

Student Email

Microsoft Office 365

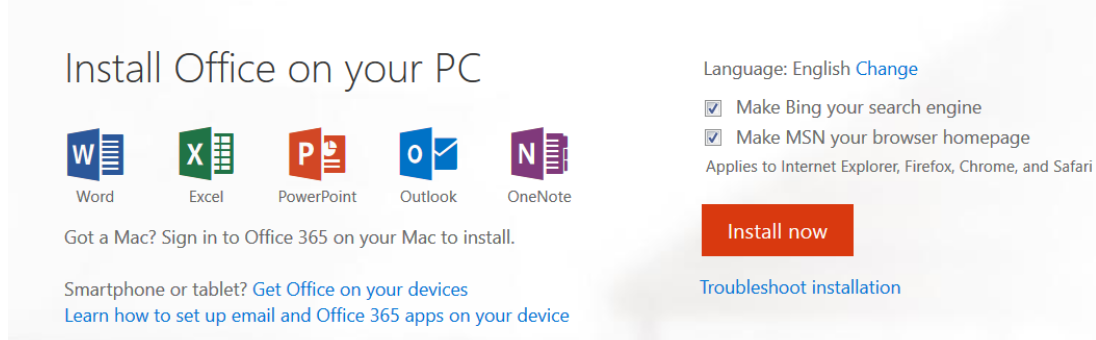
Rancho Santiago Community College District, Information Technology Services

RSCCD does not provide technical support for students' personal computers or devices. Contact Microsoft 365 for technical support and assistance with downloading Microsoft 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 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 One Note
- 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

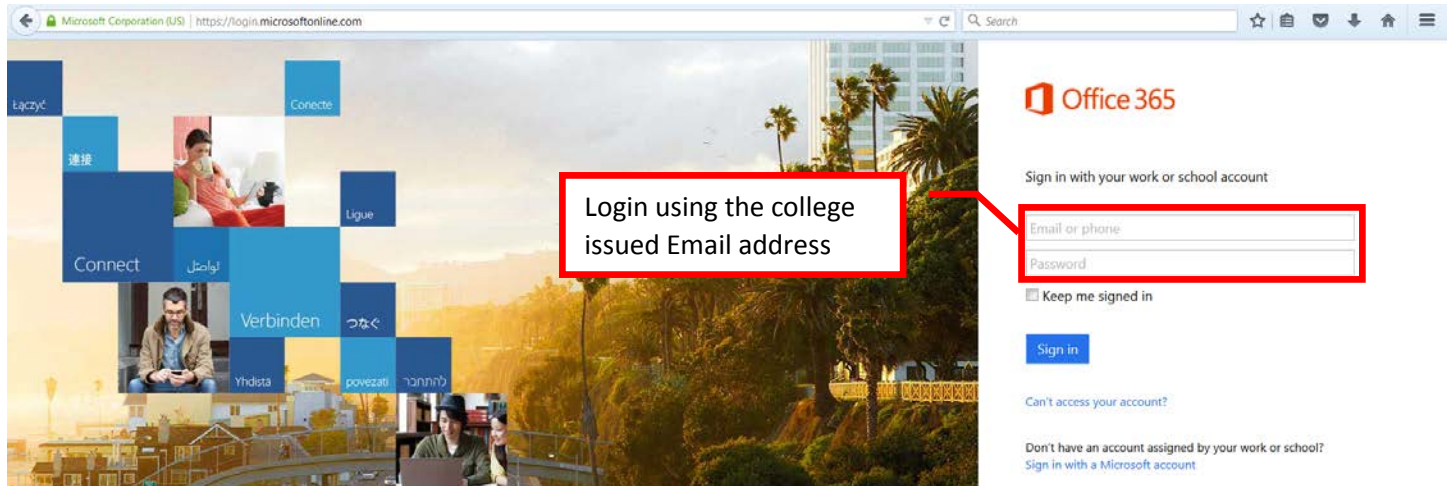


To Log into Microsoft Office 365, enter <http://login.microsoftonline.com> in the browser address bar. Enter the college issued Email address and the Microsoft 365 password, then click the “Sign In” button.

