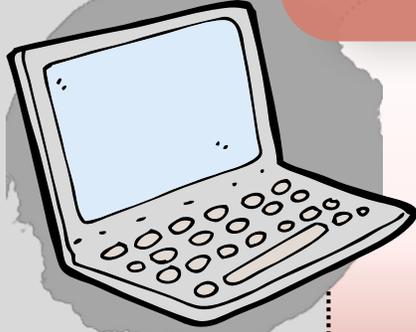


Office 365 Guide for SRJC Students

To Access Your BearCubs Email Account:



NEED HELP?

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.

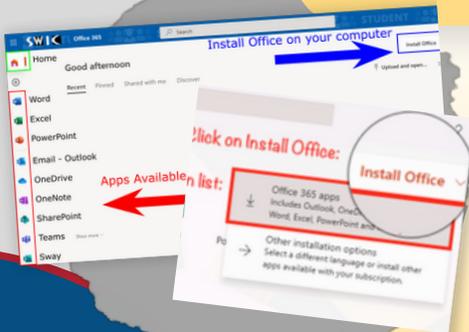
To access Office 365 (Microsoft Office):

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.
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. ***

Questions? Contact us!

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