

Under the RSCCD Microsoft license agreement, faculty and staff are qualified to use the Microsoft 365 online environment, which is filled with valuable resources (at no additional cost) such as:

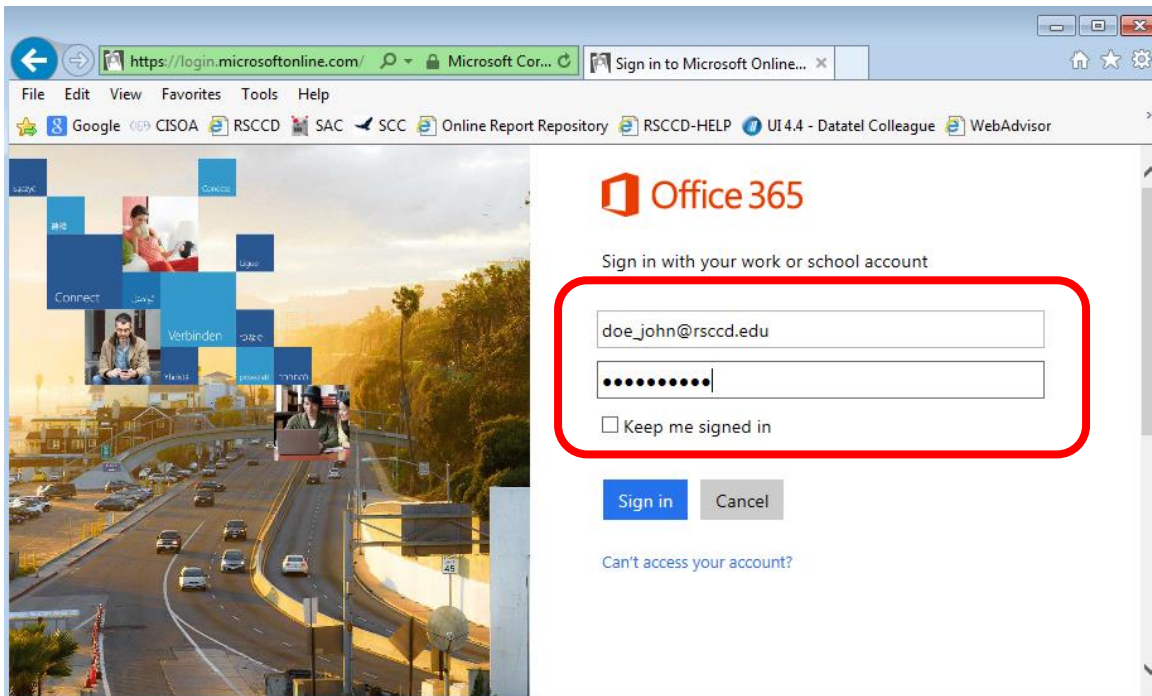
- Download and install the full office suite of products, including Microsoft Word, Excel, PowerPoint, Outlook, and/or OneNote
- Use the **ONLINE** version of Microsoft Word, Excel, PowerPoint, and/or OneNote
- Use Microsoft OneDrive, which is cloud storage for up to **ONE** terabyte and can be accessed from any device with Internet access

Access to the Microsoft 365 online environment is for employees of **SAC, SCC, and DO only; your access will be terminated immediately if/when your employment ends.**

Office 365 is intended for use on employee's home computers and tablet devices; not district desktop PC's – Microsoft Office 2010 or 2013 are already installed for your use.

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 365 online environment.

Link to login to Microsoft 365: <https://login.microsoftonline.com>



Login using
your email
address and
network
password

Once you login you will see a screen similar to the one below:

Discover something new today.

Install Office on your PC

Word Excel PowerPoint Outlook OneNote

Install now

Language: English
Change language
Troubleshoot installation

Got a Mac? Sign in there to install the latest version of Office for Mac. Or a smartphone or iPad? [Set up mobile apps](#)

FULL version of Microsoft Programs

Cloud storage for up to ONE terabite

Collaborate with Office Online

OneDrive Word Online Excel Online PowerPoint Online OneNote Online

ONLINE version of Microsoft Programs

If you click on **OneDrive**, 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
- "Edit" a document
- "Manage" your documents
- "Share" documents with one or more users

NOTE: The "Shared with Everyone" folder shown below is **PUBLIC to SAC, SCC, and DO users!** Do not put anything in this folder unless you want it to be accessed by everyone within our network.

