

Microsoft 365 OVERVIEW



**Southeast Community College
IT Help Desk**

Microsoft 365 (Formerly Office 365) IS the MS Office Suite of Apps, but modernized!

Microsoft 365 is a benefit provided to SCC Students, Faculty and Staff for the duration of your time with SCC.

It is comprised of a local **Desktop/Laptop** installed application just like Office 2019 but also includes **Web Apps** and one Terabyte of **OneDrive** cloud storage for convenient, anywhere access to your files and MS Office!

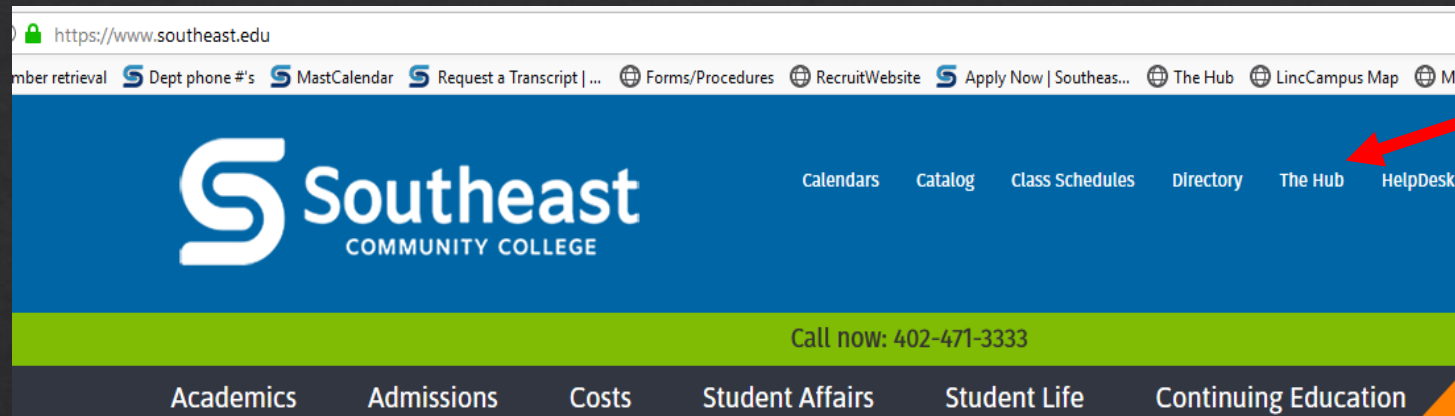
Unlike the 2016/2019 versions, O365 always updates and is always current!

The benefits of **Microsoft 365** include:

- More easily collaborate in shared documents whether you're working offline, online, or simultaneously with others.
- Work seamlessly anywhere with your favorite Office apps and pick up where you left off on any device.
 - The ability to install on PCs, Macs, tablets, and phones.
 - Desktop versions of Office on up to 5 PCs or Macs per user
 - Office apps on up to 5 tablets and 5 phones per user
 - 1 TB of **OneDrive** cloud storage

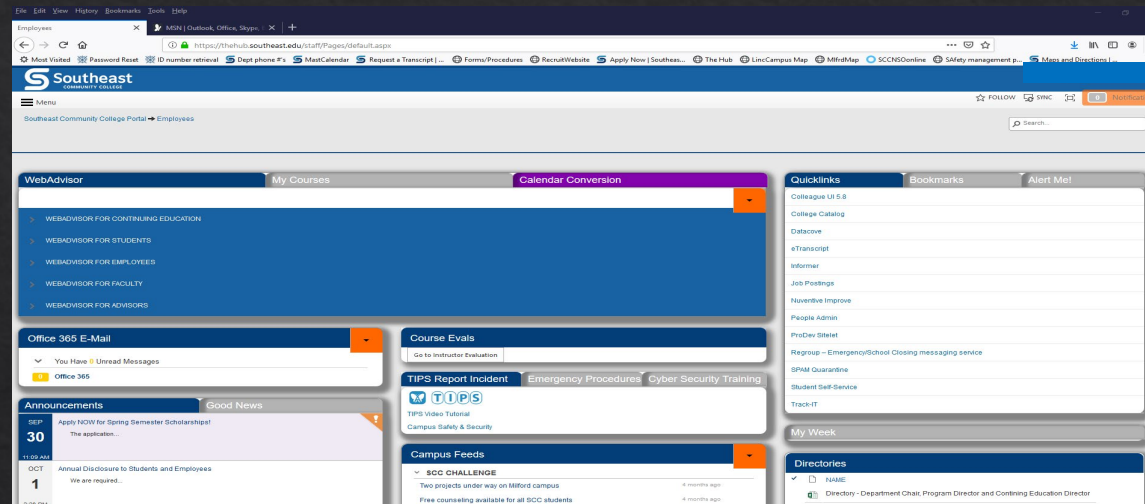
3 Ways to Start:

If on the SCC main website:
<https://www.southeast.edu/>
Click on **The Hub** link



