

Student Email

Microsoft Office 365

Rancho Santiago Community College District, Information Technology Services

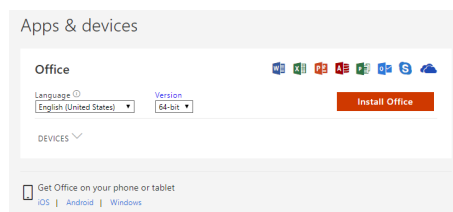
RSCCD does not provide technical support for students' personal computers or devices. Contact Microsoft for technical support and assistance with downloading Microsoft Office 365 products or Apps.

STUDENT EMAIL / MICROSOFT OFFICE 365

Rancho Santiago Community College District provides all Santa Ana College and Santiago Canyon College students with college Email addresses. In addition, currently enrolled students are also provided access to Microsoft Office 365 for no additional charge.

The benefits of Microsoft Office 365 are:

- Students can download and install the full office suite of products, including Microsoft Word, Excel, Power Point, Outlook, and One Note on their personal computer.
- Students can use the online version of Microsoft Word, Excel, Power Point, and/or OneNote.
 - **NOTE:** Microsoft Access and Publisher are not available through an online version. To use Access and Publisher, please download and install the full Microsoft Office365 software suite (using the directions in this document).
- Students can use Microsoft One Drive, which includes abundant cloud storage, and can be accessed from any device with an Internet connection.
- Students can download fully-functioning Microsoft Office Apps for iPhone, iPad, Android phone or tablet, and Windows phone or tablet.
- You are entitled to install the Microsoft Office 365 on up to 5 devices total.

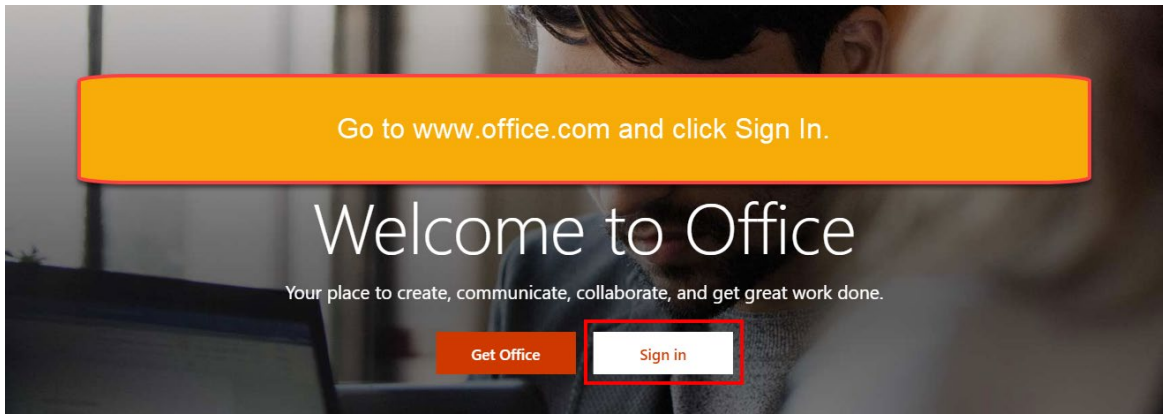


To Log into Microsoft Office 365, enter www.office.com in the browser address bar. Enter the college issued Email address and the Microsoft 365 password, then click the “Sign In” button.

