



Microsoft Office 365 Home Use for Faculty and Staff

The following document shows how to login to Microsoft Office365 at www.office.com for use with Office365 for the web and Office365 desktop apps (A3 license only).

General Notes

- **Access to the Microsoft Office 365 environment is for employees of SAC, SCC, and DO only; your access will be terminated immediately if/when your employment ends.**
- **NOTE: Microsoft Office 2019 is already installed for your use on District issued desktop PCs, laptops and tablets.** The instructions below are intended for use with employee's home computers, phones, and tablet devices.
- **NOTE: ITS DOES NOT support employee's home computers;** we are providing employees with installation instructions and login support only. ITS can only assist you with getting logged into the Microsoft Office 365 online environment.
- **NOTE: With an A3 license, you are allowed to install Microsoft Office 365 via the web, in addition to install the desktop apps on up to 5 devices.**
- **NOTE: With an A1 license, you are allowed to access Microsoft Office365 via the web ONLY. You cannot install Microsoft Office365 desktop apps.**
 - **To obtain an A3 license, please contact your supervisor for approval and they can send an email to the ITS Help Desk requesting a license on your behalf.**

For further assistance, please contact the RSCCD ITS Help Desk.

714-564-4357 Ext 0 | Ext 44357 | helpdesk@rsccd.edu | webhelpdesk.rsccd.edu | Mon-Fri, 7:30am-4:30pm

IMPORTANT – Microsoft Office365 License Agreement (as of 10/01/2020):

As of 10/01/2020, the RSCCD Microsoft license agreement covers the following categories:

A3 License

- Applies to **Education Qualified User (EQU)**, defined by Microsoft as “any employee or contractor (except student employees) who accesses or uses an Education Platform Product for the benefit of the Institution.”
- The A3 license grants access to the following:
 - **Download and install the full office suite of desktop products, including Microsoft Word, Excel, PowerPoint, Outlook, and/or OneNote.**
 - **Also includes desktop products for Microsoft Access and Publisher (PC Only).**
 - Use of the **ONLINE** version of Microsoft Word, Excel, PowerPoint, and OneNote.
 - Use of Microsoft OneDrive, which is cloud storage (up to 1 TB) and can be accessed from any device with Internet access.

