Microsoft 365 OVERVIEW

Southeast Community College

HELPDESK

402-437-2447
helpdesk@southeast.edu
» www.southeast.edu/helpdesk

Microsoft 365 (Formerly Office 365) <u>IS</u> the MS Office Suite of Apps, but modernized!

Microsoft 365 is a benefit provided to SCC Students, Faculty and Staff for the duration of your time with SCC.

It is comprised of a local Desktop/Laptop installed application just like Office 2019 but also includes Web Apps and one Terabyte of OneDrive cloud storage for convenient, anywhere access to your files and MS Office!

Unlike the 2016/2019 versions, O365 always updates and is always current!

Southeast Community College
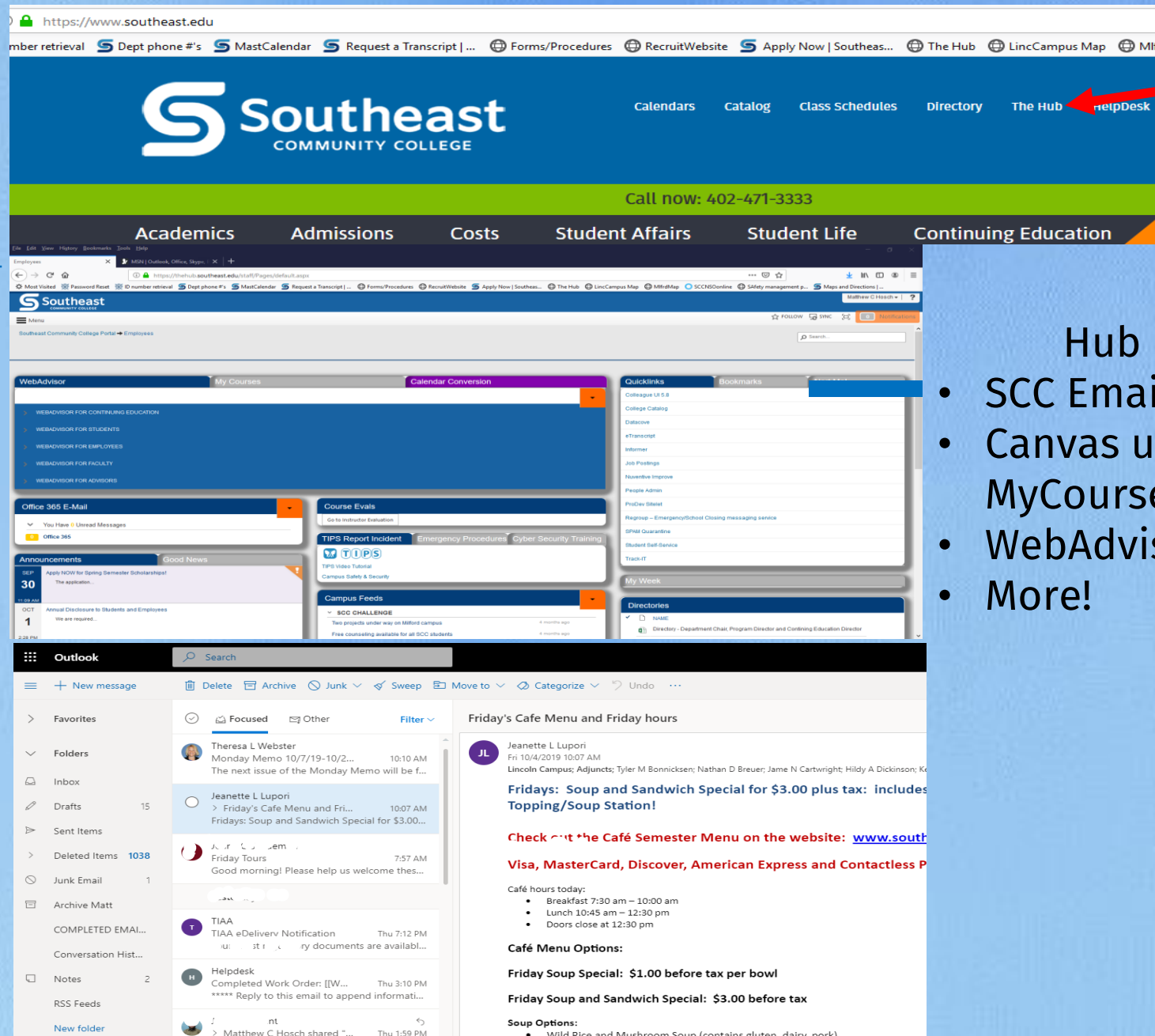HELPDESK

The benefits of Microsoft 365 include:

- More easily collaborate in shared documents whether you're working offline, online, or simultaneously with others.