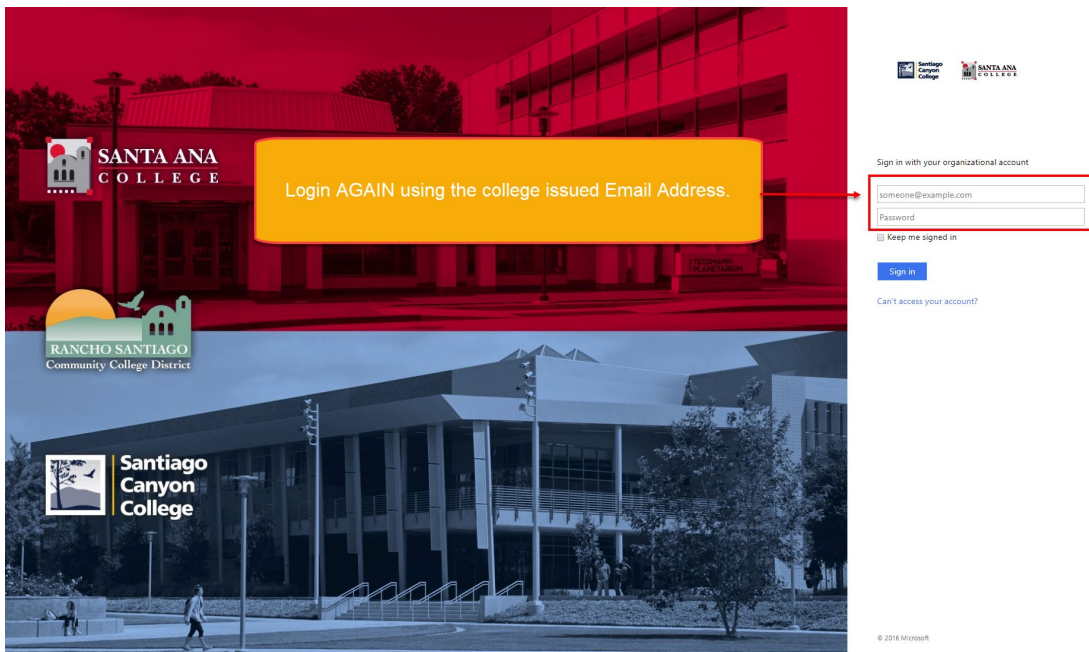
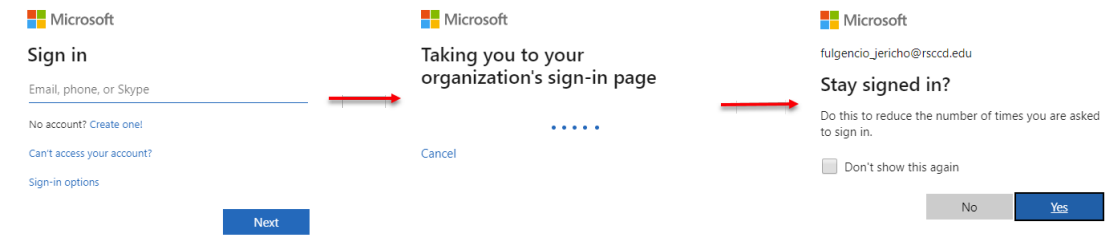
User ID: Use the SAC or SCC student Email address as the User ID. Student Email addresses are the Web Advisor ID @student.sac.edu or @student.sccollege.edu (e.g. jd12345@student.sac.edu or jd12345@student.sccollege.edu).

Default Password: Use the WebAdvisor Password. For new students, the default Web Advisor password is your date of birth in the Mmmddyyyy format (with the first letter of the month capitalized (e.g. if your birthday is November 15, 2015 the default password would be Nov152015).

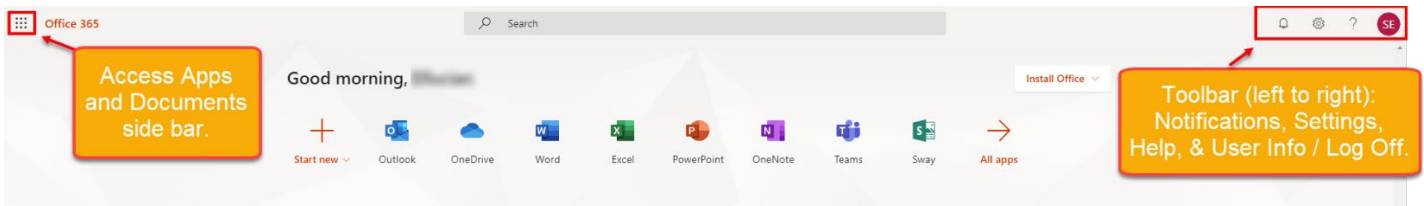
To reset or create a new WebAdvisor password, go to www.rscgd.edu/password.





