Microsoft Office 365

Microsoft Office 365, One Drive, and other services.

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Microsoft Office 365

Microsoft Office 365 Setup and Installation

Overview

These instructions are to sign up for Office 365. This includes Word, Excel, PowerPoint, etc. Access to this FREE account is only available to current McLennan Community College (MCC) students, faculty, and staff.

License Agreement

Access

Office 365 accounts are intended for active MCC employees/students.

> Microsoft Office 365 accounts are active for employees: while you are actively employed and students: up to 12 months after your last course.

Termination of Access

It is not recommended to use this account for long-term personal use or to link it with third-party services such as: social media, medical portals, banking, etc.

Office 365 access and all associated data will be deleted based on the following:

- For employees, upon the end of your employment.
- For students, after a 12-month period without any active courses.

Upon leaving MCC, be sure to update any account, associated with or linked to your Office 365 account to your personal email address.

Getting Started

What is Office 365 Online?

Office 365 Online lets you access your files and applications like Word, Excel and PowerPoint from any device with the Internet, so you are never stuck at one location. Your work is automatically saved in the cloud, so you do not have to worry about losing anything. It is also easy to collaborate

with others in real-time and since everything updates automatically, you always have the latest features and security.

Signing Up for Office 365 Online

- Create your Office 365 Online account at Microsoft Office 365 Education
- You will sign up using your MCC email address (your employee email if you are Faculty or Staff, and your MCC student email if you are a current student).
  - You will be sent a verification code while you are signing up and it should be located either in your Inbox or your Spam folder of your student email account. If you do not receive the verification code after roughly 10 minutes, please refresh your browser and try the sign-up process again.
- Finish the signup process by filling in the requested information and the verification code sent to your email.

Using Office 365 Online

- Go to www.office.com on any device or computer.
- Click OneDrive to view your files or select the waffle menu button (the button above the Home button) to open an Office 365 application like Word or Excel.
- Need to upload a document to upload a file from Office 365 Online to Brightspace? Check out our Downloading Office 365 document to upload to Brightspace article!

Require the installed software?

Installing the Office 365 Desktop Apps

To be granted access to install the Office 365 applications, you must open a ticket with Help Desk at Tech Support. You will receive more instructions once approved and your account license updated, then follow the instructions below.

- Sign into www.office.com on the device with your MCC email address and new Microsoft password.
- At the top right of the home screen there will be an **Install apps** button that can be used to start the download/install.
- Sign in using your new Microsoft account to activate the license. If asked to **Allow my organization to manage my device**, **uncheck** the box on personal-owned device **before** clicking OK!

Compatibility

- If you are on a Mac and do not see the **Install apps** button on the home screen, navigate away from the page and then go back to it. It may take a few minutes and a refresh for the button to appear after initial sign-up.

- There are also Office 365 mobile app versions that you can download from the App Store/Play Store. You will sign into the apps with your new Microsoft 365 account. Unfortunately, the desktop/mobile app versions are **not** supported on Chromebooks.

Help & Learning Resources

Search topics at https://support.microsoft.com/en-us

- Excel- https://support.microsoft.com/en-us/excel
- OneDrive- https://support.microsoft.com/en-us/onedrive
- OneNote- https://support.microsoft.com/en-us/onenote
- PowerPoint- https://support.microsoft.com/en-us/powerpoint
- Teams- https://support.microsoft.com/en-us/teams
- Visio- https://support.microsoft.com/en-us/visio
- Word- https://support.microsoft.com/en-us/word

Office 365 Add-ins grayed out

Overview

This section includes information about the issue with Office 365 Add-ins grayed out.

Getting Started

These features are not currently accessible at this time. Our current system and infrastructure do not meet the requirements for enabling Office 365 add-ins.

Office 365 Collaborate & Share Documents

Overview

Use Microsoft 365 to collaborate and share documents. If you do not already have a 365 account with McLennan Community College (MCC), you will need to setup and install a 365 account.
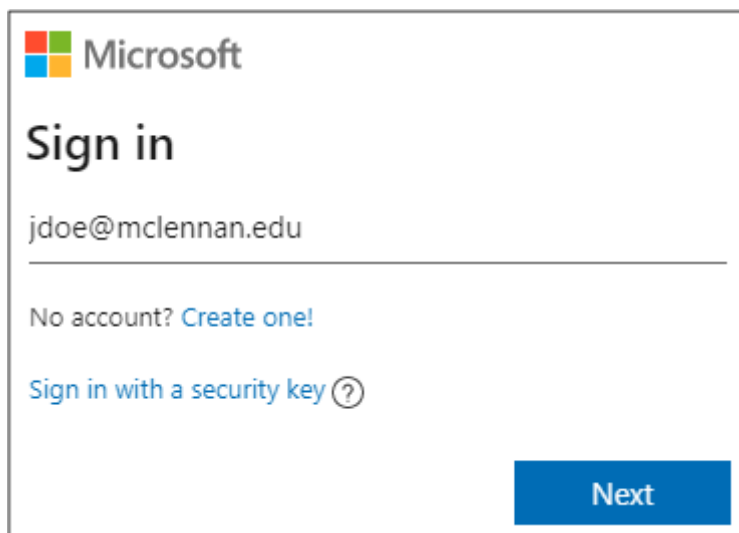
Getting Started

Access SharePoint Online

- Go to: https://sharepoint.microsoft.com
- Select 'Sign In'

Enter your FULL MCC email address (jdoe@mclennan.edu):

- Select 'Next'

Welcome to Office 365

Home

- Navigation bar - left side of page
- Create or quickly find/filter documents by type (Word, Excel, etc.)

Recommended

- Quickly access files with activity, such as edits or comments, by people you interact with
- Remove a document from this list:
  - Hover mouse over the document, right click and select "Remove from list" – this will NOT delete the document but will remove from Recommended items

Quick Access

- Documents you have created and/or items shared with you
- Sorted alphabetically, by default – you may change to sort by: Recently opened, Shared and/or Favorites

Microsoft Support

For more details about how to Collaborate in SharePoint, see the following Microsoft article:

- [Collaborate in SharePoint](#)

Outlines How-To:

- Open a document from a document library
- Share a document
- Work with others on the same document, at the same time
- Sync files to your computer (through OneDrive)

Microsoft Office 365 Forgot Password

Overview

If you forgot your Office password, you can reset it using the self-service password reset option. Follow these steps to regain access to your account. This is to reset your Microsoft Office 365 password only and will not reset your McLennan Community College password used for your employee or student email, Brightspace, or MyMCC applications.

Getting Started

Resetting Your Password

1. Go to office.com.
2. Enter your email address and select "Work or school account."
3. Click "Forgot my password."
4. Enter the characters shown in the image or listen to the audio prompt, then click "Next."
5. Choose a verification method: email or phone.
    1. Using email:
        - Select your recovery email and click "Next."
        - Click "Email" to receive a verification code.
        - Enter the code sent to your email and click "Next."
    2. Using phone:
        - Enter your phone number and click "Text."
        - Enter the verification code sent to your phone and click "Next."
6. Enter your new password and confirm it.
7. Try logging into your account with the new password.