- Work seamlessly anywhere with your favorite Office apps and pick up where you left off on any device.

- The ability to install on PCs, Macs, tablets, and phones.

- Desktop versions of Office on up to 5 PCs or Macs per user

- Office apps on up to 5 tablets and 5 phones per user

- 1 TB of OneDrive cloud storage

Southeast Community College
HELPDESK

402-437-2447
helpdesk@southeast.edu
» www.southeast.edu/helpdesk

3 Ways to Start:

If on the SCC main website:
https://www.southeast.edu/
Click on The Hub link

Best way (Bookmark This):
Go directly to The Hub:
https://thehub.southeast.edu/

Or use Microsoft direct O365 Login (Will not link to Webadvisor or Canvas)
https://outlook.office365.com/

Click on **The Hub** here

Hub Features:
- SCC Email/O365
- Canvas under MyCourses
- WebAdvisor
- More!

Southeast Community College
HELPDESK

402-437-2447
helpdesk@southeast.edu
» www.southeast.edu/helpdesk

Single Sign On
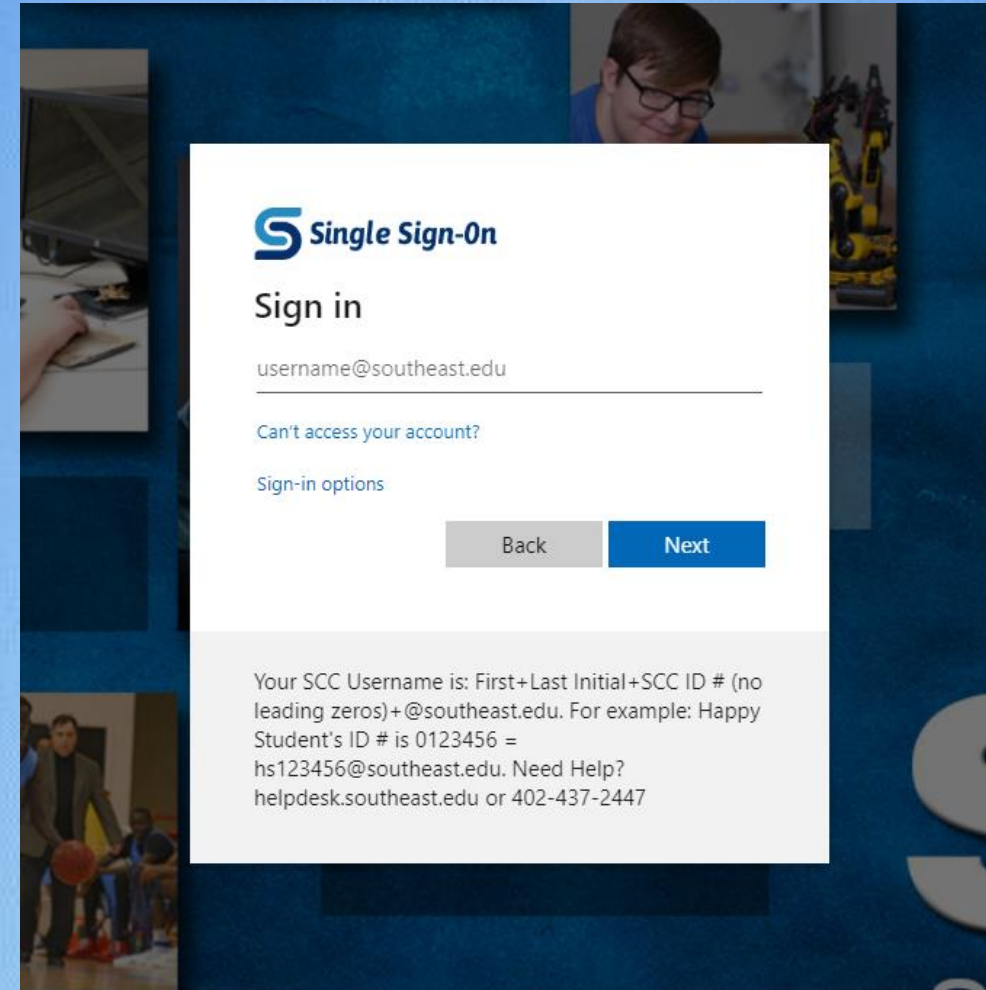### The Hub and Microsoft 365 use the same Sign On
You may be asked for these credentials multiple times as you install and navigate through Microsoft 365, MS Apps, and OneDrive