A1 License

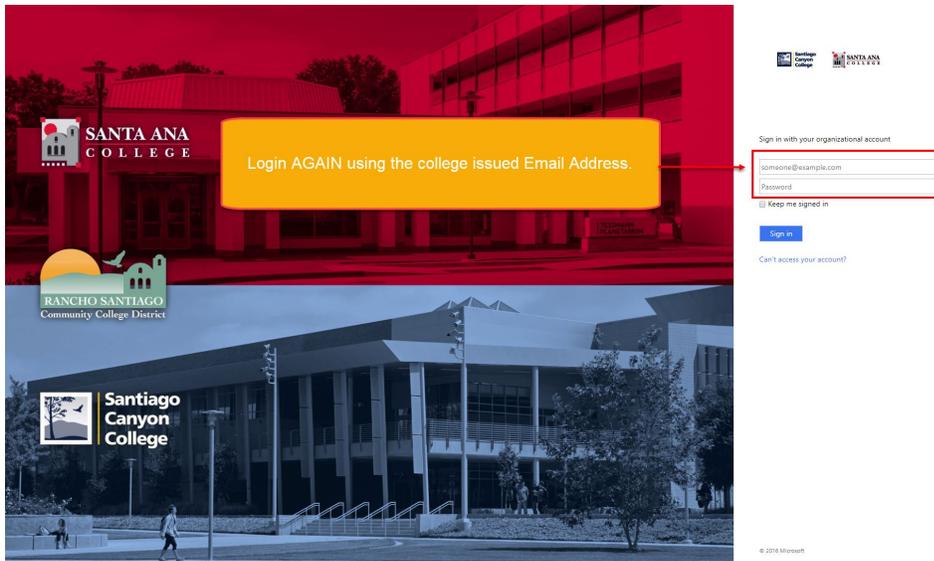
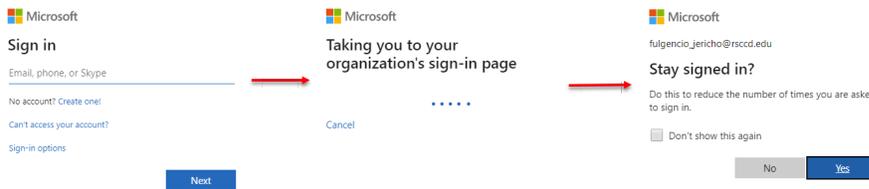
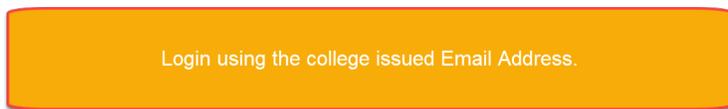
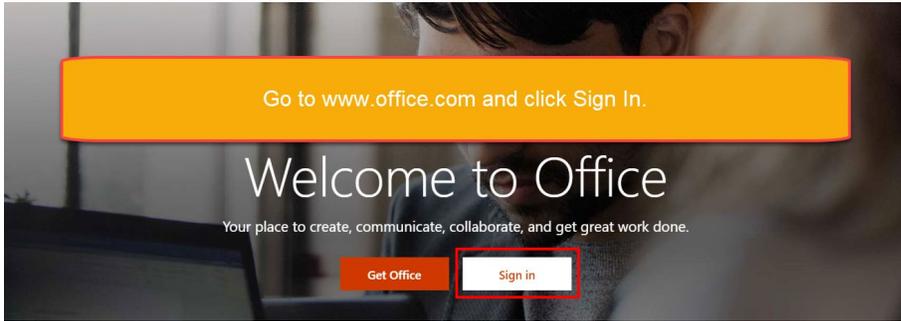
- Applies to **non-EQU employees, defined by Microsoft as “light users”**, or “any other user who does not qualify an Education Qualified User, which may include adjuncts if the institution does not issue them a computer, which may include adjunct faculty.”
- The A1 license grants access to the following:
 - Use of the **ONLINE ONLY** version of Microsoft Word, Excel, PowerPoint, and/or OneNote.
 - Use of Microsoft OneDrive, which is cloud storage (up to 1 TB) and can be accessed from any device with Internet access.

Office365 License Comparison

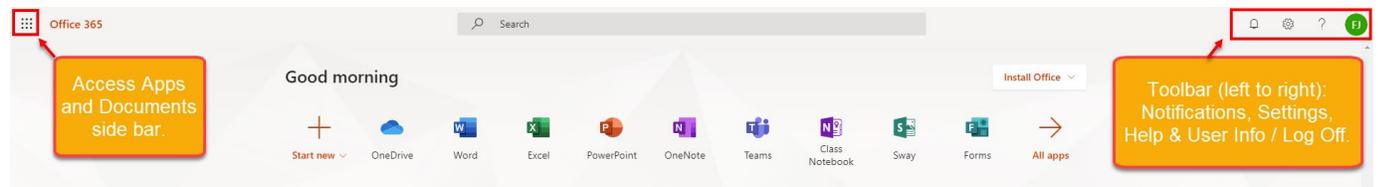
Office 365 A1	Office 365 A3
Office365 for the web (Web only)	Office365 desktop apps and Office365 for the web
Free Office 365 for the web with popular web apps like Outlook, Word, PowerPoint, Excel, and OneNote so teachers and students can work together, communicate seamlessly, and create amazing content.	All the features in A1 plus full access to the Office desktop apps, and additional management and security tools.
Office apps	Office apps
	
Word	Word
	
Excel	Excel
	
PowerPoint	PowerPoint
	
OneNote	OneNote
Services	Services
	
OneDrive	OneDrive
	
SharePoint	SharePoint
	
Teams	Teams
	
Forms	Forms
	Access (PC only)
	Publisher (PC only)