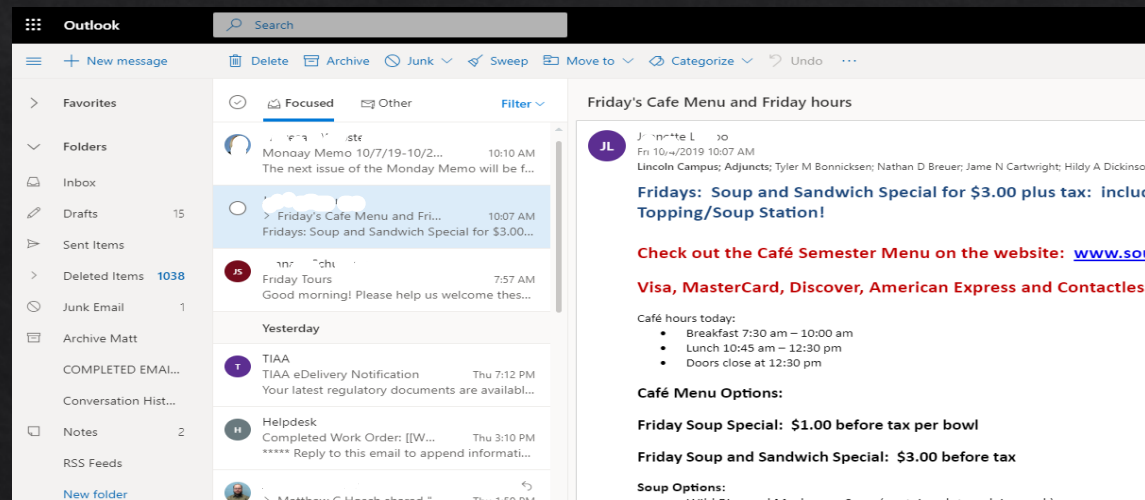
Click on **The Hub** here

Best way (Bookmark This):
Go directly to **The Hub**:
<https://thehub.southeast.edu/>



- Hub Features:**
- SCC Email/O365
 - Canvas under MyCourses
 - WebAdvisor
 - More!

Or use Microsoft direct O365 Login (Will not link to Webadvisor or Canvas)
<https://outlook.office365.com/>



This link takes you to your O365 Email just like the **Office 365** link on the Hub

Single Sign On

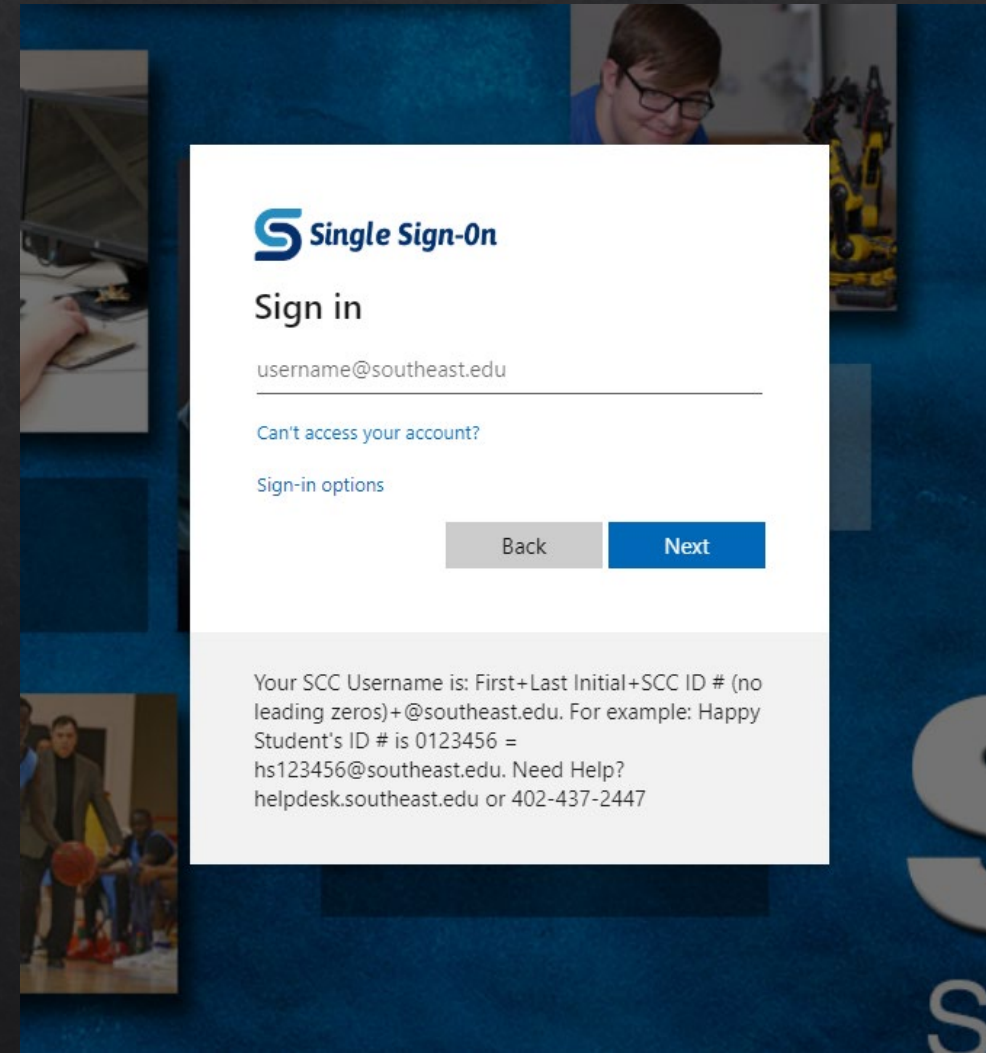
The Hub and Microsoft 365 use the same Sign On
You may be asked for these credentials multiple times as you install and navigate through Microsoft 365, MS Apps, and OneDrive

