

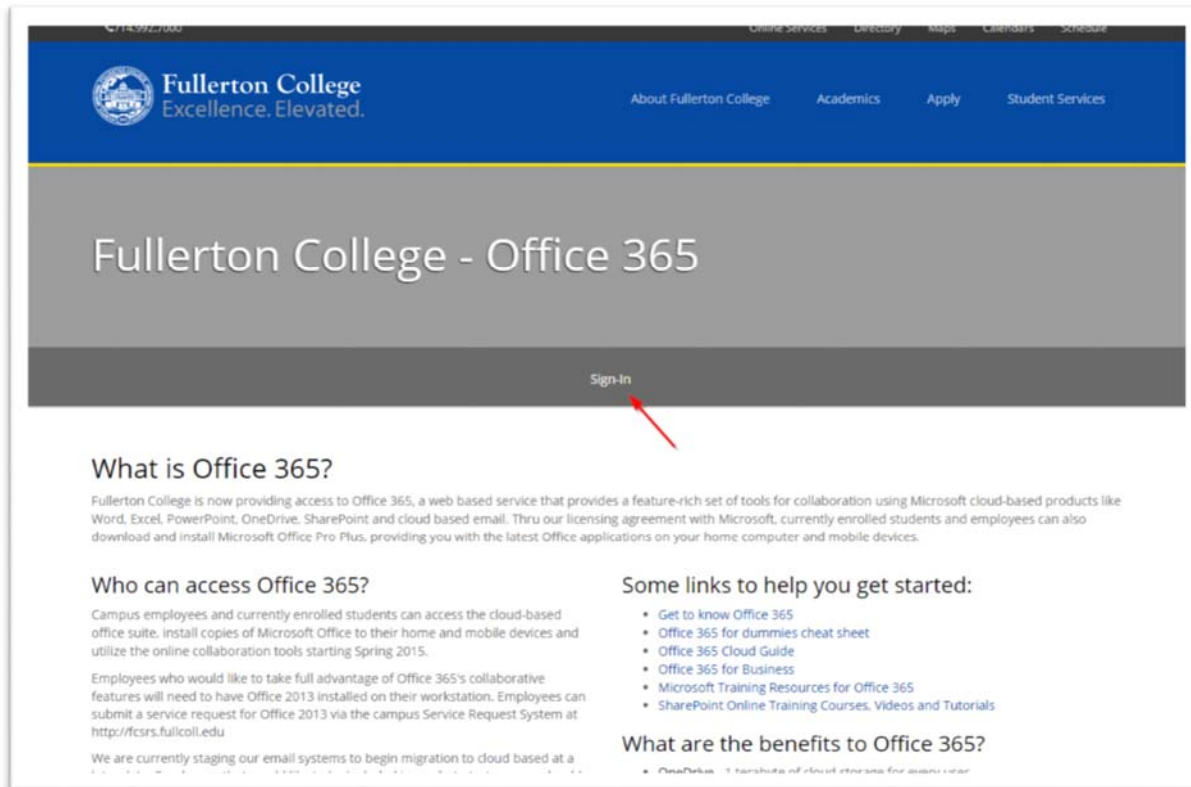
Getting Office 365 and Access

Students can download and install Office 365 through the following steps:

1. Go to the web site <http://o365.fullcoll.edu> (use the letter o and not zero).

You see the web Office 365 Web Page.

2. Click the Sign-in link:



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Fullerton College - Office 365

Sign-In

What is Office 365?

Fullerton College is now providing access to Office 365, a web based service that provides a feature-rich set of tools for collaboration using Microsoft cloud-based products like Word, Excel, PowerPoint, OneDrive, SharePoint and cloud based email. Thru our licensing agreement with Microsoft, currently enrolled students and employees can also download and install Microsoft Office Pro Plus, providing you with the latest Office applications on your home computer and mobile devices.

Who can access Office 365?

Campus employees and currently enrolled students can access the cloud-based office suite. Install copies of Microsoft Office to their home and mobile devices and utilize the online collaboration tools starting Spring 2015.