Your SCC/O365 username = Initials + SCC ID + @southeast.edu

Example: fl111111@southeast.edu

Your password is the same for the Hub and for Office 365 log in

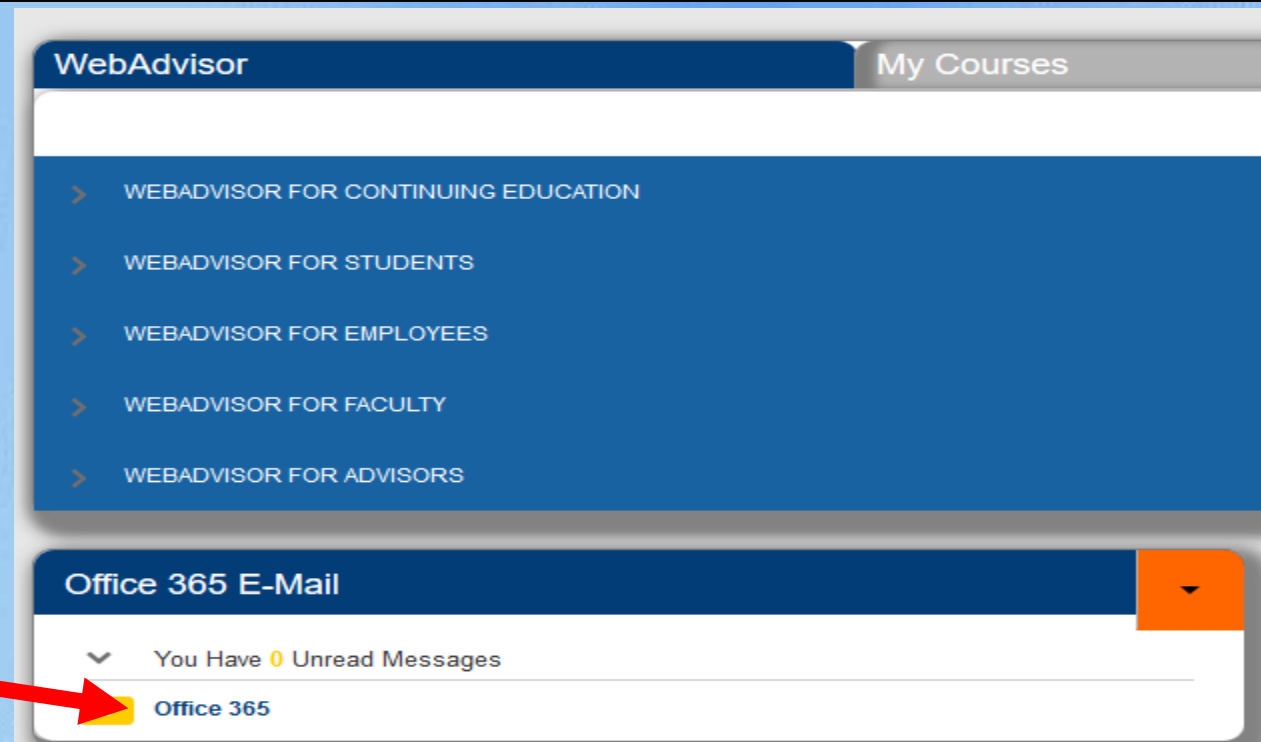For log in assistance: Call the SCC Help Desk at 402-437-2447

Microsoft 365 includes ALL of the MS Apps you know, plus evolving features for Cloud Access, File Sharing, Mobile Devices/Tablets and Web integration.

Microsoft 365 is Microsoft's featured product! Including continually updated Office Applications, Web accessible versions and OneDrive, it is a subscription based product that has changed the way we use and integrate our information and devices at work and at home!

