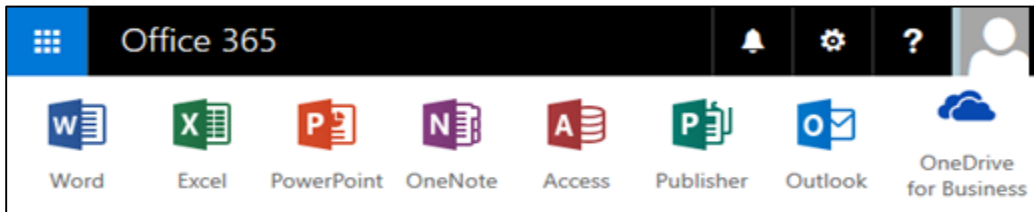


Get Microsoft Office for FREE, with your WCC Email Account!



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!**

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

Word
Excel
PowerPoint
Access
Outlook
One Drive
OneNote
Publisher

For Mac

Word
Excel
PowerPoint
Outlook
One Drive

For iPhone

Word Mobile
Excel Mobile
PowerPoint Mobile
One Drive
Outlook Mobile


For Android

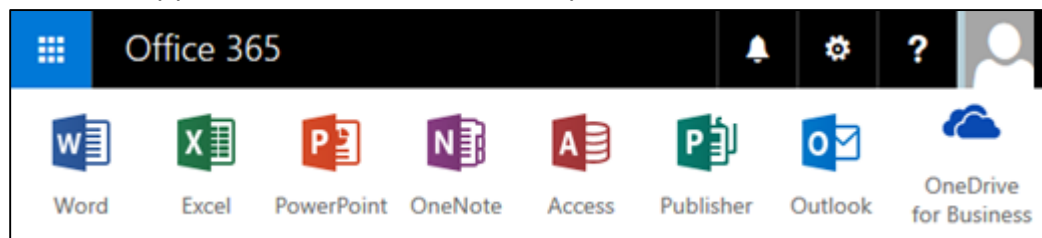
Word Mobile
Excel Mobile
PowerPoint Mobile
One Drive
Outlook Mobile

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 **Office 365** icon on the top-left menu.
 5. Uncheck the *Make Bing your search engine* and *Make MSN your browser homepage*, and click on the **Install now** 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 **Go to OneDrive for Business** 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**.

FAQ

Troubleshoot installing Office and Office 365

If you encounter any issues installing Microsoft Office, please go to Microsoft's support website for Office 365: <http://tinyurl.com/troubleshoot-installing-Office>

What does "365" mean?

A Microsoft Office product with the "365" designation means that the software is offered to you on an annual subscription basis. There are no CDs to install and no Product Key to enter. With your Westchester Community College e-mail account, you can access Office 365 for free. This user-based service allows you to access Office on a subscription basis on a variety of your devices. You can activate the software on up to five computers and deactivate licenses that you are not using in your account settings.

Do other colleges and universities have this program?

Yes, hundreds of colleges around the country have implemented this free program for students.

Will I have to do anything after the installation is complete?

Yes, after the installation, or when you first use an application, you will be asked to activate the software. Select the activation for an Office 365 account—not the option for an activation code.

If I leave the college, will I still be able to use the software?

You will be able to use the software for one additional semester (Fall or Spring). After that time, the system will prompt you with an offer to purchase the software for your personal use. You can purchase Office 365 Personal for as low as \$70 per year on Amazon, which enables an installation on one PC or Mac and one iPad or Windows tablet. As an alumnus, your SUNY WCC email account will always remain active.

Office came with Skype, but I can't sign in. What's wrong?

While Skype may be included as part of the ProPlus software package, Westchester Community College students currently does not offer Skype at this time.

How does Office 365 ProPlus differ from the product called Office Online?

Office Online is a free web-based version of Microsoft Office—with less functionality and fewer features than the full version of Office—but is fully compatible with all the applications. For example, you can begin a PowerPoint presentation in PowerPoint Online, open it in desktop PowerPoint to apply sophisticated features, and then view and share it using PowerPoint Online.