Login using the college issued Email Address.





The Microsoft Office 365 Home page has links to mail, calendar, people, One Drive, tasks, Delve, video, online versions of Word, Excel, Power Point, OneNote, and Sway. The top tool bar contains the Apps and Documents sidebar, notifications tab, settings button, help icon, and user information/sign out.





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 Outlook


Outlook provides access to the SAC or SCC student Email account. The Inbox can be organized by creating folders. Groups can be joined or created for easier collaboration.
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 Calendar


Calendar is an online personal calendar for students.
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 People


People is the address book or Contacts for the Microsoft Office 365 account. Groups can be created for easier communication and collaboration.
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 OneDrive


One Drive provides students with cloud storage. One Drive also allows students to share documents with other people, and for other's documents to be shared with them.
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 Tasks


Tasks allows students to set up specific tasks to be accomplished and add due dates and notes.
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 Office Delve


Office Delve helps discover and locate information. Office Delve makes collaboration easy, and keeps the most recent version of shared files in a convenient easily accessible location.
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 Video

Video is a video library / channel where students can upload, create, play and share videos. Students can also create channels (playlists) and browse existing channels.
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 Word

Online version of Microsoft Word.
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 Excel

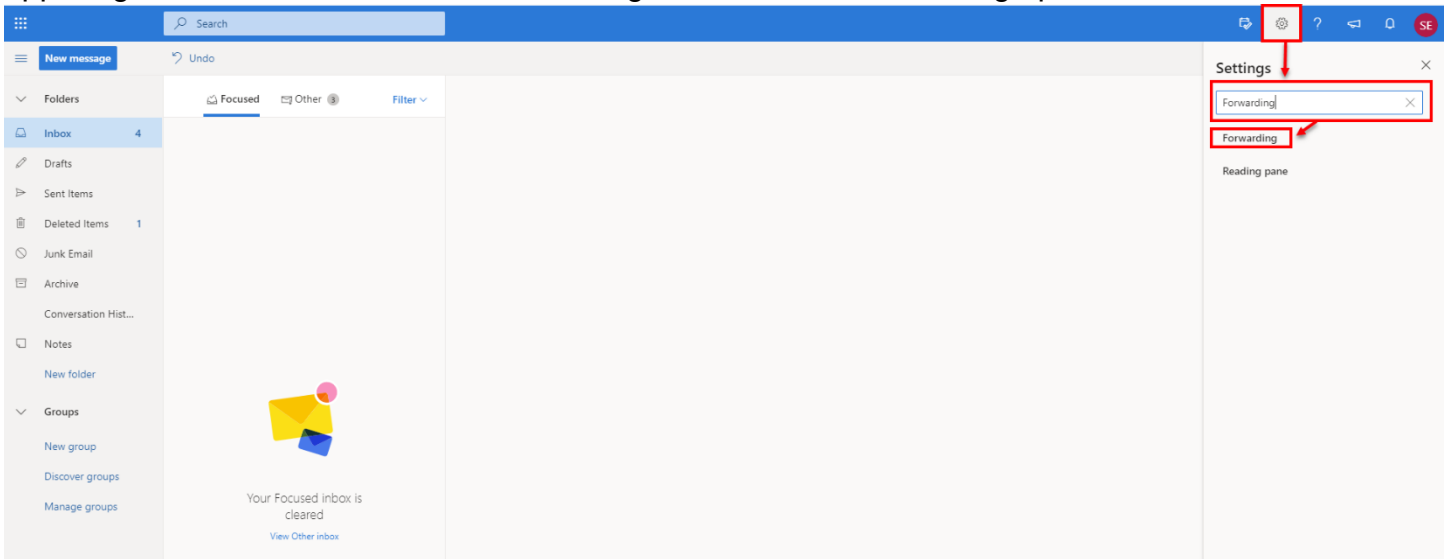
Online version of Microsoft Excel.
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 PowerPoint

Online version of Microsoft Power Point.
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 OneNote