From The Hub
Begin Here:

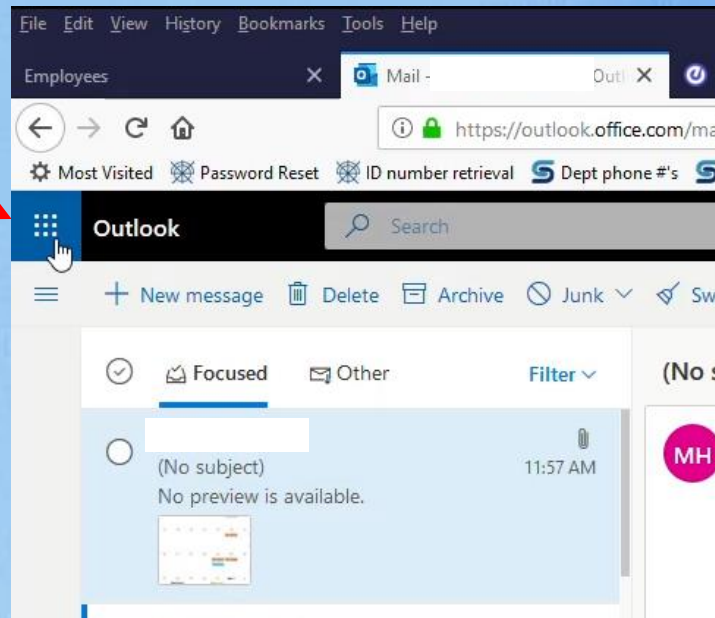The Office 365 button logs you into Office 365 and takes you to your SCC Online Outlook Email…

Once logged into the Hub, you are automatically logged into Canvas, Office 365, WebAdvisor and more!

WebAdvisor

My Courses

> WEBADVISOR FOR CONTINUING EDUCATION

> WEBADVISOR FOR STUDENTS

> WEBADVISOR FOR EMPLOYEES

> WEBADVISOR FOR FACULTY

> WEBADVISOR FOR ADVISORS

Office 365 E-Mail

ⱽ You Have 0 Unread Messages

Office 365

Southeast Community College
HELPDESK

402-437-2447
helpdesk@southeast.edu
» www.southeast.edu/helpdesk

Installing the Microsoft 365 Suite of Applications

Note: If you are working on an SCC machine, you will usually have **Office 2016 or 2019** Pre-Installed.
Office 365 <u>will not</u> replace the 2016/2019 Apps if they are installed, but DOES give you access to all of the <u>Office 365 Online Apps</u>.

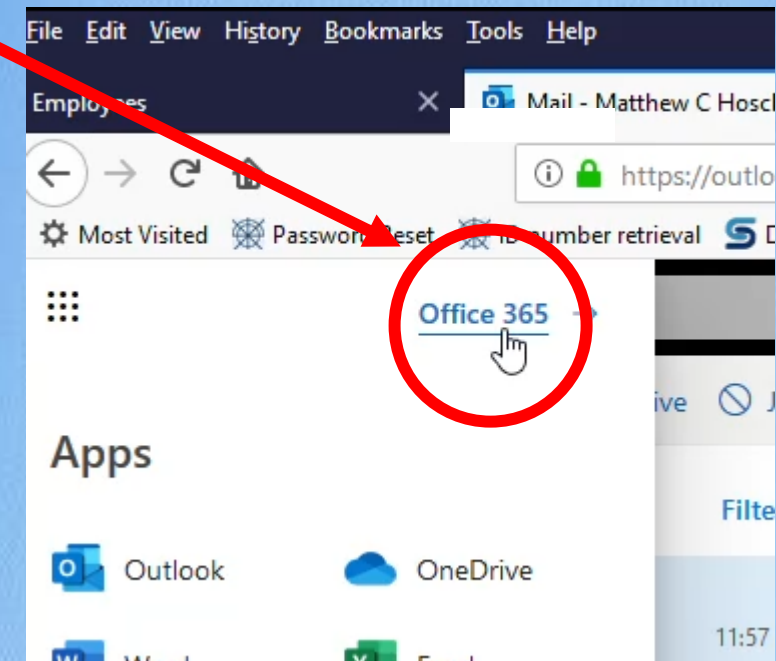## Method #1 Install from the Hub using the following steps:
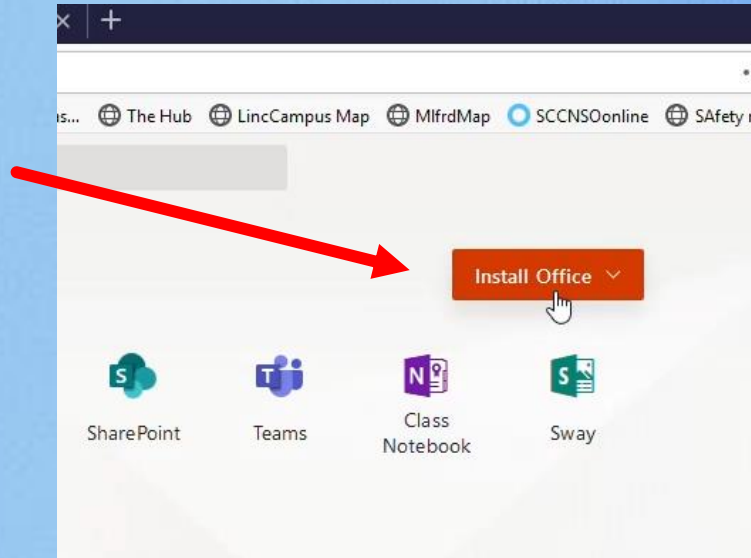
Step 1

