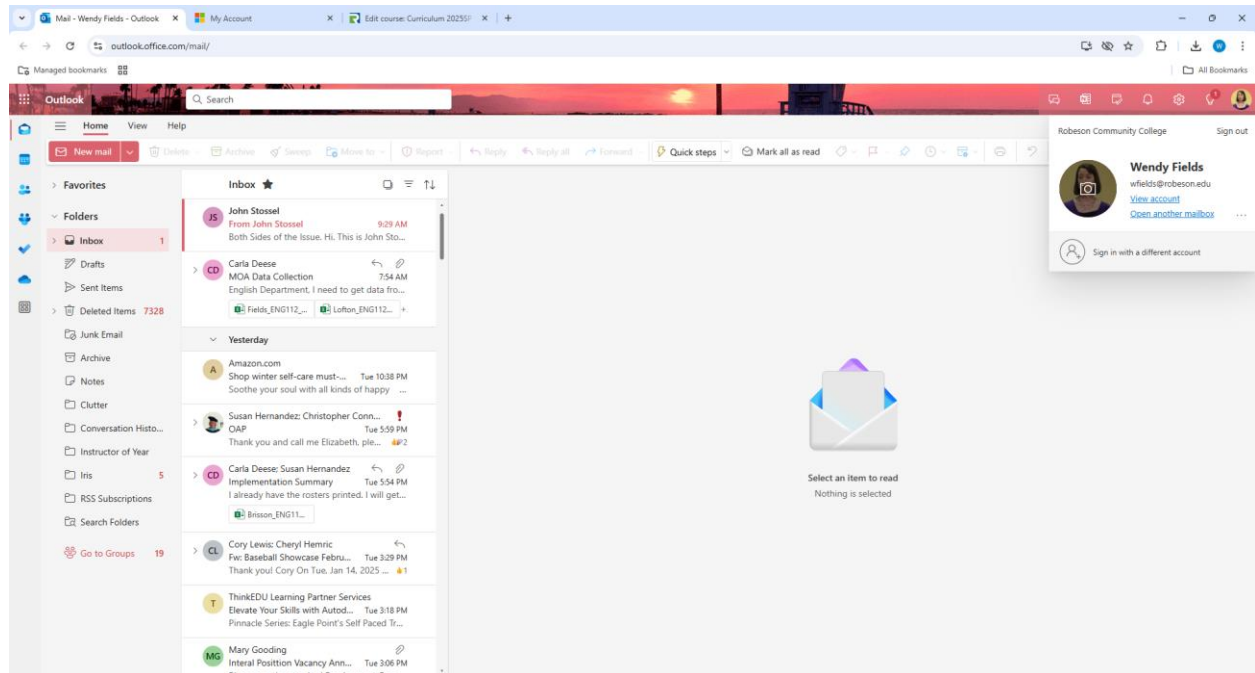
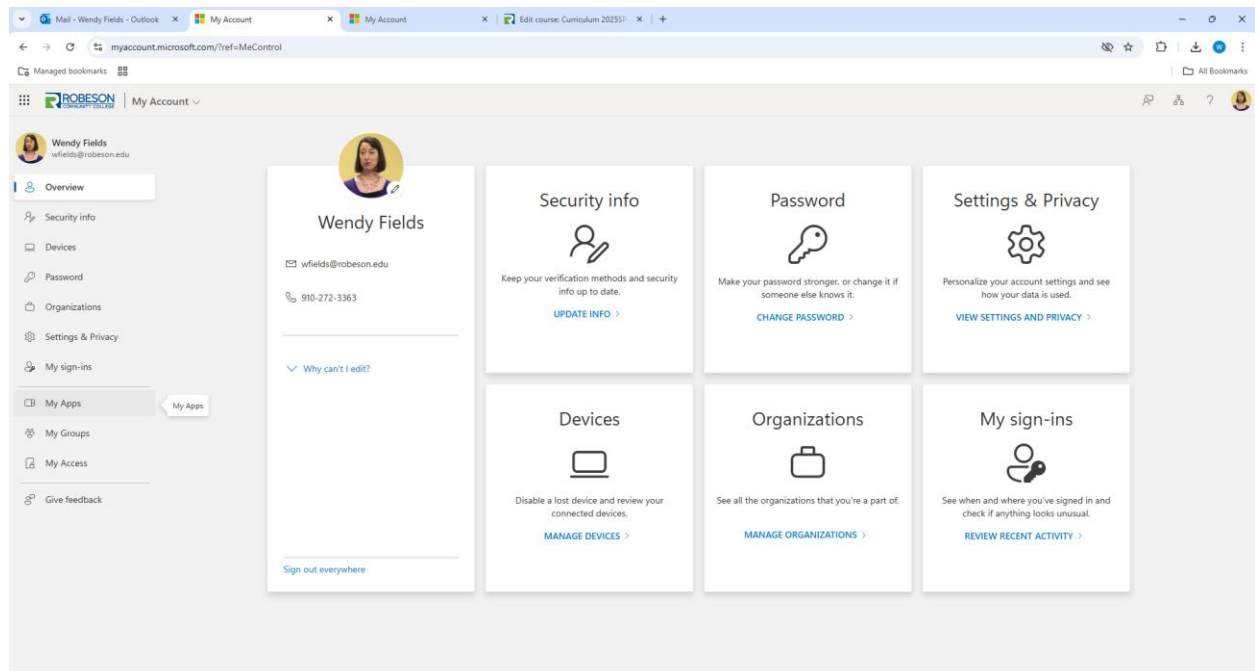


Directions for Accessing MS Word through RCC email Account

Log into your RCC email. Click on the top right circle (this will be your initials or your photo). Choose “View Account”.



Look at the menu on the left. Choose My Apps.



You will see a list of programs that you have access to for free as long as your RCC email account is available. The Apps are listed in alphabetical order. You will find MS Word as the last application. You should use Word to create all of your documents/assignments for ENG 011/ENG 111. (Note: Google Docs can also be used, but you must save as a MS Word file to upload your assignment to Moodle).