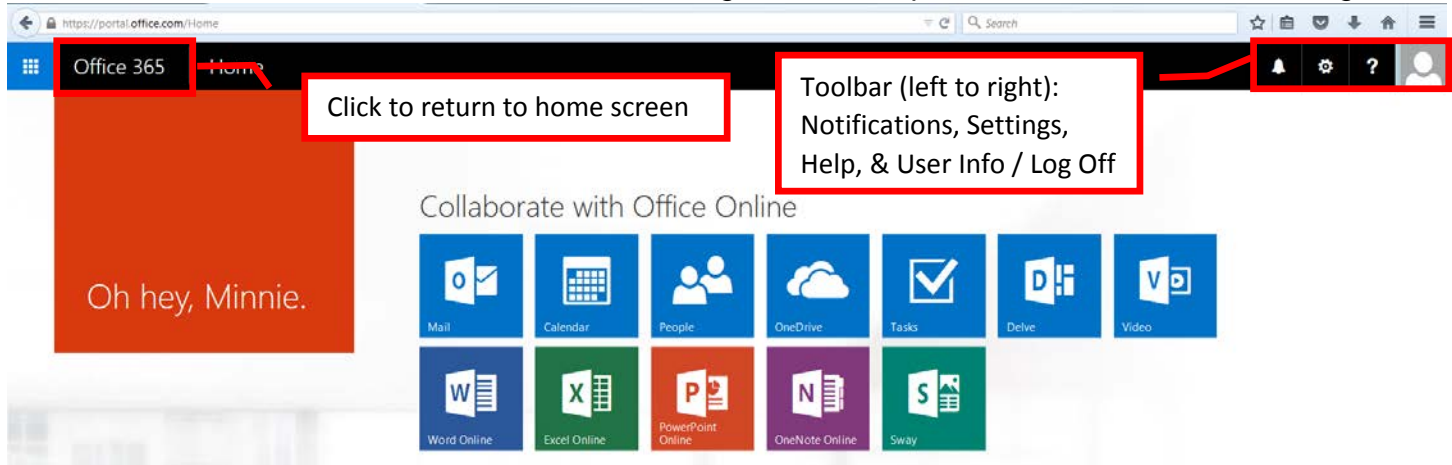
User ID: Use the SAC or SCC student Email address as the User ID. Student Email addresses are the Web Advisor ID @student.sac.edu or @student.sccollege.edu (e.g. jd12345@student.sac.edu or jd12345@student.sccollege.edu).

Default Password: Use the Web Advisor Password. For assistance with the Web Advisor password go to Web Advisor (<http://sis.rsccd.edu>) and click the “What is my Password?” link on the home page. 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).



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 an Office 365 home button, notifications tab, settings button, help icon, and user information/sign out.



Mail 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.



Calendar is an online personal calendar for students.



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



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.



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



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



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.



Online version of Microsoft Word.



Online version of Microsoft Excel.



Online version of Microsoft Power Point.