Click on the Outlook Waffle icon Here

Step 2

Select Office 365 from top of menu

Southeast Community College
HELPDESK

402-437-2447
helpdesk@southeast.edu
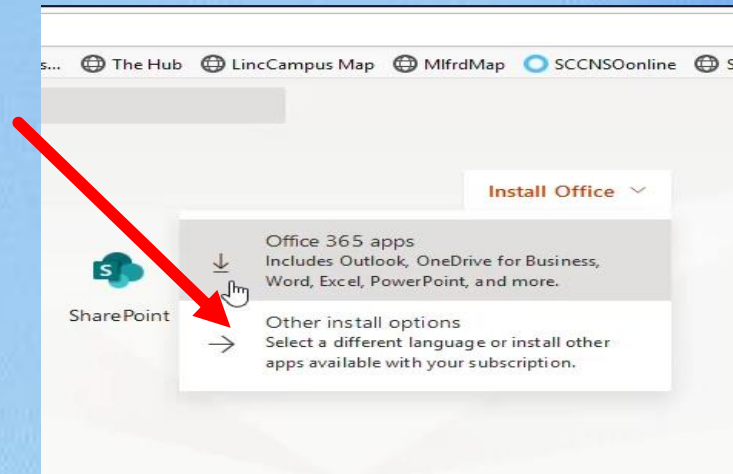» www.southeast.edu/helpdesk

