

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 MCC students, faculty, and staff.

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.

License Agreement

Please note that you will have an Office 365 license as long as you are a current employee or student. You will want to move any important files/documents to your personal computer or Office 365 account if you are no longer going to be a current employee/student to prevent losing access to them.

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](#).

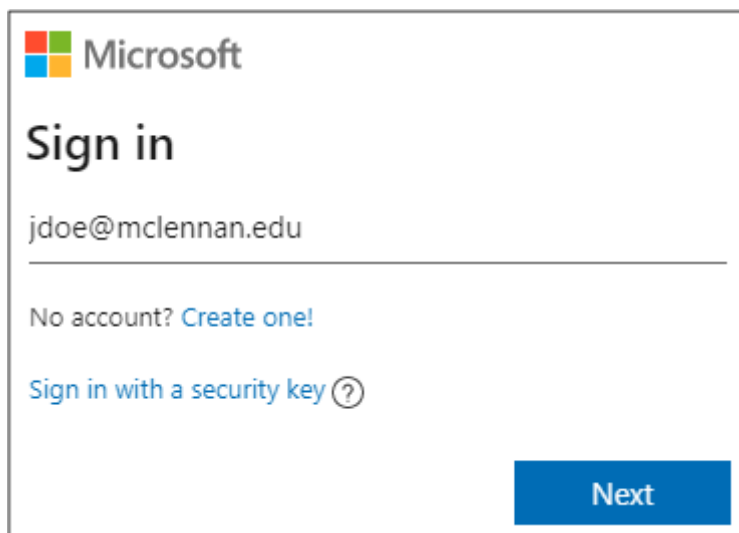
Getting Started

Access SharePoint Online

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

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

- Select 'Next'

A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "jdoe@mclennan.edu". Below the input field, there is a link that says "No account? Create one!". Further down, there is a link that says "Sign in with a security key" followed by a question mark icon. At the bottom right, there is a blue button with the text "Next".

Microsoft

Sign in

jdoe@mclennan.edu

No account? [Create one!](#)

[Sign in with a security key](#) ⓘ

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)