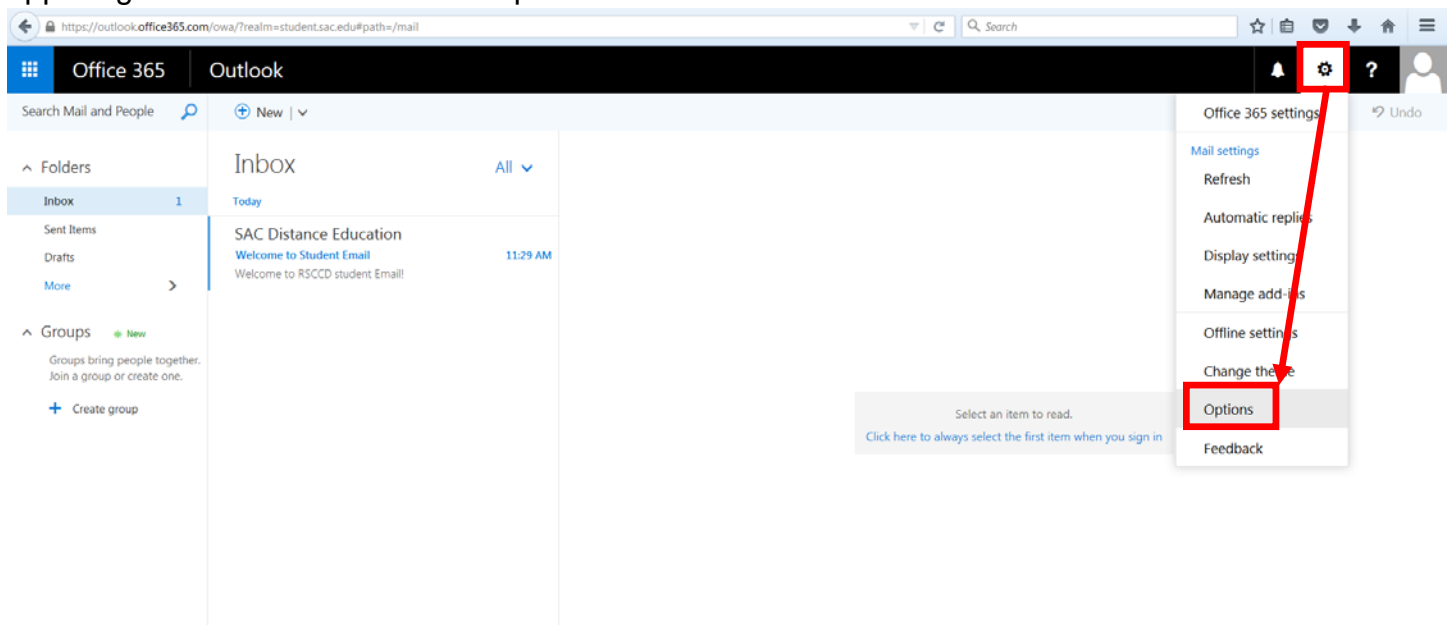


Online version of Microsoft One Note.

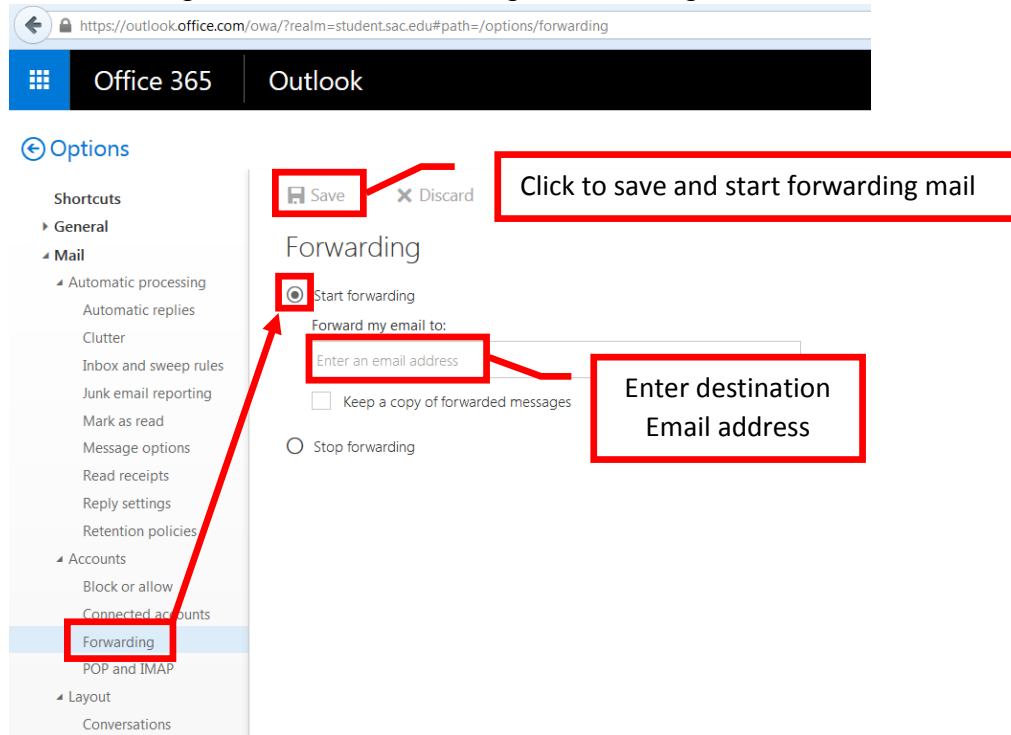


Sway allows students to create and share interactive reports, presentations, personal stories, and more. Sway provides easy design and sharing. Sway creations can be shared on computers and mobile devices. Documents are private unless specifically shared.