Login to Microsoft Office 365 website

Link to login to Microsoft Office 365: www.office.com

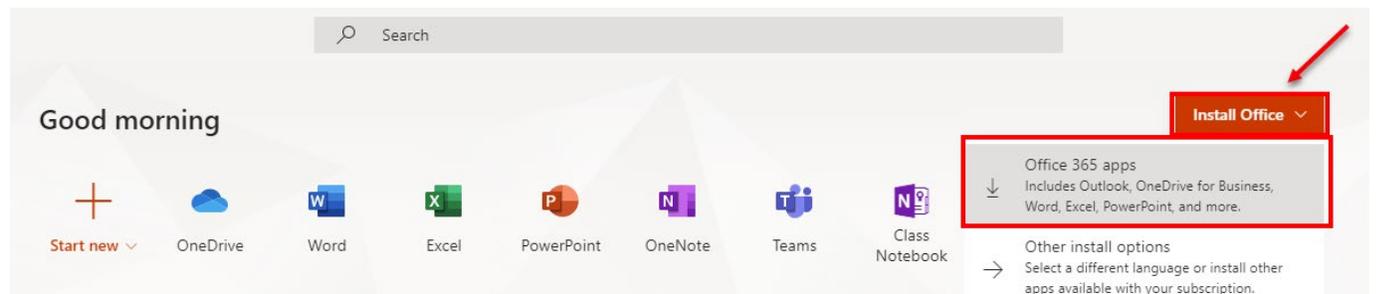


The Microsoft Office 365 Home page has links to OneDrive, Word, Excel, PowerPoint, etc. The top tool bar contains the Apps and Documents sidebar, notifications tab, settings button, help icon, and user information/sign out.

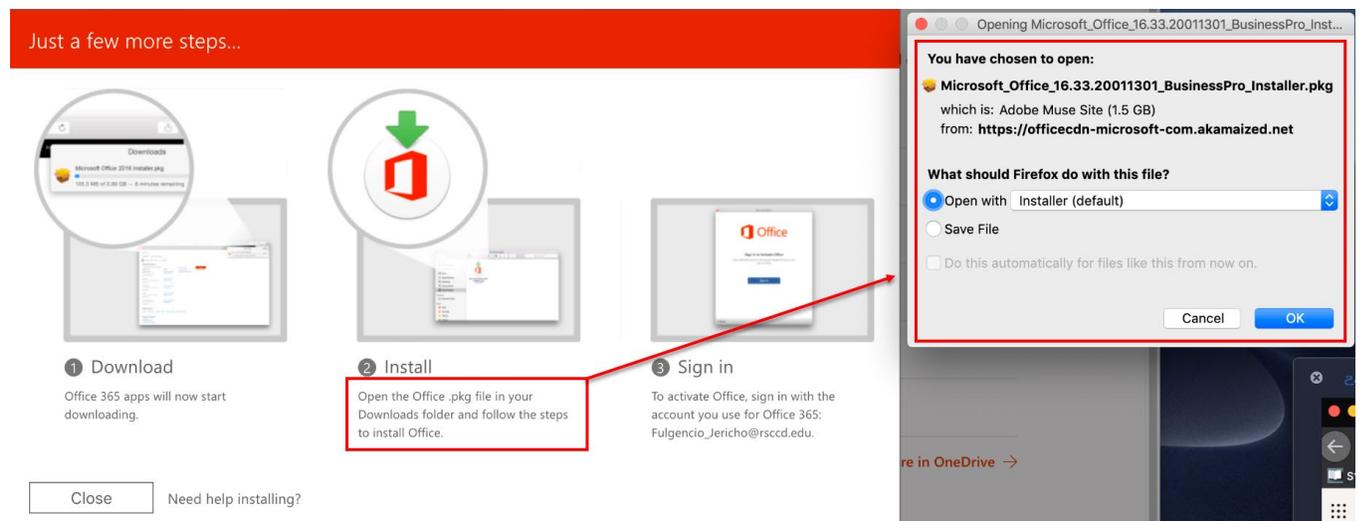


Install Microsoft Office 365 Applications (A3 License Only)