Your SCC/O365 username = Initials + SCC ID +
@southeast.edu

Example: **fl11111@southeast.edu**

Your password is *the same* for the Hub and
for Office 365 log in

For log in assistance: **Call the SCC Help Desk
at 402-437-2447**

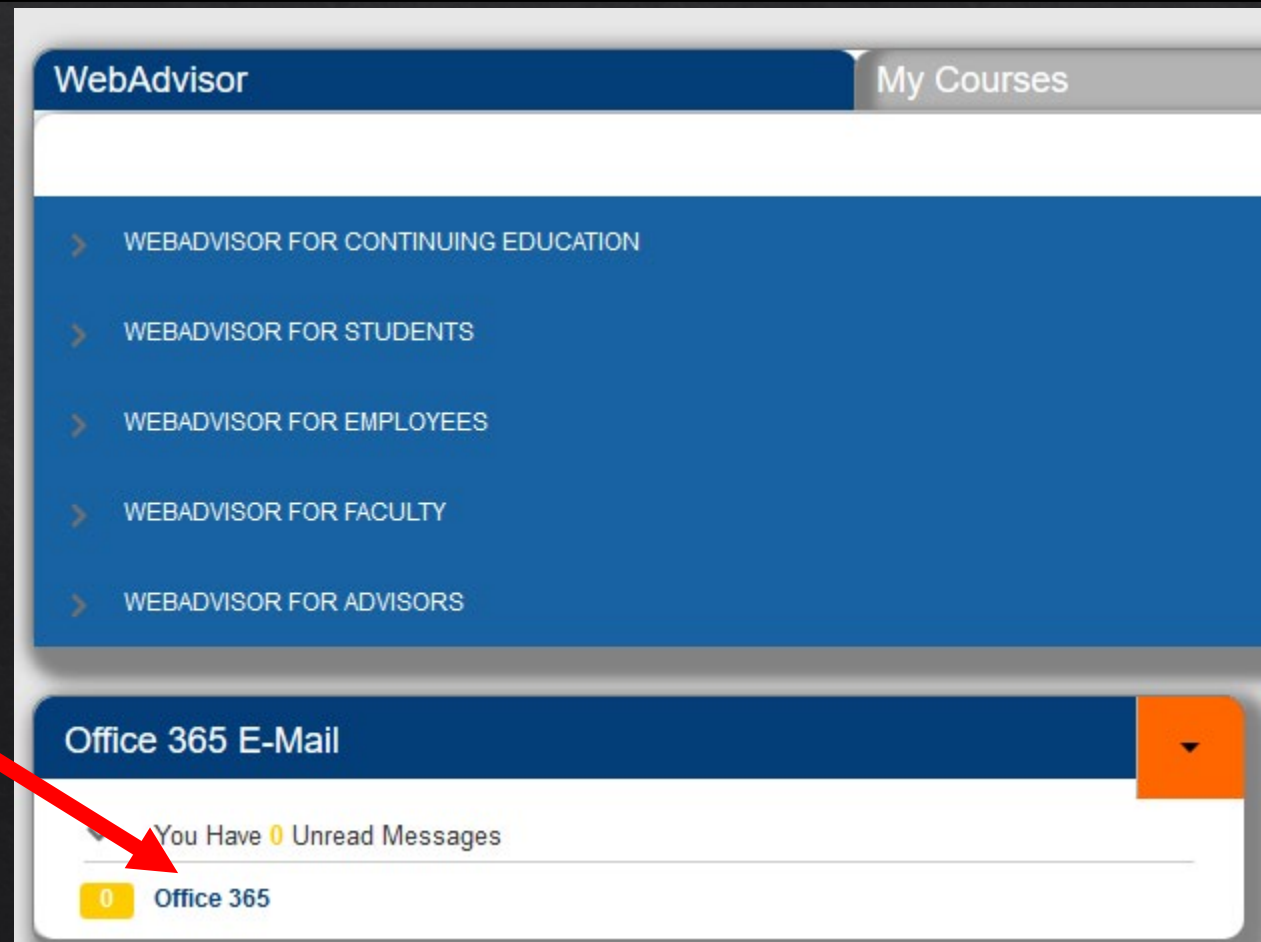


Microsoft 365 includes ALL of the MS Apps you know, plus evolving features for Cloud Access, File Sharing, Mobile Devices/Tablets and Web integration.