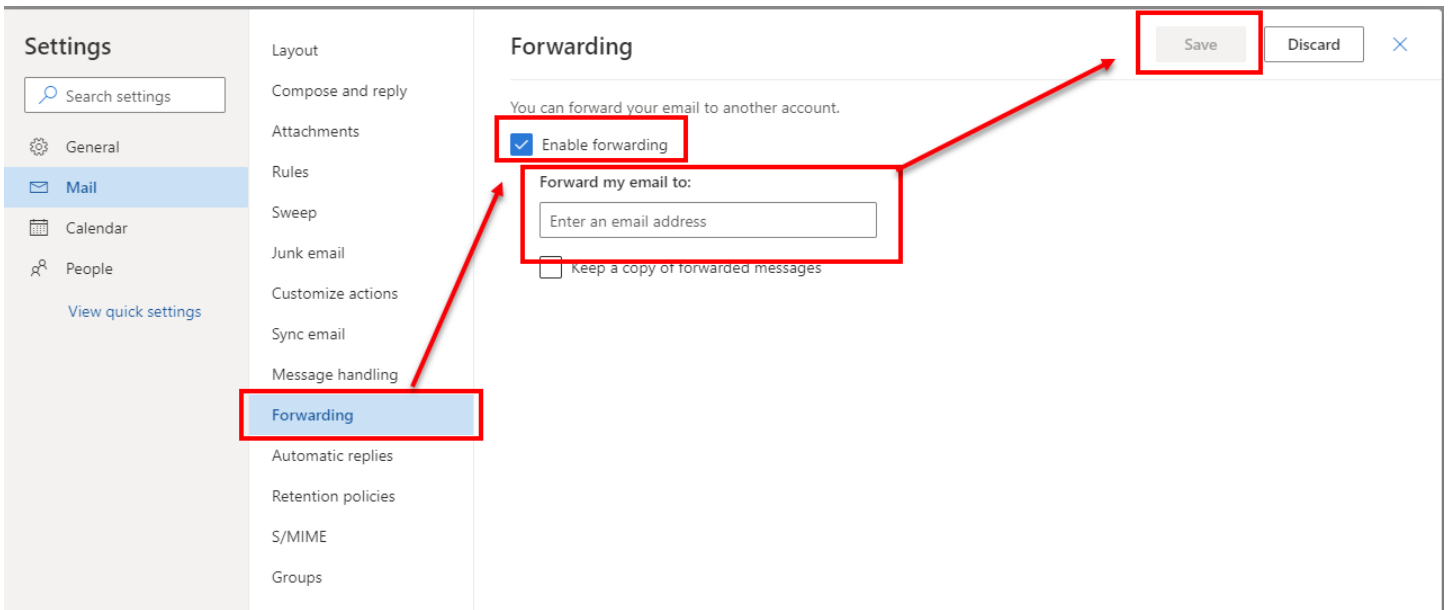
Online version of Microsoft One Note.
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 Sway

Sway allows students to create and share interactive reports, presentations, personal stories, and more. Sway provides easy design and sharing. Sway creations can be shared on computers and mobile devices. Documents are private unless specifically shared.