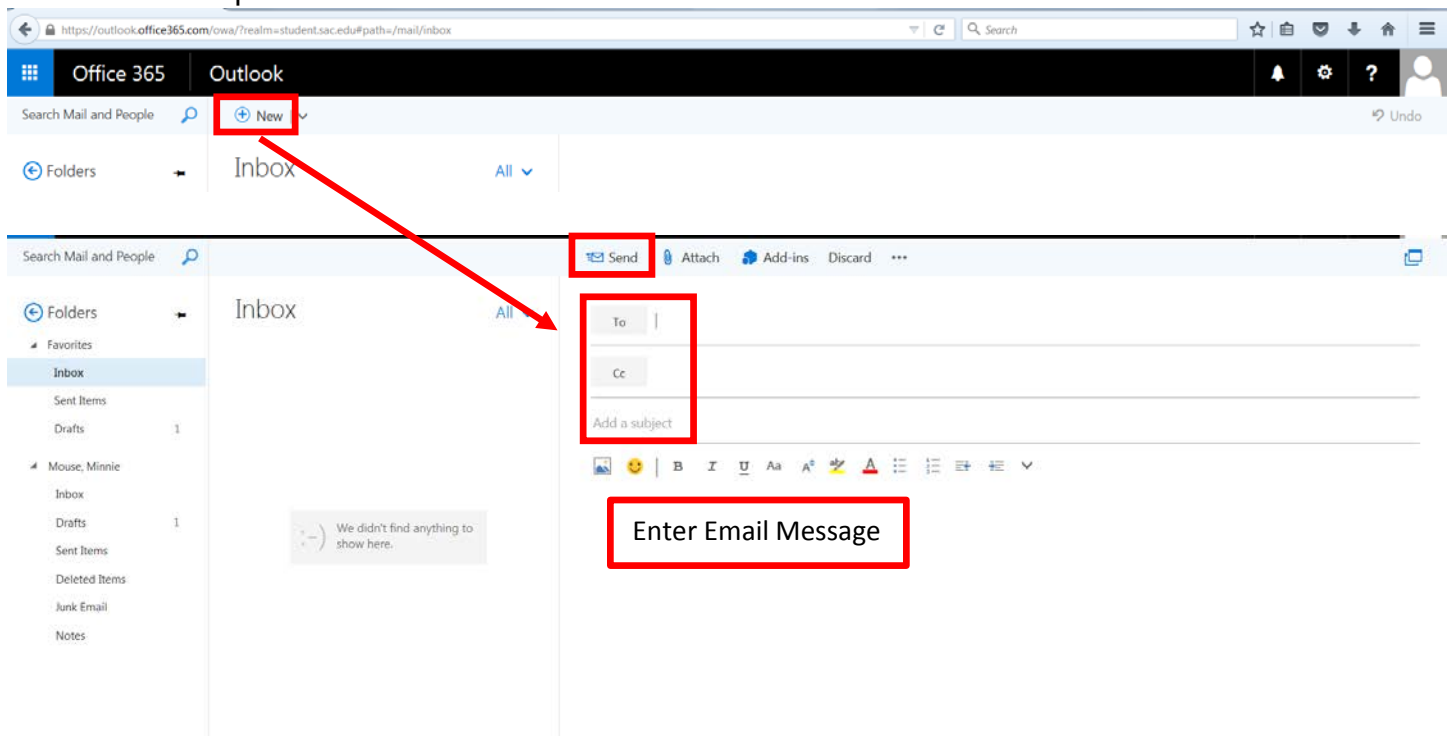
To forward a college Email account, from the Mail application click on the “Settings” icon in the upper right of the screen. Select “Options” from the menu.



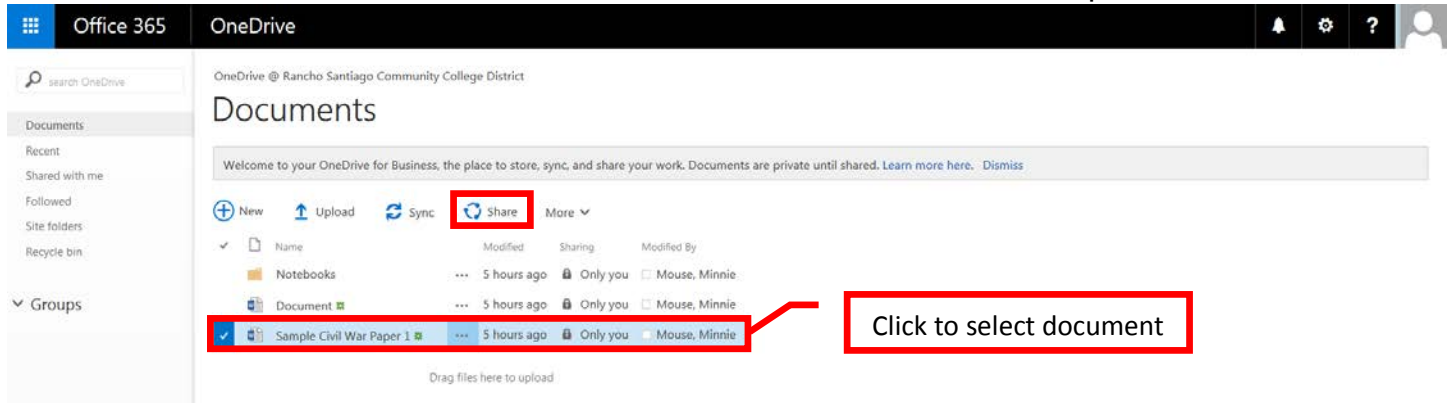
From the Mail menu on the left side, select “Forwarding.” Click the radio box next to “Start Forwarding” and enter the Email address where the mail should be sent to into the provide box. Click the “Save” icon to save the changes and start forwarding all incoming mail.