Microsoft 365 is Microsoft's featured product! Including continually updated Office Applications, Web accessible versions and OneDrive, it is a **subscription based** product that has changed the way we use and integrate our information and devices at work and at home!

From **The Hub**
Begin Here:

The **Office 365** button logs you into Office 365 and takes you to your SCC Online Outlook Email...



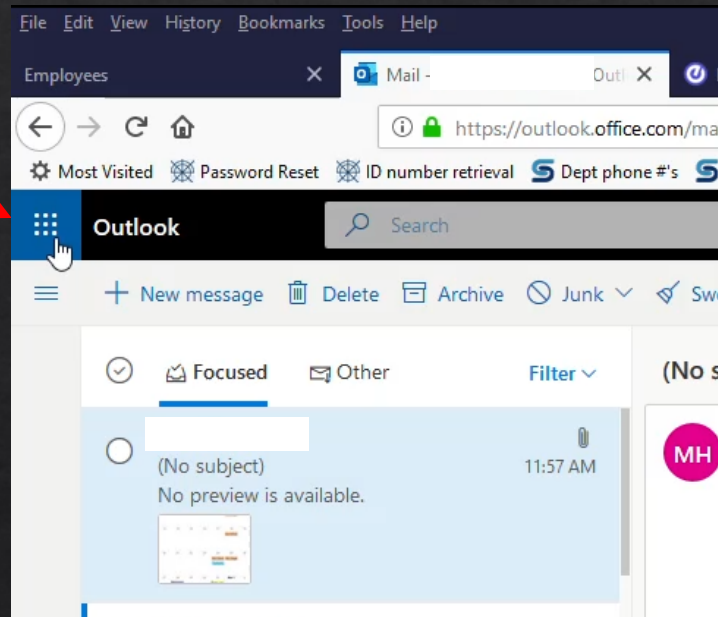
Once logged into the Hub, you are automatically logged into Canvas, Office 365, WebAdvisor and more!

Installing the Microsoft 365 Suite of Applications.

Note: If you are working on an SCC machine, you will usually have **Office 2016 or 2019** Pre-Installed. Office 365 will not replace the 2016/2019 Apps if they are installed, but DOES give you access to all of the Office 365 Online Apps.

Method #1 Install from the Hub using the following steps:

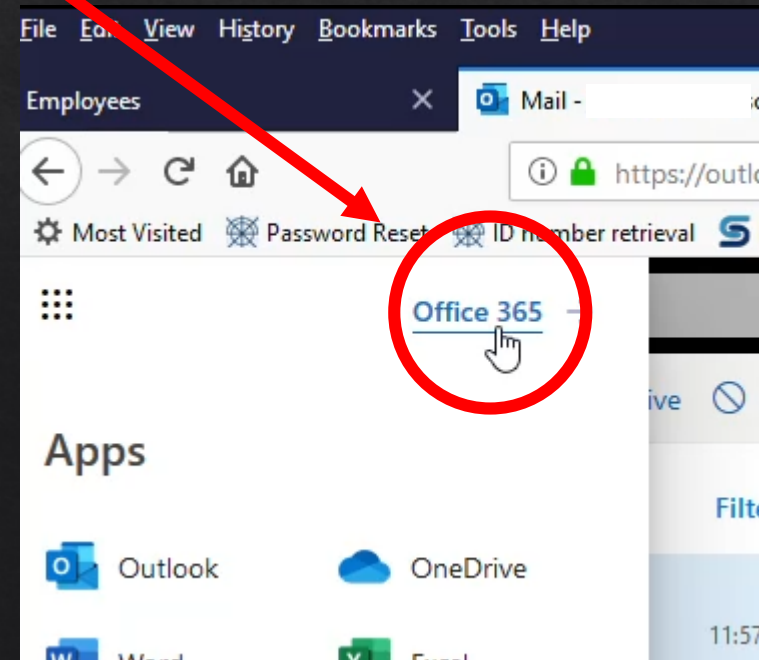
Step 1



Click on the Outlook Waffle icon Here

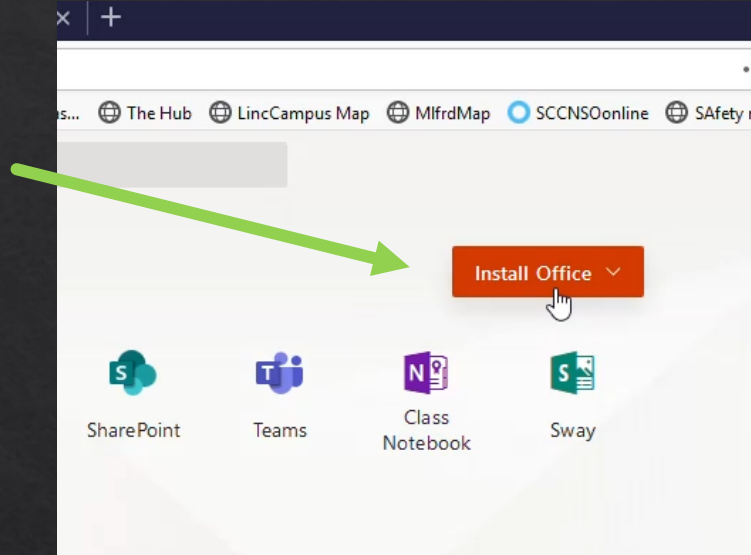
Step 2

Select Office 365 from top of menu



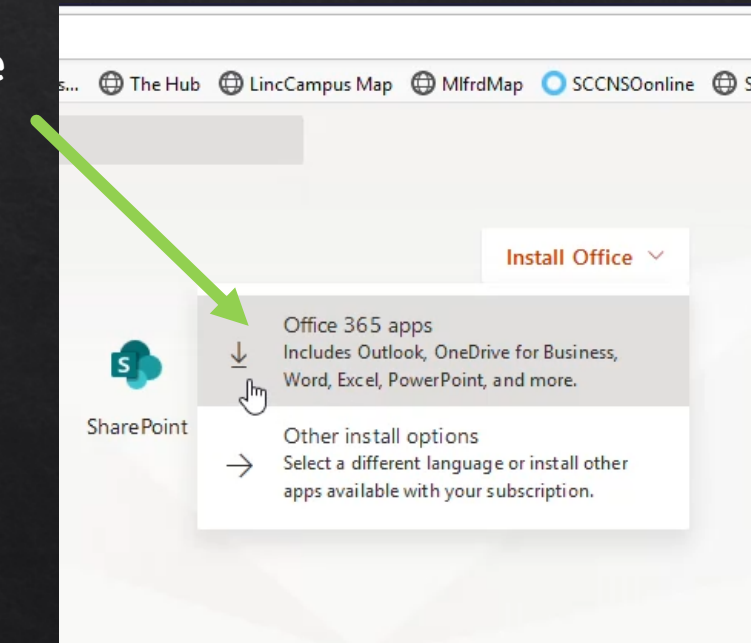
Step 3

Install Office



Step 4

Choose Office 365 Apps

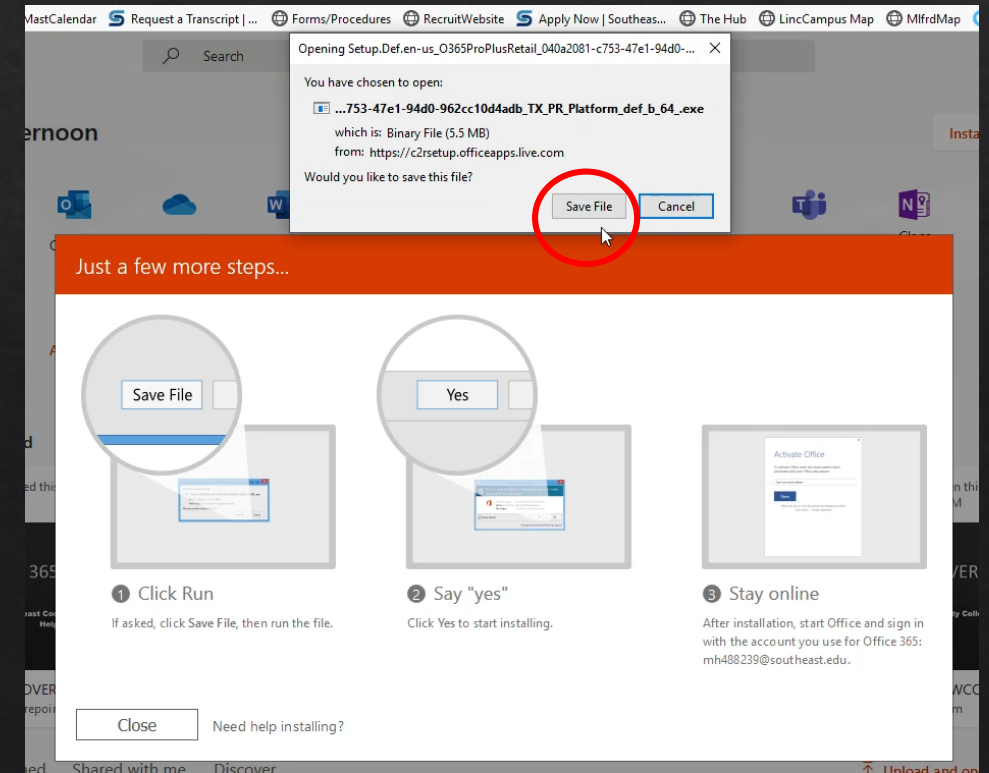


Step 5

Choose to **Save the file**, Click **Yes** to start installing.