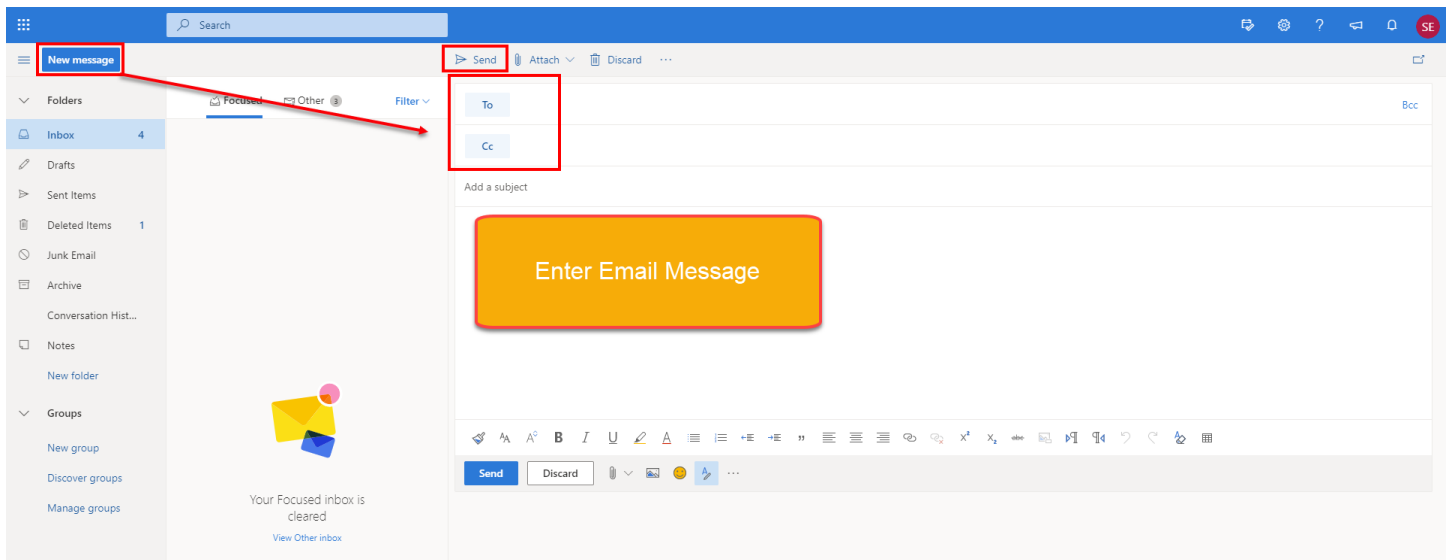
To forward a college Email account, from the Outlook application click on the “Settings” icon in the upper right of the screen, search “Forwarding” and click the Forwarding option.



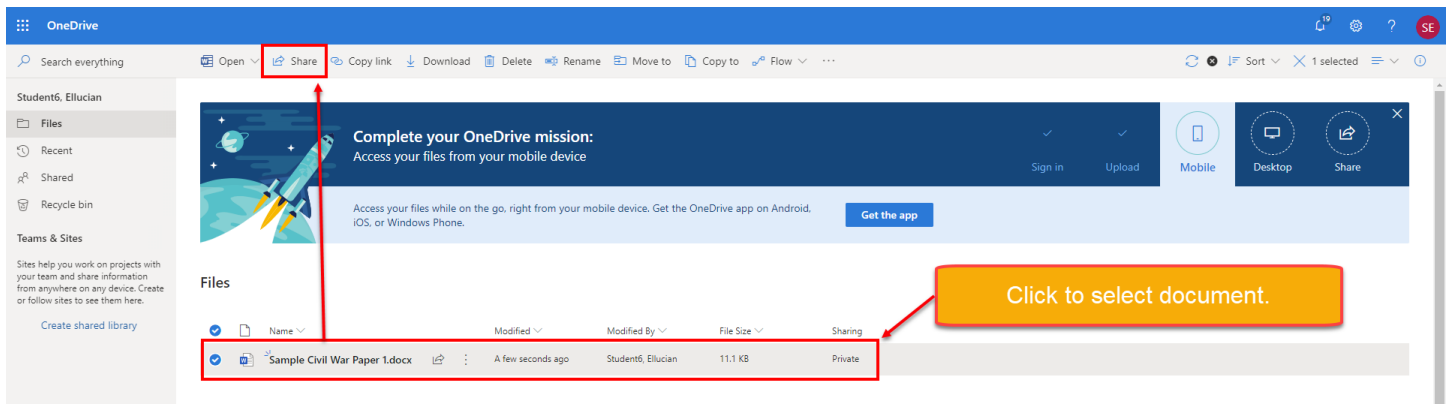
From the Mail menu on the left side, select “Forwarding.” Click the radio box next to “Start Forwarding” and enter the Email address where the mail should be sent to into the provide box. Click the “Save” icon to save the changes and start forwarding all incoming mail.