Step 3

Install Office
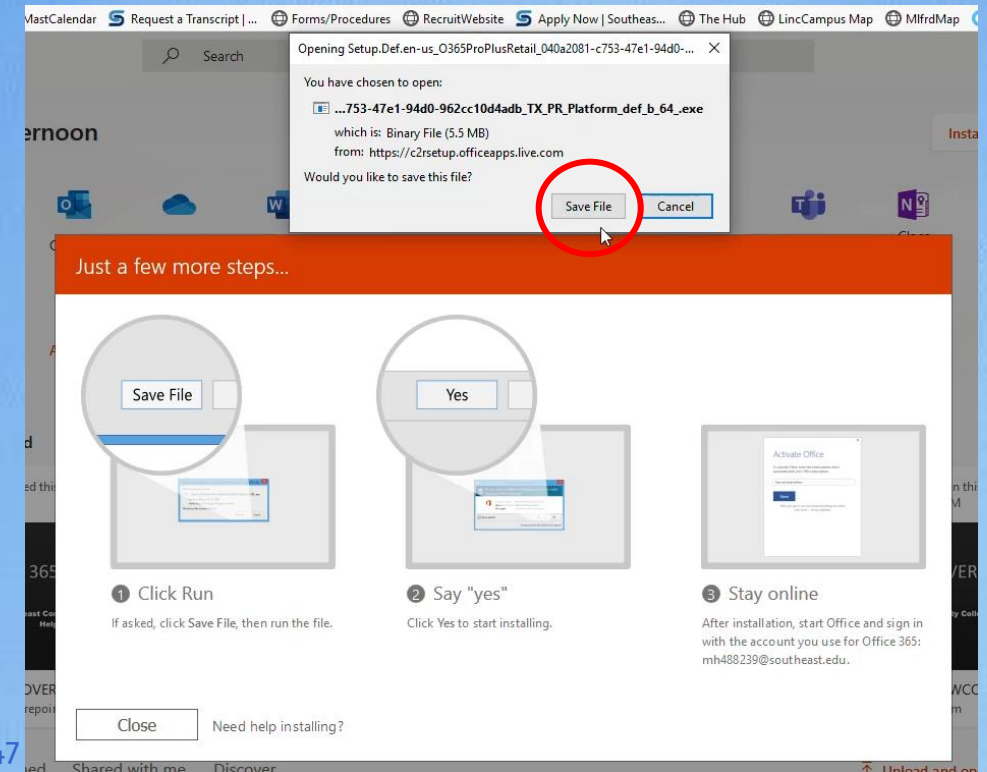

Step 4

Choose Office 365 Apps

Step 5

Choose to Save the file, Click Yes to start installing.

Stay Online, Activate Office and sign in with your SCC Credentials
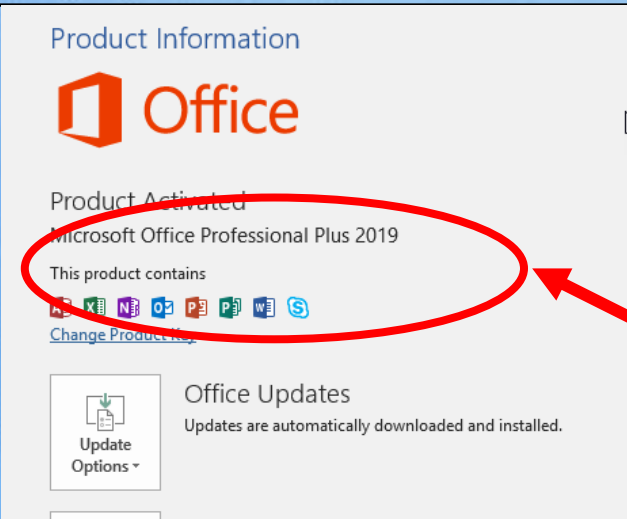
Note: Open Individual Apps, such as Word, OneDrive and Excel, from the Start Menu or search bar in Windows 10

402-437-2447
helpdesk@southeast.edu
» www.southeast.edu/helpdesk

Southeast Community College
HELPDESK

Which is installed: Office 365 or Office 2021

It is possible to use both on the same machine, ie, Office 365 Online apps and MS 2019 installed version, this is especially likely on an assigned or local SCC Computer.
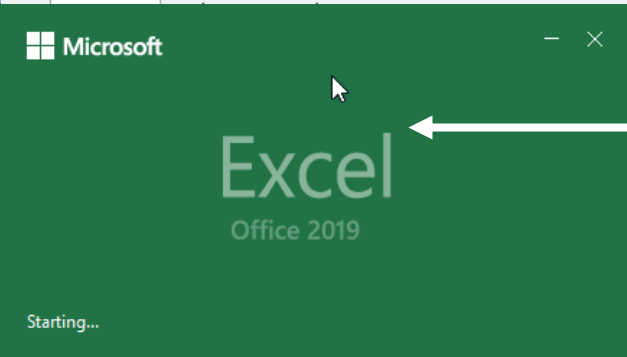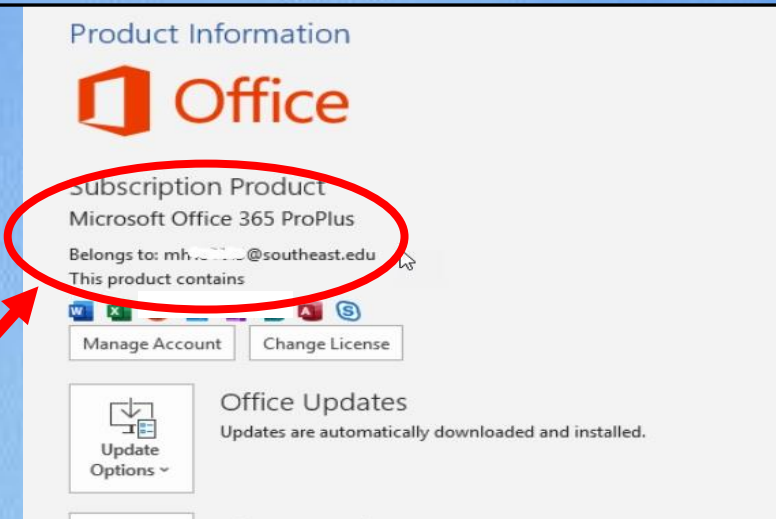
Please note: SCC PC's will have Office 2016/2019 installed. By policy, we do not install Office 365 over this.

