

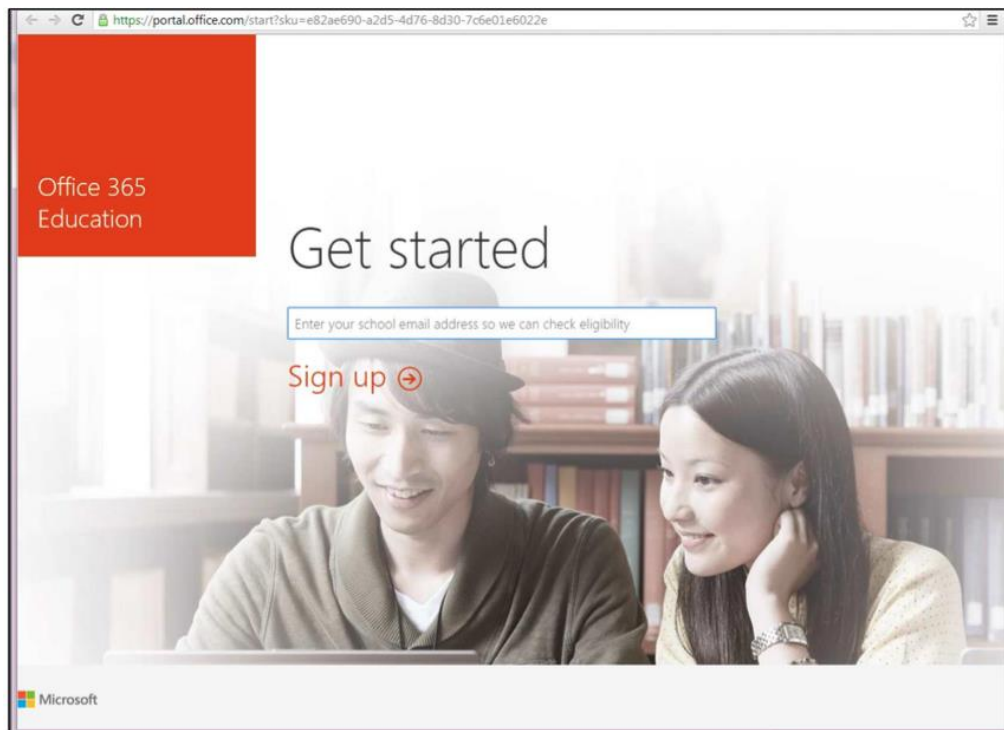
How to Sign Up for Microsoft Office 365

Microsoft Office 365 provides access to Microsoft Office (Word, Excel, PowerPoint, OneNote) on your home computer or iPad. As an SCC student, you already have a Microsoft Office365 account. Follow the steps below to activate it. You will use your SCC email address and your current password when prompted.

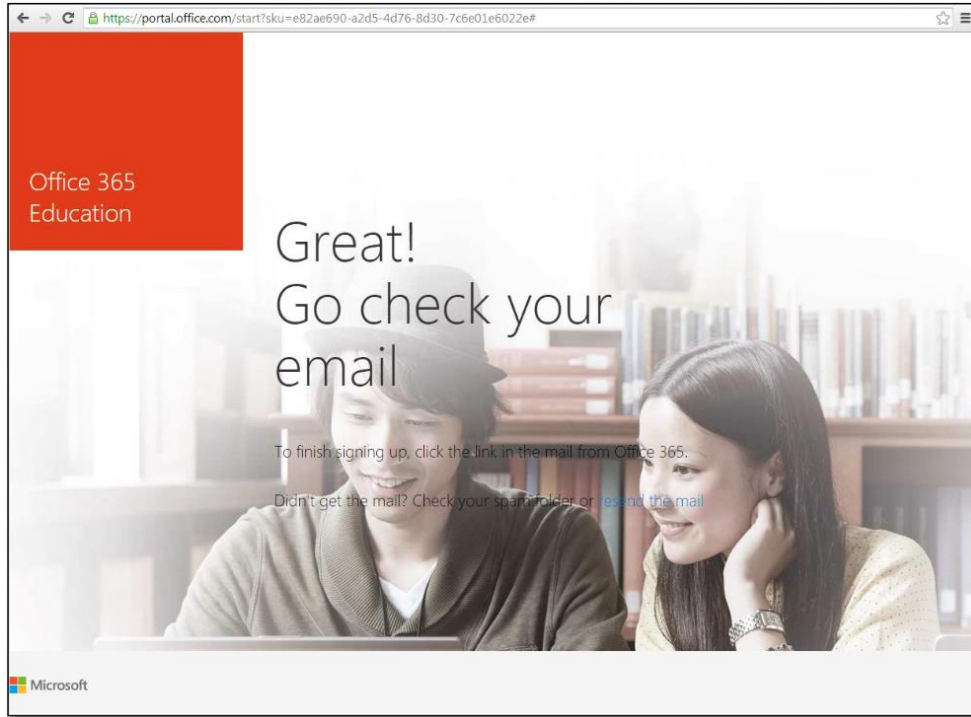
1. Navigate to this website:

<https://portal.office.com/start?sku=e82ae690-a2d5-4d76-8d30-7c6e01e6022e>

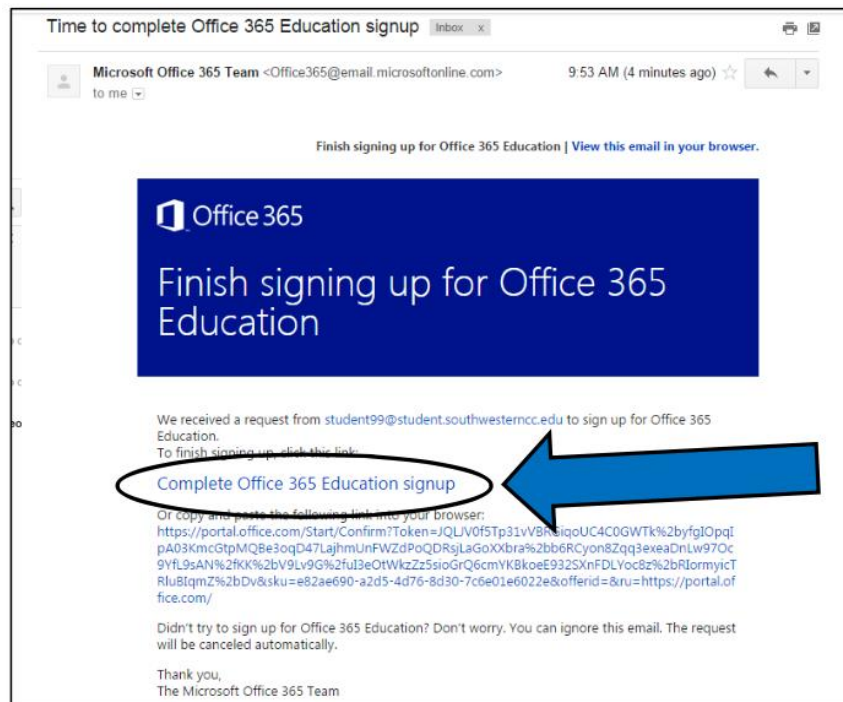
2. Type your SCC student email address in the box and click "Sign Up."



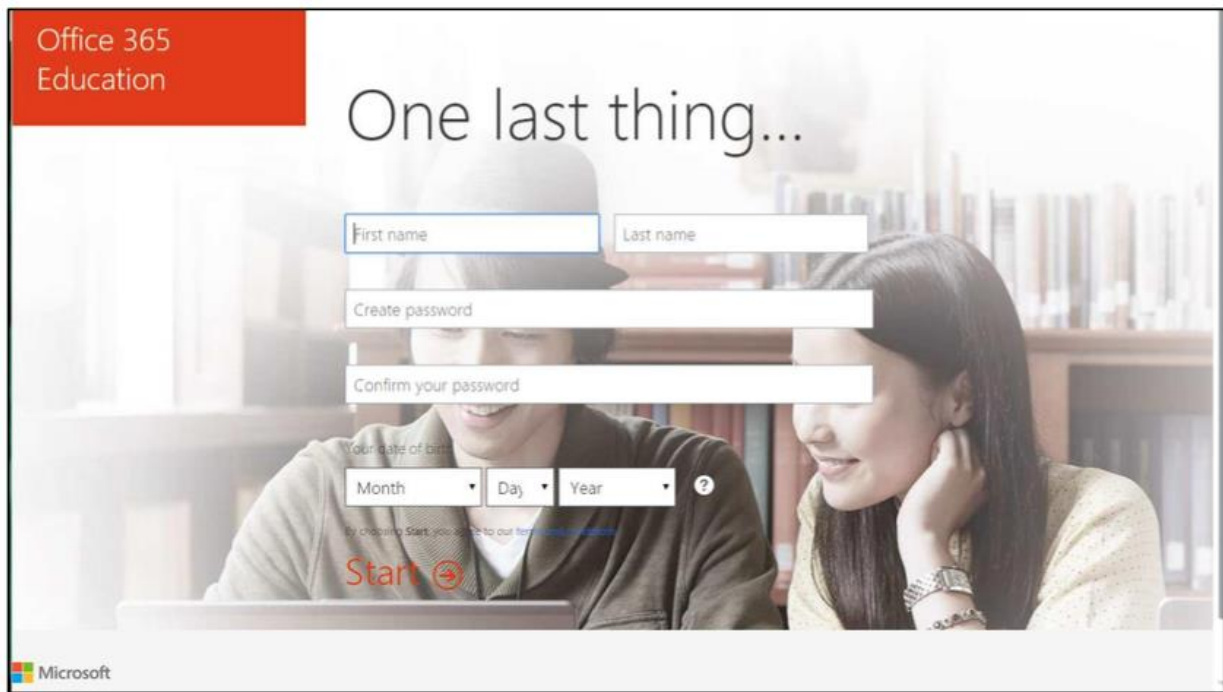
3. Once your email address is approved, you will see this screen:



4. Log in to your SCC Gmail. You will see an email from the Microsoft Office 365 Team. Open it and click the link that says "Complete Office 365 Education signup."



5. Complete the information on the next screen, using your MySCC password.



6. To log in next time, bookmark this link: <https://login.microsoftonline.com>

If you have further questions, please submit a ticket to SCC E-Learning [here](#).