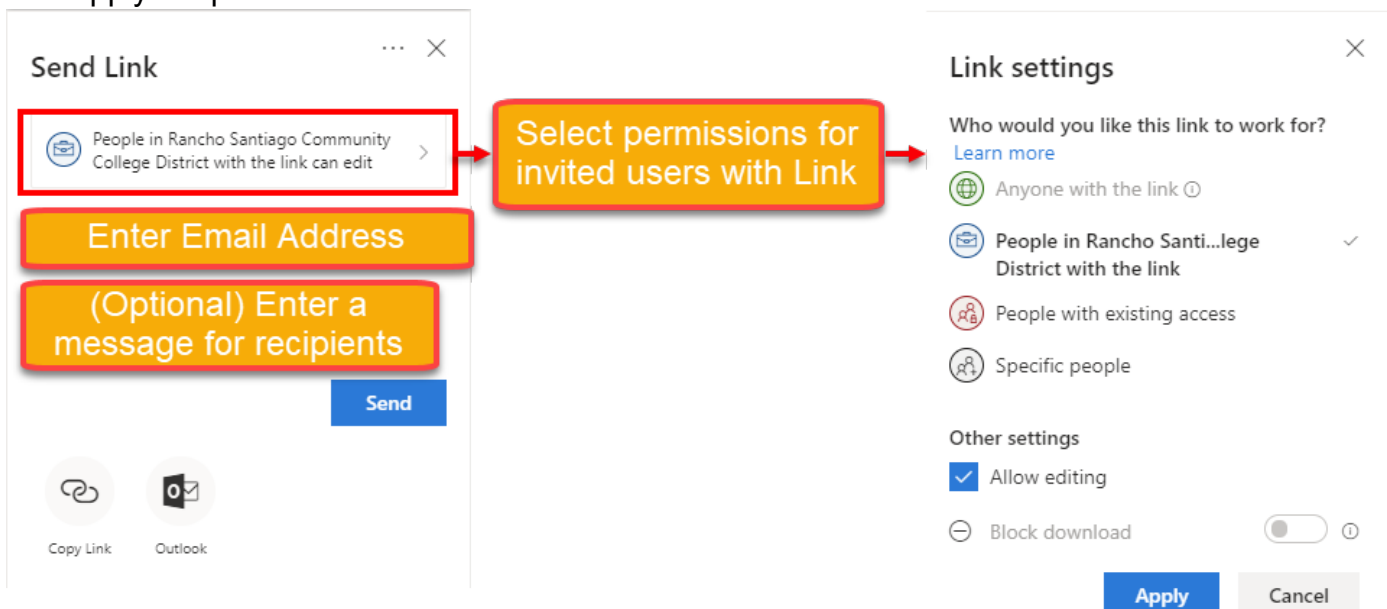
To create a new Email, click the plus “New Message” icon towards the upper left of the screen. Complete the “To,” CC,” and “Subject” fields. Enter the text in the provided text box. Attachments can be added by clicking the “Attach” icon on the top toolbar. When the Email is complete, click the “Send” button located at the top left of the toolbar.



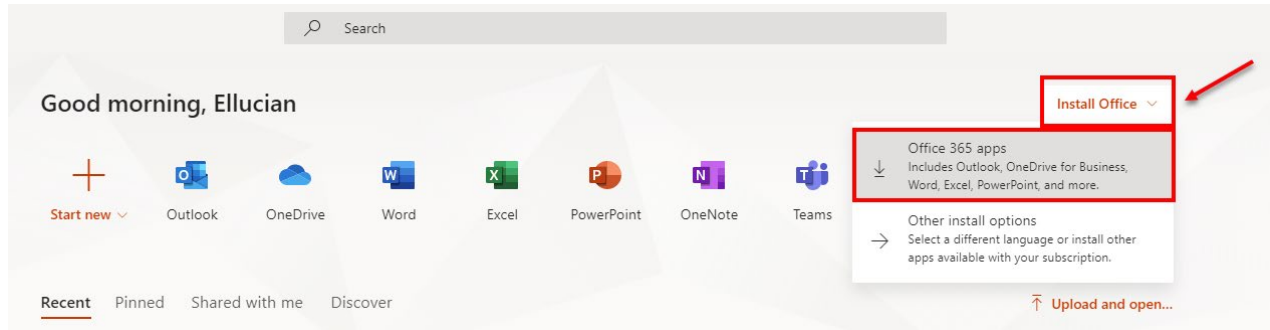
To share a document, open One Drive. Either drag and drop, or upload the document to One Drive. Click once on the document to select it, the click the “Share” button on the top toolbar.