Office 365

BROWSE FILES LIBRARY

search OneDrive

Documents

- Shared with me
- Followed
- Recycle bin

USE OFFICE ON DEMAND

OneDrive @ Rancho Santiago Community College District

Documents

Welcome to your OneDrive for Business, the place to store, sync, and share your work. Documents are private until shared. [Learn more](#)

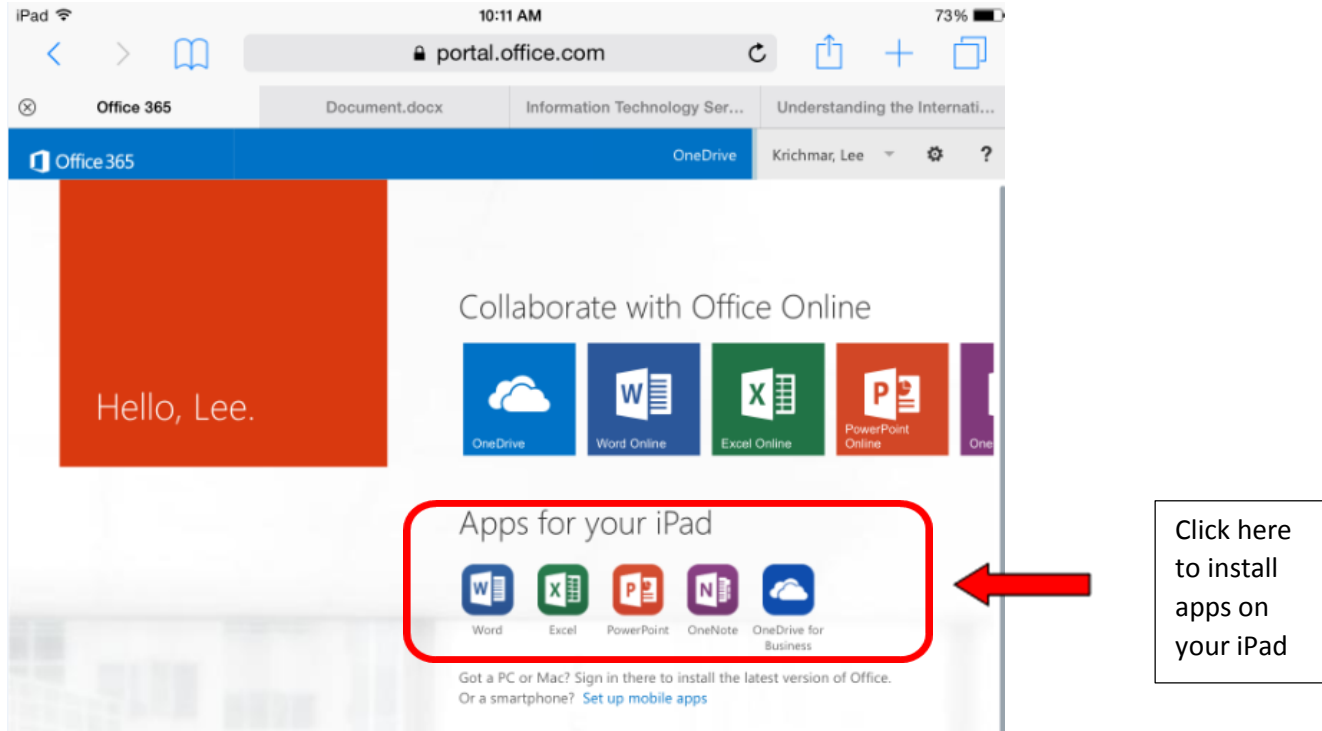
new upload sync edit manage share

Find a file

✓	Name	Modified	Sharing	Modified By
	Shared with Everyone	Yesterday at 3:42 PM	Public	Krichmar, Lee
✓	AVC-ITS_Priorities_MasterList ✱	Yesterday at 5:13 PM	Public	Lyle, Phil
	ITS_Logo ✱	Yesterday at 3:43 PM	Public	Krichmar, Lee
	Rsmart Schedule ✱	5 hours ago	Private	Krichmar, Lee

Drag files here to upload

If you want to install the available Microsoft Office applications on your iPad, then login from your iPad and you will see the screen below:



You need to login using your email address and network password to edit documents with Microsoft 365.

This is a very early release of information, so we appreciate your patience.