

Get Microsoft Office for FREE, with your WCC Email Account!



Westchester Community College has partnered with Microsoft to announce Office 365 Professional Plus to all students at no cost. As a student, with an activated MyWCC student account (<https://mywcc.sunywcc.edu>), you are given a Westchester Community College email account (e.g. [userid@my.sunywcc.edu](mailto:user@my.sunywcc.edu)).

This WCC email account will allow you to install the latest versions of the Office suite applications on your personal computer devices and Office Online collaboration tools for **FREE!** We know that these free Microsoft Office applications will improve your ability to be productive students and excel during your academic career at WCC!


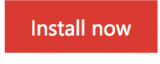
How does this work?

1. **Office 365 Pro Plus is a full version of Office** and is available to students enrolled at Westchester Community College.
2. Each subscription license **allows you to install Office 365 Pro Plus and Office Mobile on up to 5 devices** - Mac, PC, or mobile (iOS, Android, and Windows Phone).
3. **Office 365 and can be used offline**; however, students must connect to the Internet once every 30 days to verify they are still eligible for the program
4. Your Office 365 subscription will also include **OneDrive** – where you may save all of your files online for easy access and access all of your schoolwork on all of your devices with **1 Terabyte (1000 Gigabytes) of free online storage**. You can download and install the OneDrive application on your computer or your mobile device to store, edit, save and view all of your files.


What does your Office 365 Pro Plus subscription include?

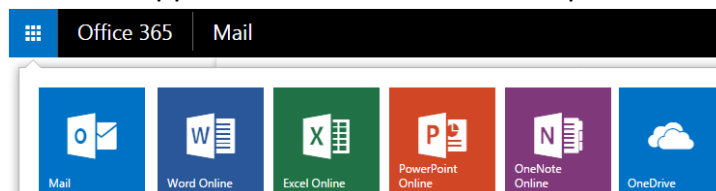
For PC	For Mac	For iPhone	For Android
Word	Word	Word Mobile	Word Mobile
Excel	Excel	Excel Mobile	Excel Mobile
PowerPoint	PowerPoint	PowerPoint Mobile	PowerPoint Mobile
OneNote	Outlook	One Drive	One Drive
Outlook	One Drive	Outlook Mobile	Outlook Mobile
One Drive			


How to install Office on your computer with your WCC email account?

1. Before you start, uninstall previous versions of Microsoft® Office.
2. Go to <http://outlook.com/my.sunywcc.edu>
3. Log on to your **WCC** email account with your student email address and password.
4. In Outlook Web Access (OWA), click the  icon on the top-left menu.
5. Uncheck the *Make Bing your search engine* and *Make MSN your browser homepage*, and click on the  button.
6. Follow the prompts and accept the license agreement.
7. When you see the **You're good to go** prompt, click **All Done**.
Note: You may be asked to sign with your Office 365 subscription, and then you will sign in with your WCC email account and password.

How to use Word, PowerPoint, and Excel in an online manner?

1. Before you start, uninstall previous versions of Microsoft Office.
2. Go to <http://outlook.com/my.sunywcc.edu>
3. Log on to your **WCC** email account with your student email address and password.
4. **Click** the App Drawer  icon on the top-left menu.



5. For the **click** on one of the Office Online applications (Word Online, Excel Online, PowerPoint Online, OneNote Online).
6. On your first time, you must set up your OneDrive application account by clicking the  button.

WCC Student Support

If you have questions on how to activate your student account on MyWCC (<https://mywcc.sunywcc.edu>) or need help with accessing your MyWCC student account, contact the **MyWCC Student Helpdesk** at MyWCCHelpdesk@sunywcc.edu or call **914-606-5600**.