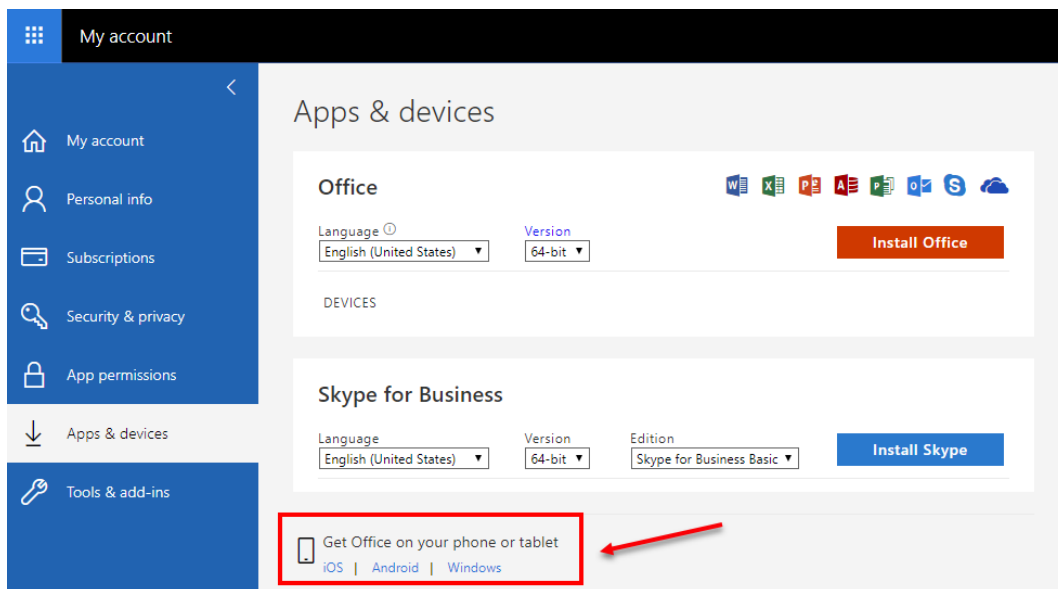
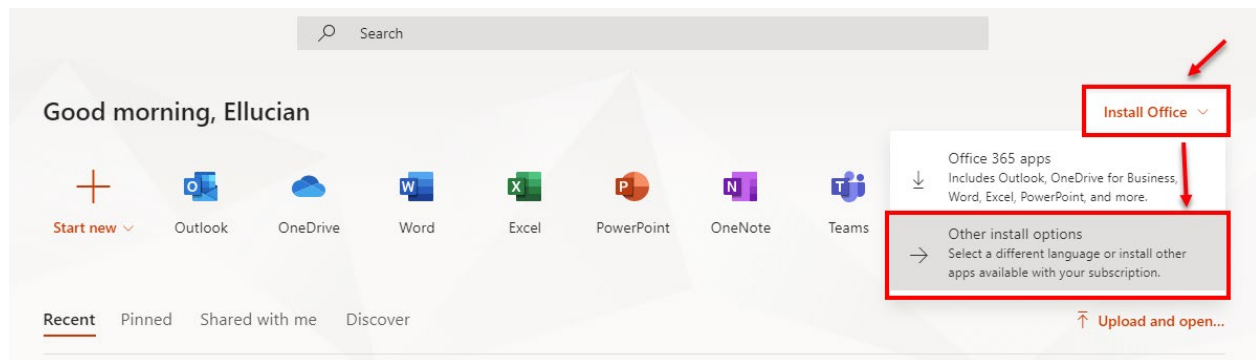
In the dialog box, enter the Email addresses of those the document should be shared with. Select and Apply the permissions the invited users will have on the document. Then click Send.



