

NEED HELP?

Office 365 Guide for SRJC Students

To Access Your BearCubs Email Account:

- 1. Make sure you are registered for a course during the semester you are looking to download the Office 365 applications. You must be enrolled in a course to be able to send/receive emails from outside the SRJC organization (this includes Office 365). If you are not enrolled in the course, you will not be able to receive the sign-up code when that time comes.
- 2. Check the email you registered to the college with. All students are automatically assigned a BearCubs email account (Ex: Mickey Mouse will be assigned: mmouse@bearcubs.santarosa.edu). Once you have your BearCubs email, activate it by going to Gmail. The password for your BearCubs email will be the 9 digits of your Student ID. (Ex: 888999777).

If you cannot locate your assigned BearCubs email address in your personal email. Please contact our office for assistance.

To access Office 365 (Microsoft Office):

Now that you have your BearCubs account set up, you will be able to download Office 365.

- 1. Go to https://www.microsoft.com/en-us/education/products/office
- 2. Enter your BearCubs email address.
- 3. Open another tab, go to Gmail, and use your BearCubs account information to log in.
- 4. Check your email for a sign-up code.

k on Install Office

5. Enter the sign-up code and continue with the instructions.

To start using the apps or install them on your laptop:

- 1. Once you are logged into your Office 365 account, you will be able to locate the Microsoft apps (Word, Excel, PowerPoint, etc) on the left-hand side of the screen.
 - a. Using the apps from here works similarly to apps available through Google (Drive, Docs, Sheets, etc.), meaning they are online-based. To send/share your files, simply copy the document link and share via email.
- 2. To download and install the apps to your desktop (PC or Mac only), click on the "Install Office" button on the upper right-hand side of the screen.

*You may run into issues if using a Mac, depending on the model, updates, and storage available on your computer. Still, you are to use the apps via your account. *

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Questions? Contact us!

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