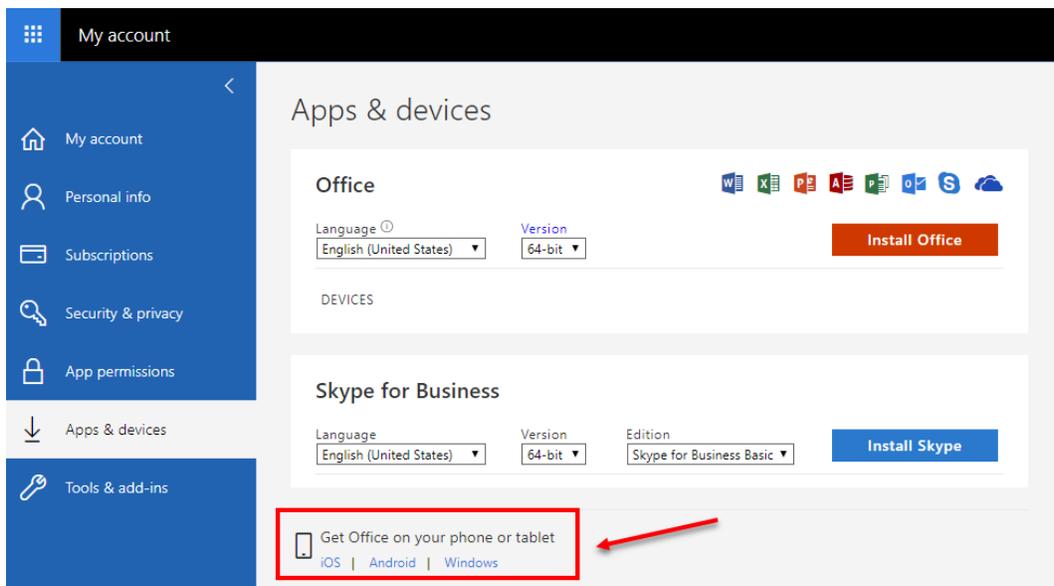
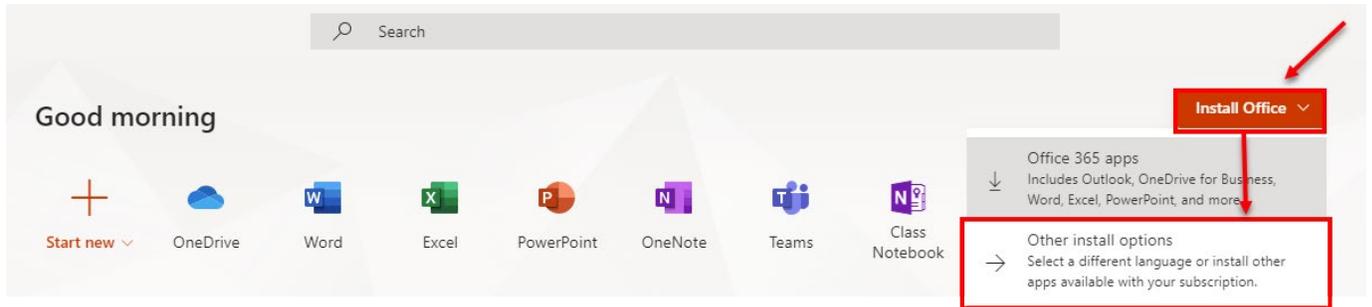
To download Microsoft Office 365 onto a PC, click the “Install Office” button on the MS Office 365 home page. Then click “Office 365 apps”. Follow the instructions that follow.



NOTE for Mac users: Clicking the Install Office > Office 365 apps link will download a .pkg installer which is compatible with Mac devices. Open the Office .pkg file in your Downloads folder and follow the steps to install Office.



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”.



Microsoft Office 365 OneDrive Instructions

If you click on **OneDrive** on the Microsoft Office 365 home page, you will see a screen similar to the one below, which will allow you to:

- Add **New** documents or folders
- **Upload** documents to the cloud
- **Sync** documents with your local device
- Create a **Flow** for your documents
- **Edit, Delete, and Download** your documents
- **Share** documents with one or more users