Stay Online, Activate Office and sign in with your SCC Credentials

Note: Open Individual Apps, such as Word, OneDrive and Excel, from the Start Menu or search bar in Windows 10



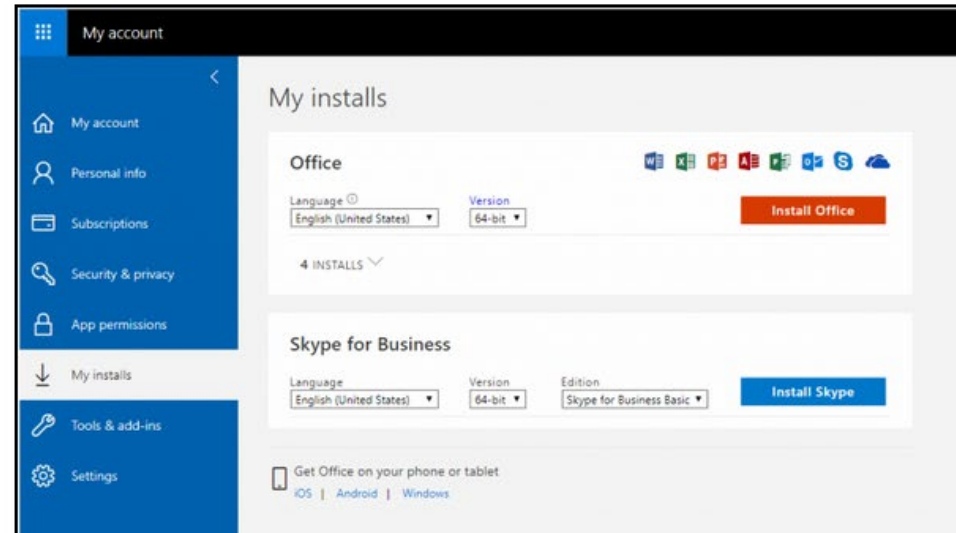
How can I get the Microsoft Office applications for Free?

Home / Frequently Asked Questions / How can I get the Microsoft Office applications for Free?

While you are an SCC Student, you download the Microsoft Office applications for free. This is a complete version of Microsoft Office and can be installed on up to 5 computers. **(Note: Microsoft Access is not available for Apple devices.)**

You must be connected to the internet while the download/install is running.

1. Open the download link: <https://portal.office.com/OLS/MySoftware.aspx>
2. Click on the **Install Office** button to start the download.
3. Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or **Save File** (in Firefox).
4. If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**.



To start using the applications after installation, you will need to enter the same username and password that is used to log into The Hub.

Note: you can continue to use this software on your personal devices as long as you are an active student. Once become inactive, the functionality of this software will end and any data you have stored on OneDrive will no longer be accessible.

Install Office 365

Method #2

Install from Portal.Office.Com

Please follow instructions on this Help Desk link [SCC Help Desk- How to access your Office Subscription](#)

Which is installed: Office 365 or Office 2019?

It is possible to use both on the same machine, ie, Office 365 Online apps and MS 2019 installed version, this is especially likely on an assigned or local **SCC Computer**.

Please note: SCC PC's will have Office 2016/2019 installed. By policy, we do not install Office 365 over this.

Product Information

Product Activated
Microsoft Office Professional Plus 2019

Office Updates
Updates are automatically downloaded and installed.

To find version:
From an App, select **File > Account**

Activated One
Time purchase
version example

SCC Office 365
Subscription
account
example

Product Information

Subscription Product
Microsoft Office 365 ProPlus

Belongs to: least.edu
This product contains
Manage Account Change License

Office Updates
Updates are automatically downloaded and installed.

Upon startup, MS
Apps will show
Office 365 or
Office 2016/2019
briefly

Are **all** MS Apps available both as a Desktop/Tablet/Phone **Install** AND Online?

No, but **most** of them are.

Desktop/Tablet/Phone AND Online



Outlook (Default Screen for O365)



Word



PowerPoint



Excel



Teams



OneDrive.... Plus More!

PC Only



Access



Publisher

I already have an older MS Office version installed on my home/personal PC. Can I install Microsoft 365 over this older version?

YES

- Make sure your computer meets the [system requirements](#) for the newest version of Office.
- In most cases when you run the Microsoft Office Setup program on a computer with an earlier version of Office installed, the earlier version is removed. However, there are instances when an uninstall is necessary, such as if you run into errors or problems during installation.

For a detailed treatment of various upgrade solutions, please see this Support.Office.Com article:

[Upgrade Non-Subscription copy of Office](#)

We recommend **making the upgrade** to Office 365! It is the newest version, regularly updated!

What if I use older browsers and versions of Office that are not in mainstream support?

Microsoft 365 is designed to work with the latest browsers and versions of Office. If you use older browsers and versions of Office that are not in mainstream support:

Microsoft won't deliberately prevent you from connecting to the service, but the quality of your Microsoft 365 experience may diminish over time. Microsoft won't provide code fixes to resolve non-security related problems.

Will Office be identical on a PC, Mac or Mobile Device?

No. Office applications are tailored to work best on each platform and device. The Office applications available for Mac users and the version numbers may be different from those available for PC users.

Productivity and ease of use increase with screen size, speed, and memory.

Installed Apps (Desktop, etc.) are more capable than browser-accessed O365 versions.

Gain familiarity across platforms, then pick the best choice for your situation!