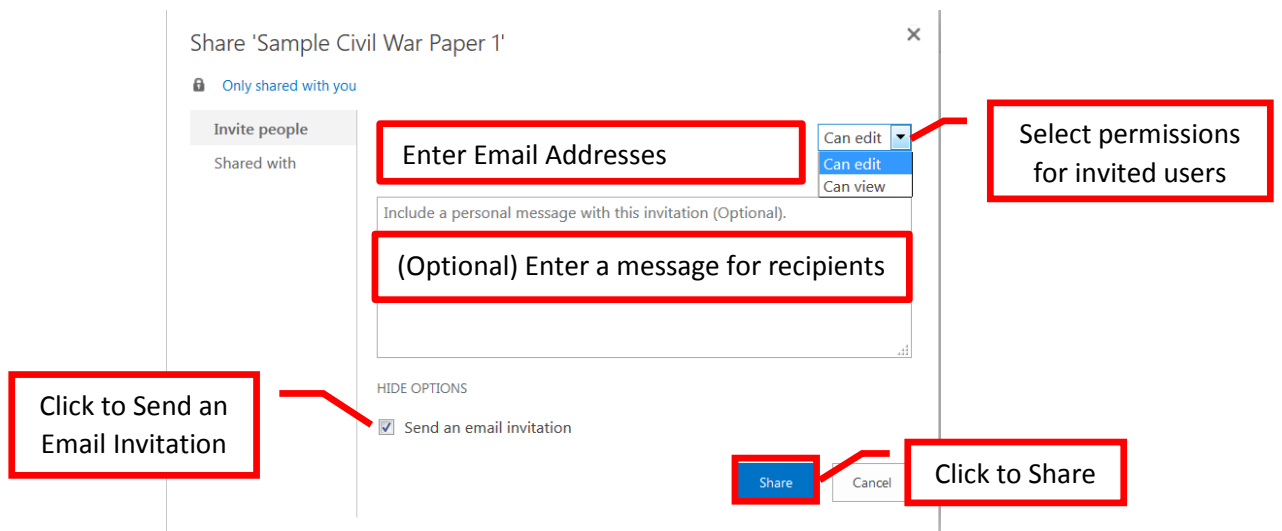
To create a new Email, click the plus (+) icon towards the upper left of the screen. Complete the “To,” “CC,” and “Subject” fields. Enter the text in the provide text box. Attachments can be added by clicking the “Attach” icon on the top toolbar. When the Email is complete, click the “Send button located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



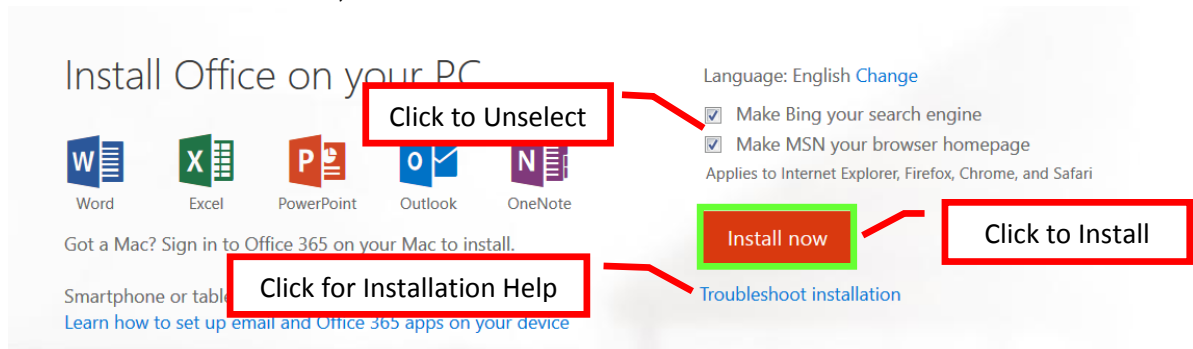
To share a document, open One Drive. Either drag and drop, or upload the document to One Drive. Click once on the document to select it, then click the “Share” button on the top toolbar.