To download Microsoft Office 365 onto a computer, click the “Install Office” button on the MS Office 365 home page. Then click “Office 365 apps”. Follow the instructions that follow.

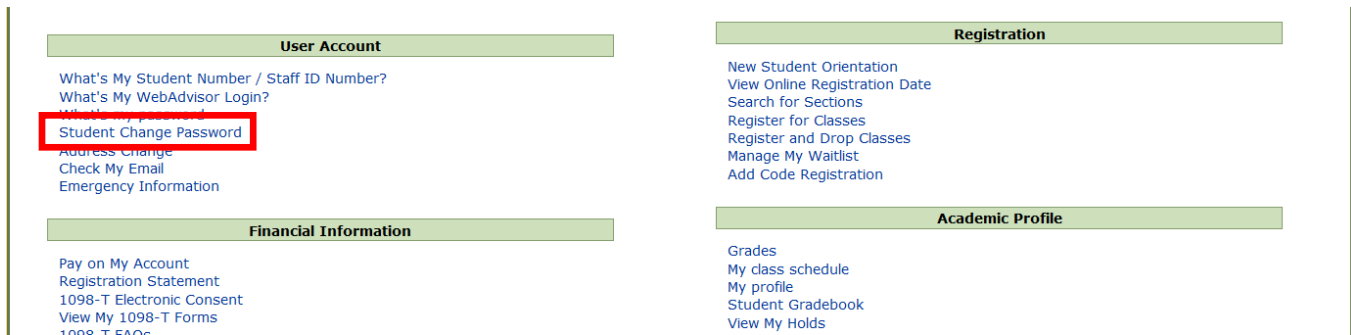


To download Microsoft Office 365 apps for mobile devices, click “Install Office” on the MS Office365 home page, then click “Other install options”. You will be taken to another page for “Apps & devices”. Click one of the options under “Get office on your phone or tablet”.



FREQUENTLY ASKED QUESTIONS (FAQ'S)

To change the Microsoft Office 365 password, log onto Web Advisor under the Student Menu, click the "Student Change Password" link, or go to the following link: www.rccd.edu/password



NOTE: Changing the password through WebAdvisor will also change the Office 365 password.

For User ID or Password (authentication) Errors when logging into Microsoft Office 365, reset the Web Advisor password (see above). For assistance resetting the WebAdvisor password, contact Admissions & Records at your home campus.

Santa Ana College
Admissions & Records
(714) 564-6005
Adm_Records@sac.edu

Santiago Canyon College
Admissions & Records
(714) 628-4900
Admissions@sccollege.edu

Will my SAC or SCC Email address replace my personal Email address in Web Advisor?

RSCCD is providing student Email addresses as a service to the students. Students will still control which Email address will be the primary contact Email through Web Advisor. Students are welcome to use the SAC or SCC Email address, but it is the student's responsibility to update and maintain their Email address in Web Advisor.


What happens to my Email account and access to Office 365 when I am no longer a current SAC or SCC Student? You must be a currently enrolled, registered and active student in order to access your SAC or SCC email account. After 2 non-active semesters, your email address will become inactive, and you will no longer be able to access your email or download the Office suite.

Can I set up my phone or tablet to receive my student Email? To set up a mobile device to receive or sync the student Email account, download the Outlook App from the Apple or Android store. The App is free, and allows you to access your student Email on your phone.




For issues when downloading and installing Microsoft Office 365 click the “Need help installing?” link under the “Just a few more steps” screen.

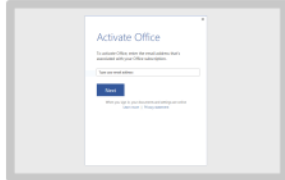
Just a few more steps...



1 Click Run
Click the Setup file at the bottom of the screen.



2 Say "yes"
Click Yes to start installing.



3 Stay online
After installation, start Office and sign in with the account you use for Office 365: es60786@student.sac.edu.

Close

Need help installing?