22" Desktop Monitor

The screenshot shows the Microsoft Outlook desktop application interface. The top ribbon includes 'Calendar Tools' with options like 'Appointment Meeting', 'New Skype Meeting', 'New Teams Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Month', 'Schedule View', 'Open Calendar', 'Calendar Groups', 'E-mail Calendar', 'Share Calendar', 'Publish Online', and 'Calendar Permissions'. The main area displays a calendar for October and November 2019, with a detailed view for Thursday, October 31st. The calendar shows various events such as '9:00am Meeting about LRO/H4 swap, Where', '1:30pm FW: Client Services Meeting', '8:00am Job Shadowing', '2:00pm FW: Helpdesk Meeting; Microsoft Te...', '10:00am due before 10:00am 10/18/2019; Status Update', '2:00pm FW: Client Services Meeting', '2:00pm FW: Helpdesk Meeting; Microsoft Teams', '2:00pm Technology Training; Lincoln, U-103', '9:30am NSO - Spring 2020 IT Support', '1:30pm FW: Client Services Meeting', and '2:00pm FW: Helpdesk Meeting; Microsoft Teams'. A sidebar on the left shows 'My Calendars' with 'Calendar - M...' and 'IT Status' checked. The bottom status bar indicates 'Items: 13' and 'Reminders: 1'.