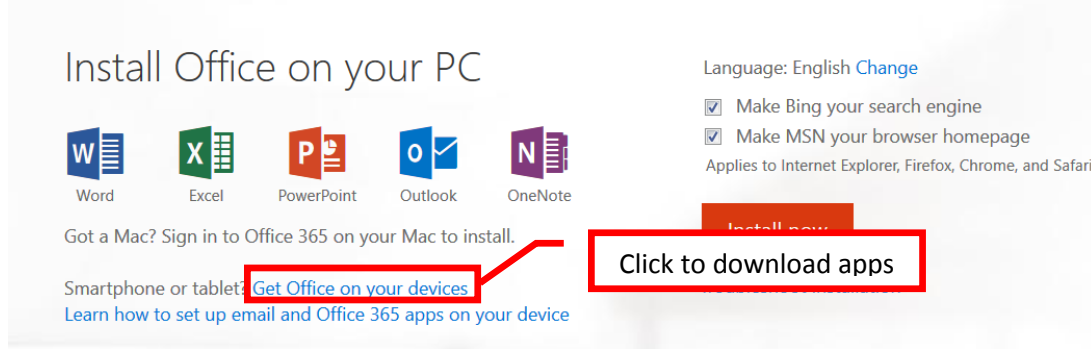
In the dialog box, enter the Email addresses of those the document should be shared with. Select the permissions (Edit – “Can Edit” or Read Only – “Can View”) the invited users will have on the document.



To download Microsoft Office 365 onto a computer, click the “Install Now” button on the MS Office 365 home page and follow the installation instructions. Students may want to click the check boxes to unselect the options to “Make Bing your search engine” and “Make MSN your browser home page.” For installation assistance, click the “Troubleshoot Installation” link.



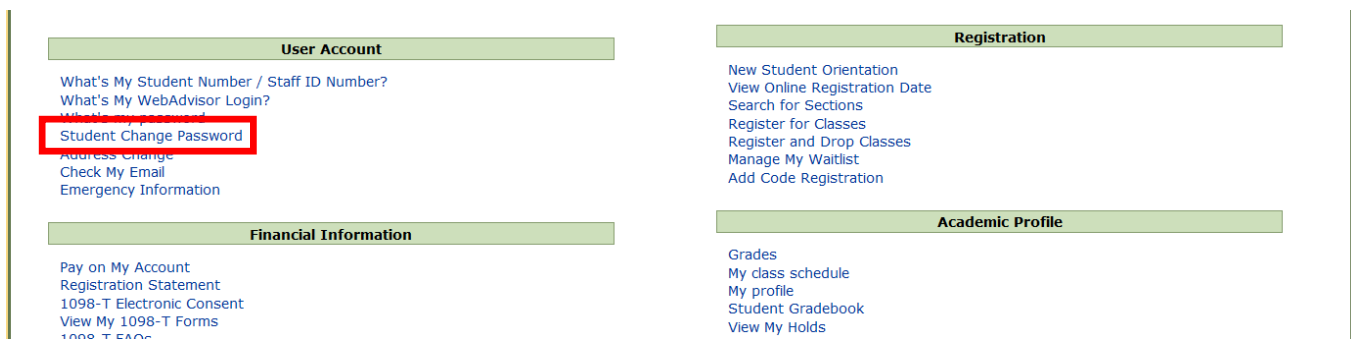
To download Microsoft Office 365 apps for mobile devices, click the “Get Office on your devices” link. Follow the installation instructions. Once the apps have been installed, click the “Learn how to set up Email and Office 365 apps on your device” link to learn how to configure the Office products.



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: <https://webapps.rscgd.edu/LDAPAccountManager/changePassword.aspx>



NOTE: changing the password through Web Advisor will also change the Web Advisor 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 Web Advisor 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? Former students will always have access to SAC and SCC student Email accounts. The Email will be accessed the same way. However, former students will no longer be able to download the office suite, and the available cloud storage in One Drive will be reduced.

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 “Troubleshoot Installation” link on the download page.

