

Guide for Students

Office 365 Education for Students is included with tuition and fees and is available to current MACC students, faculty, and staff as part of MACC's Microsoft Office campus agreement.

This account is associated with the school and is available for student and employee personal or academic use.

What Does this Include?

- Latest versions of Microsoft programs:
 - Word, Excel, PowerPoint, Outlook, OneNote, and OneDrive
- 1TB of OneDrive storage
- Installation on up to five PCs or Macs, and Office apps on other mobile devices including Windows tablets and iPad
- Users can edit and collaborate using Office Online, Teams Yammer, and SharePoint sites

How Do I Download Office Programs to my Computer?

Warning: If you already have Microsoft Office installed, do not download Office 365 unless you first uninstall the other versions (for example, trial versions) of Microsoft Office.

1. Log into Office.com with your MACC email on the computer where you want to download Microsoft Office.
1. Open the "Install Office" menu (top right) on your dashboard, select the appropriate option and follow the prompts to complete the download process.

What the TECH?

Accessing your MACC Student Email

1. Open a web browser
2. Go to Office.com and click Sign in
3. Enter your MACC email address.
Your email address is
"studentID@mail.macc.edu
(123456@mail.macc.edu)
4. Enter your MACC password (same as Canvas or myMACC)
5. Click the Outlook icon

If you do not know your login credentials, contact:
HelpDesk@macc.edu or (660) 263-4100 ext. 11555

Accessing email from a mobile device?

Microsoft offers a robust, mobile friendly app available for Android and IOS devices.

Go to your App Store and download Microsoft Outlook.



HelpDesk@macc.edu

(660) 263-4100 ext. 11555

InstructionalTechnology@macc.edu

(660) 263-4100 ext. 11525

Important: You can use the plan until you are no longer employed or enrolled at MACC. User eligibility may be re-verified by Microsoft at any time. At expiration, the Office applications enter a reduced-functionality mode, which means documents may be viewed but it is not possible to edit or create new document. In addition to online services associated with the school email address, for example Office, Online and OneDrive, will no longer work. Office 365 Education for Students is licensed for use only by the eligible student or employee at a qualifying school.