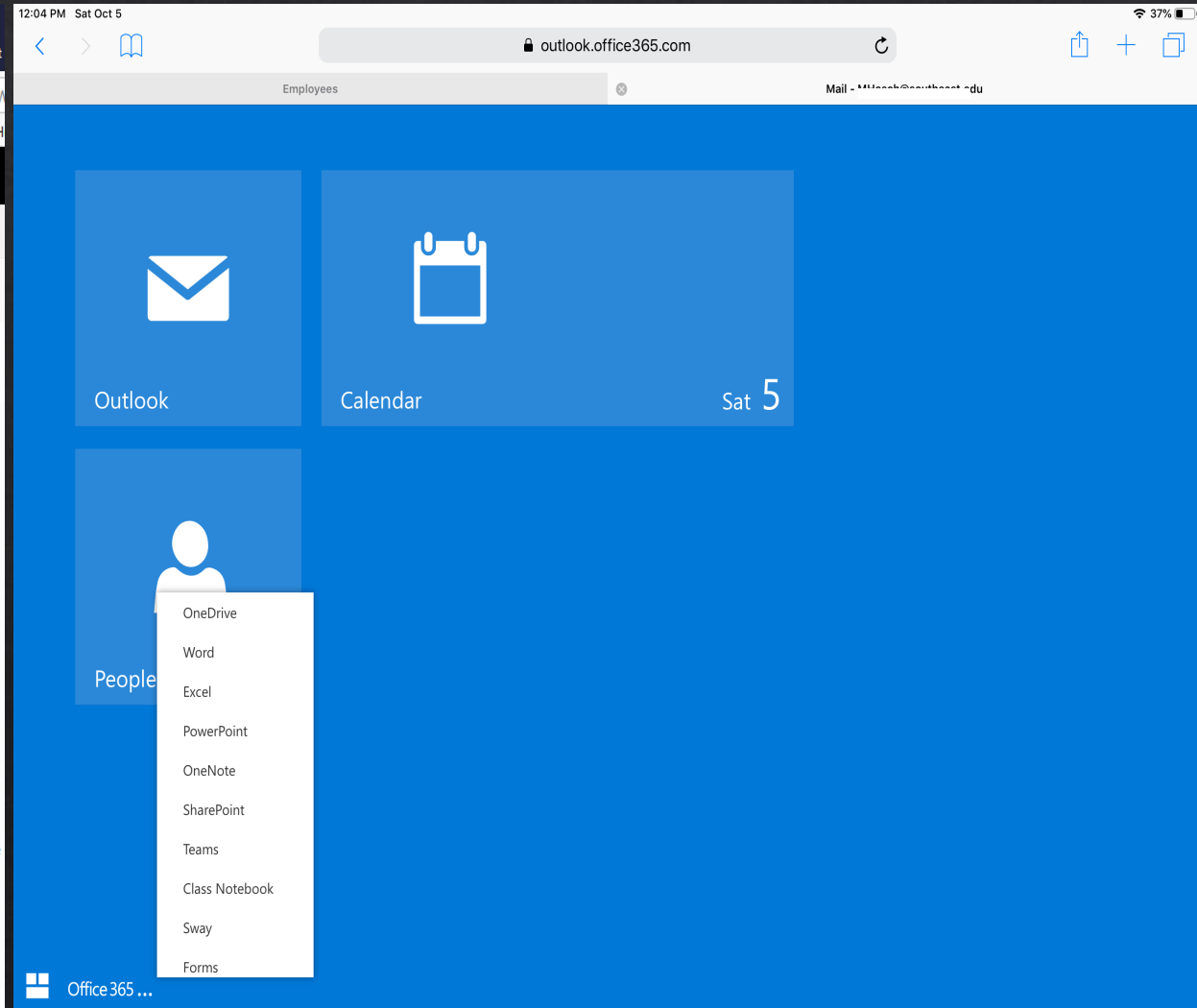
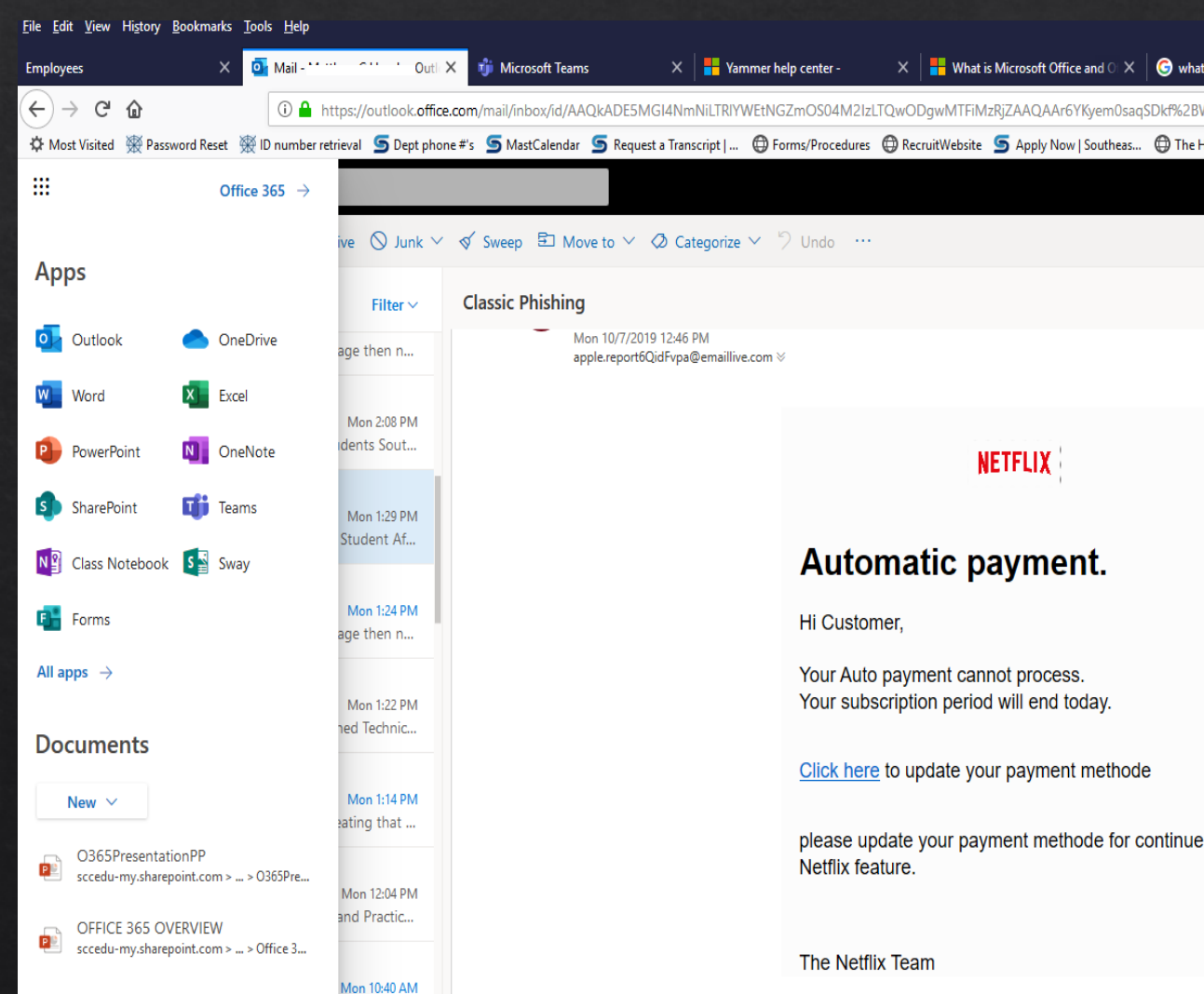
6.3" Smartphone

The screenshot shows the Microsoft Outlook mobile application interface on a smartphone. The top bar displays the time '11:51', battery level '64%', and a navigation menu. The main area shows a calendar for October, with a detailed view for Thursday, October 31st. The calendar shows events such as 'Meeting at Job shadow', 'FW: Client Job Shadow', 'FW: Helpdesk', 'due before', 'FW: Client Technology', 'REGISTR', 'NSO - Spr', and 'FW: Client FW: Helpdesk'. The bottom navigation bar includes icons for mail, search, and calendar.

Real world example: IPAD Office 365 Online App Menu VS PC Online O365

Windows 10 PC O365 Online App Menu

Ipad Pro Online O365 App Menu



SCC Help Desk

The SCC Help Desk is here for you. If you have questions regarding Office 365, Logging in or any IT related matter, please contact us!

Call at: **402-437-2447**

Email us at: helpdesk@southeast.edu

OR

Visit the Help Desk website at: <https://helpdesk.southeast.edu/>