To find version:

From an App, select **File > Account**

Product Information

Office

Product Activated
Microsoft Office Professional Plus 2019

This product contains

Change Product Key

Office Updates
Updates are automatically downloaded and installed.

Update Options

Activated One Time purchase version example

Product Information

Office

Subscription Product
Microsoft Office 365 ProPlus

Belongs to: mh........@southeast.edu
This product contains

Manage Account   Change License

Office Updates
Updates are automatically downloaded and installed.

Update Options

SCC Office 365 Subscription account example

Microsoft

Excel
Office 2019

Starting...

Upon startup, MS Apps will show Office 365 or Office 2016/2019 briefly

Microsoft

Outlook
Office 365

Southeast Community College
HELPDESK

402-437-2447
helpdesk@southeast.edu
» www.southeast.edu/helpdesk

Are all MS Apps available both as a Desktop/Tablet/Phone Install AND Online?

No, but most of them are.

Desktop/Tablet/Phone AND Online

Outlook (Default Screen for O365)

Word

PowerPoint

Excel

OneDrive.... Plus More!

PC Only

Access

Publisher

Southeast Community College
HELPDESK

I already have an older MS Office version installed on my home/personal PC. Can I install Microsoft 365 over this older version?

YES

- Make sure your computer meets the [system requirements](#) for the newest version of Office.

- In most cases when you run the Microsoft Office Setup program on a computer with an earlier version of Office installed, the earlier version is removed. However, there are instances when an uninstall is necessary, such as if you run into errors or problems during installation.

For a detailed treatment of various upgrade solutions, please see this Support.Office.Com article:
[Upgrade Non-Subscription copy of Office](#)

Southeast Community College
HELPDESK

402-437-2447
helpdesk@southeast.edu
» www.southeast.edu/helpdesk

What if I use older browsers and versions of Office that are not in mainstream support?

Microsoft 365 is designed to work with the latest browsers and versions of Office. If you use older browsers and versions of Office that are not in mainstream support:

Microsoft won't deliberately prevent you from connecting to the service, but the quality of your Microsoft 365 experience may diminish over time.
Microsoft won't provide code fixes to resolve non-security related problems.

