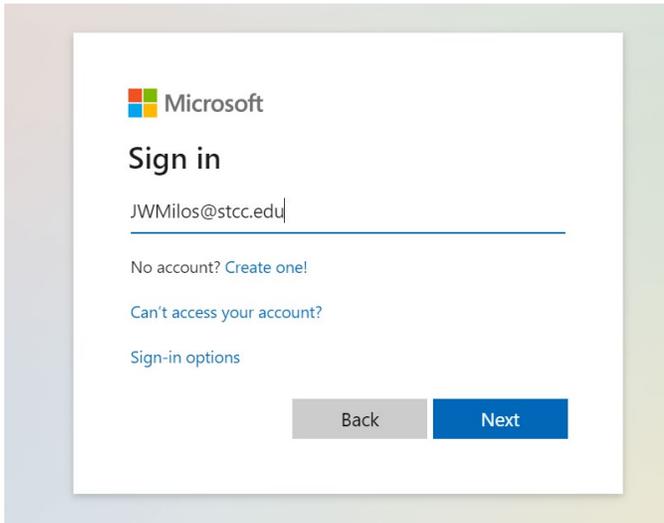


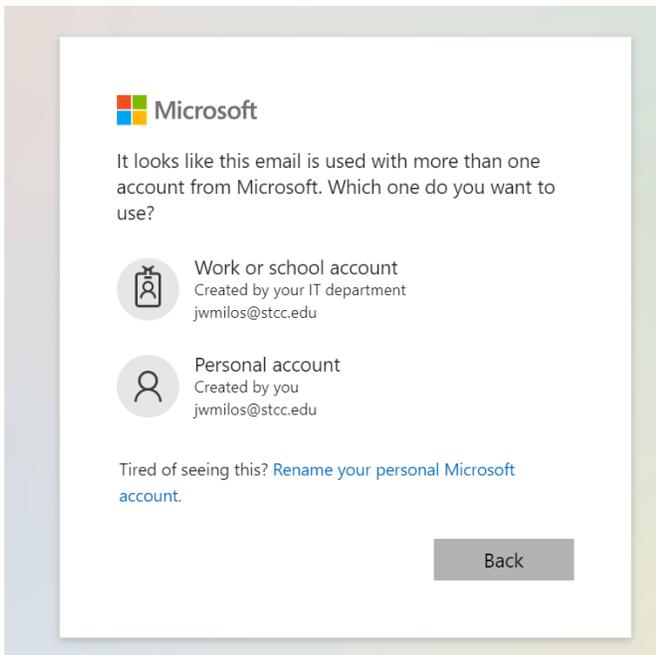
# Office 365 End User Documentation

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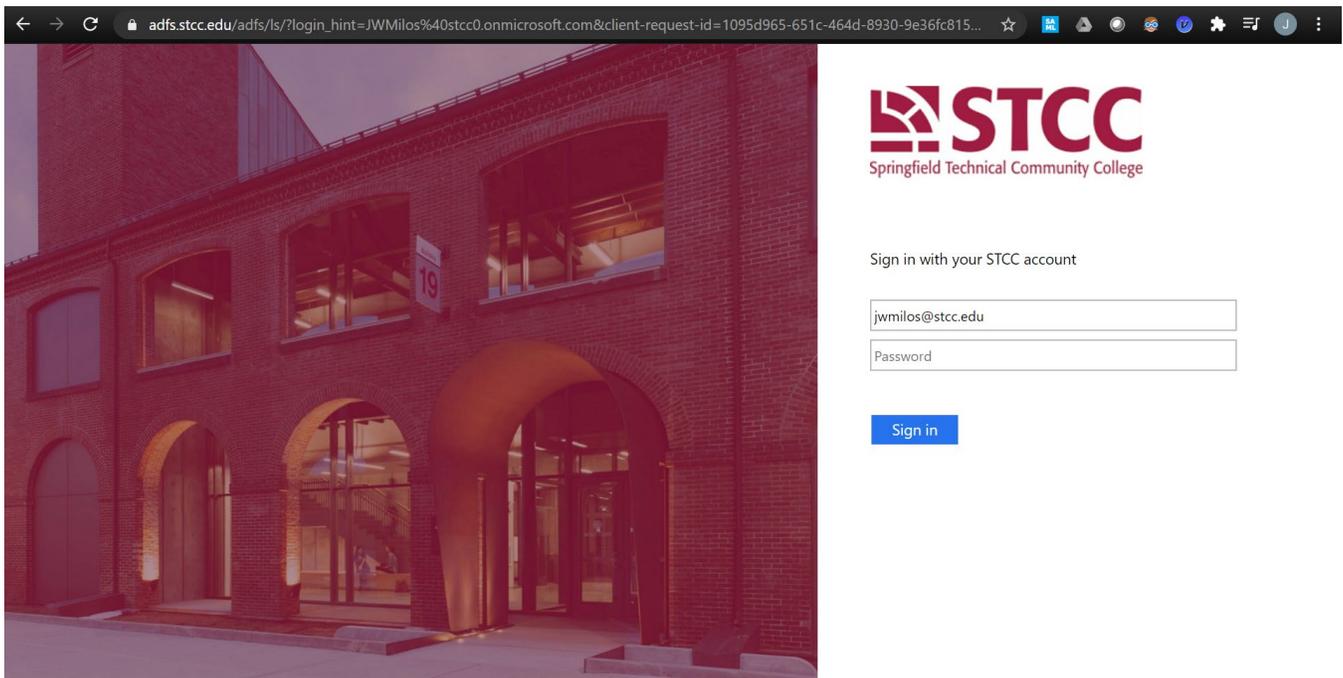
Office 365 applications can be accessed and downloaded by going to <https://office.com> and clicking the sign in button. It will bring you to a page asking for your email address. Here you will need to put your @stcc.edu or @student.stcc.edu email address.



Clicking Next, it may ask if it is a Work or School account or a Personal Account created by you. Click Work or School account.

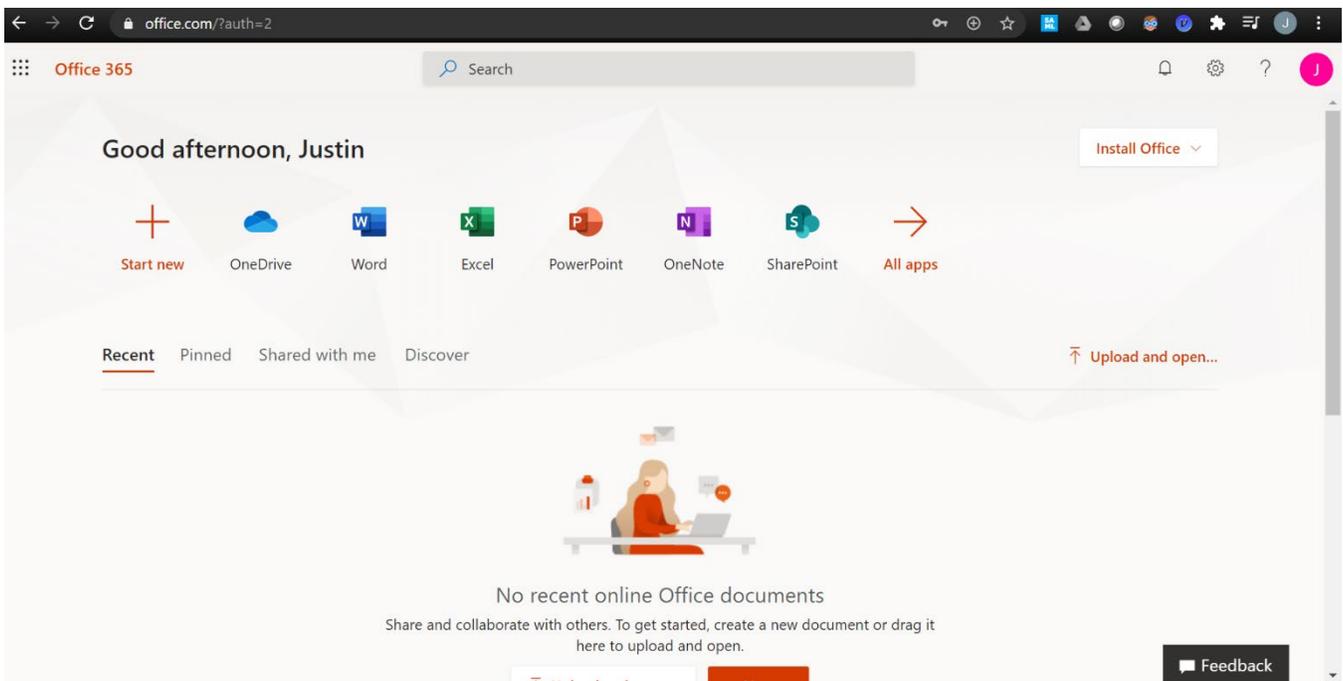


This will then redirect you to our Single Sign On Screen if you are off campus. If you are on campus it may auto log you in.

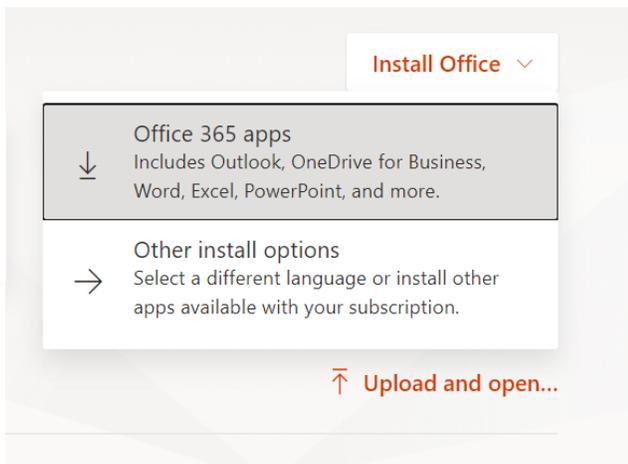


It may auto populate the username box with your email address. You can remove that and put in your STCC account/WebAdvisor credentials and then sign in.

After signing in it will bring you to the Office 365 dashboard.



Now you can use the Office 365 applications through your web browser, or you can download and install the desktop version of the applications.



After downloading Office 365 a box pops up showing you how to install and activate Office 365.

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: `jwmilos.admin@stcc.edu`.

Need help installing?

After installing Office it may ask you to sign in again to activate office. As long as you are an active student or faculty member you have access to Office 365.