Southeast Community College
HELPDESK

402-437-2447
helpdesk@southeast.edu
» www.southeast.edu/helpdesk

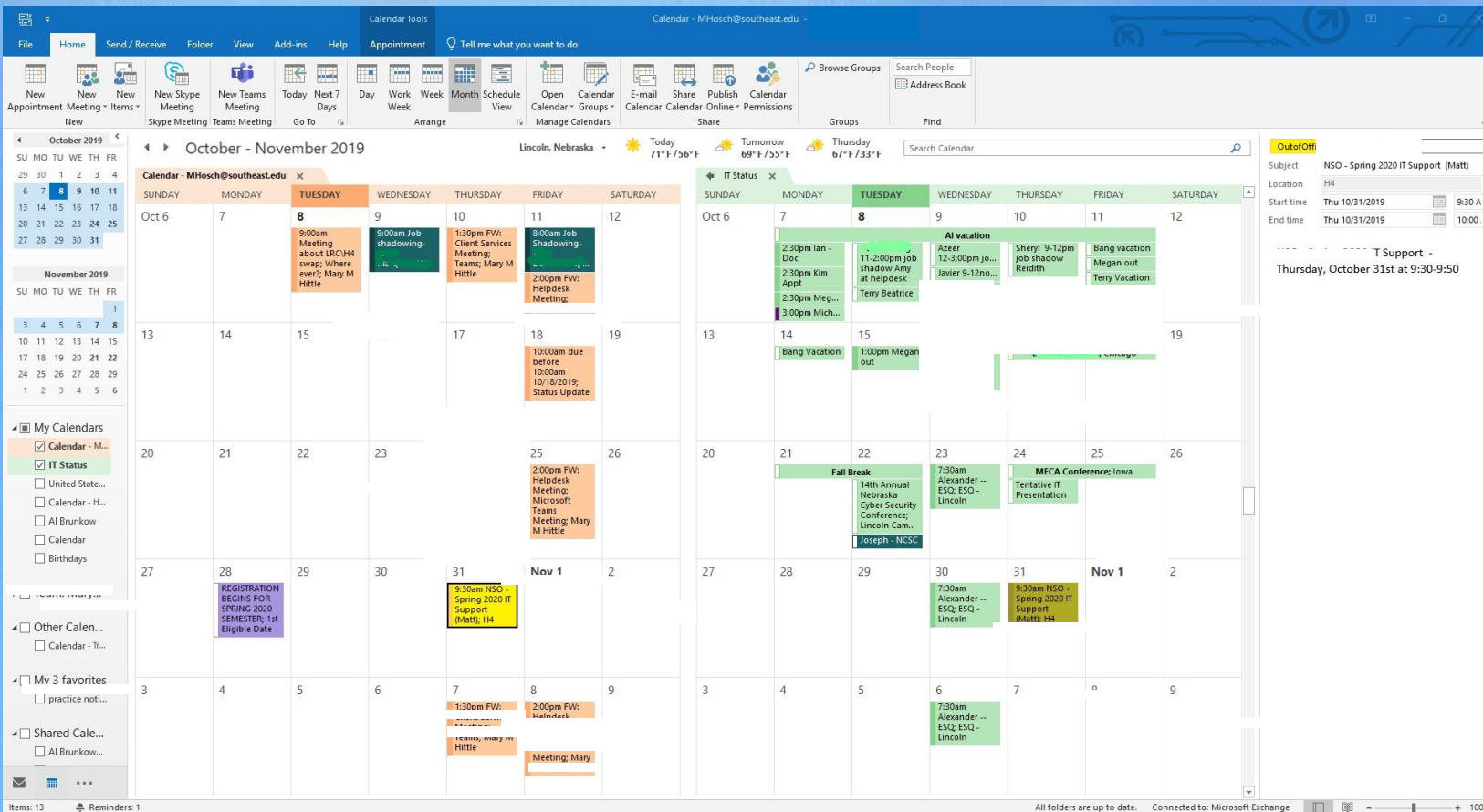# Will Office be identical on a PC, Mac or Mobile Device?

No. Office applications are tailored to work best on each platform and device. The Office applications available for Mac users and the version numbers may be different from those available for PC users.

Southeast Community College
HELPDESK

402-437-2447
helpdesk@southeast.edu
» *www.southeast.edu/helpdesk*

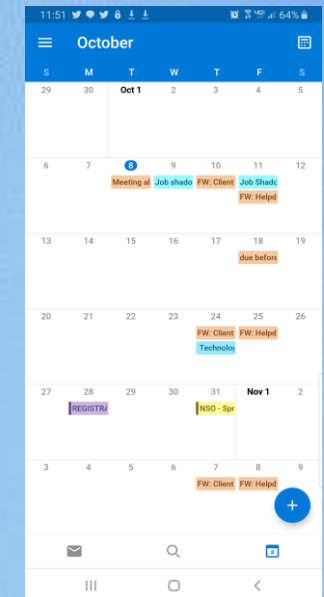Productivity and ease of use increase with screen size, speed, and memory.

Installed Apps (Desktop, etc.) are more capable than browser-accessed O365 versions.

Gain familiarity across platforms, then pick the best choice for your situation!

22" Desktop Monitor

6.3" Smartphone

Southeast Community College
HELPDESK

402-437-2447
helpdesk@southeast.edu
» www.southeast.edu/helpdesk

Real world example: IPAD Office 365 Online App Menu VS PC Online O365

Windows 10 PC O365 Online App Menu

Ipad Pro Online O365 App Menu

Southeast Community College
HELPDESK

402-437-2447
helpdesk@southeast.edu
» www.southeast.edu/helpdesk