Employees who would like to take full advantage of Office 365's collaborative features will need to have Office 2013 installed on their workstation. Employees can submit a service request for Office 2013 via the campus Service Request System at <http://fcsrs.fullcoll.edu>

We are currently staging our email systems to begin migration to cloud based at a

Some links to help you get started:

- [Get to know Office 365](#)
- [Office 365 for dummies cheat sheet](#)
- [Office 365 Cloud Guide](#)
- [Office 365 for Business](#)
- [Microsoft Training Resources for Office 365](#)
- [SharePoint Online Training Courses, Videos and Tutorials](#)

What are the benefits to Office 365?

- [OneDrive](#) - 1 Terabyte of cloud storage for every user

3. Enter the Fullerton College email in this format:

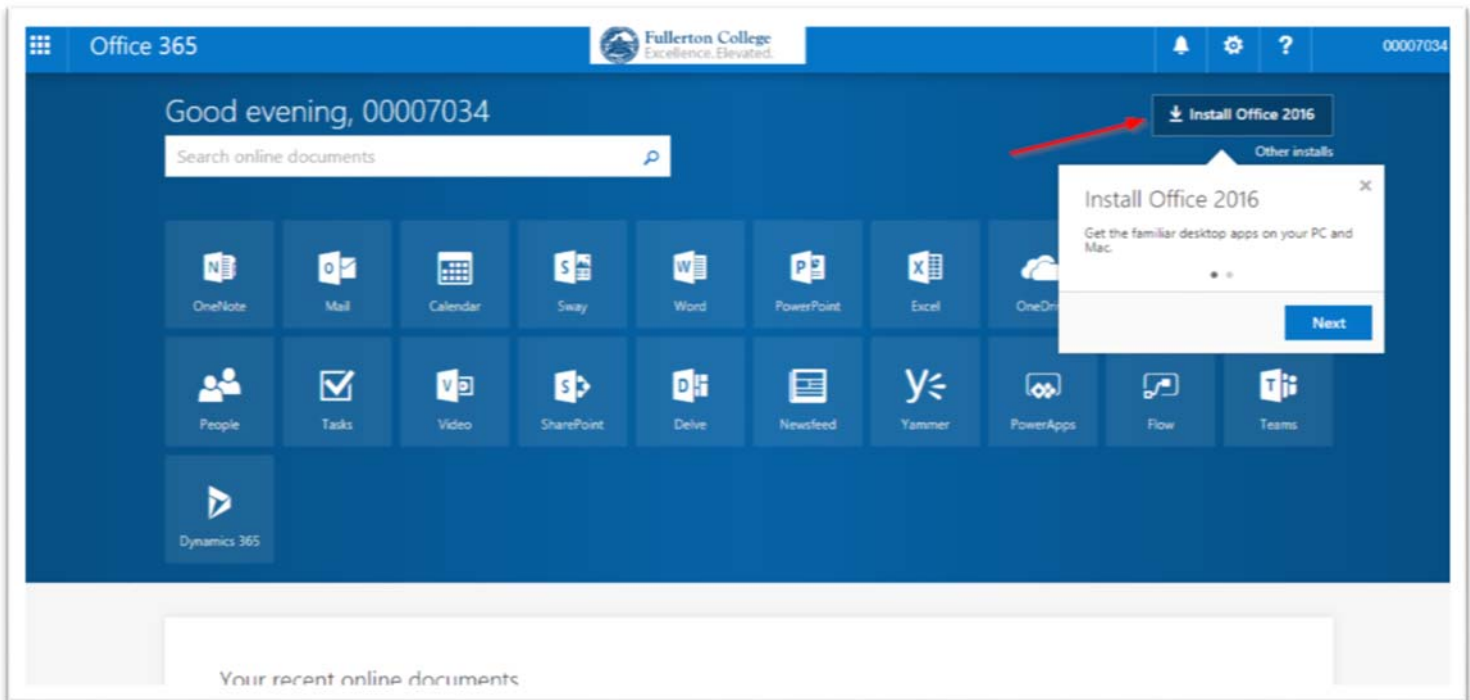
[student id number]@fullcoll.edu

for example, if your student ID number is 123456 you would enter:

123456@fullcoll.edu

4. Press the Tab key. You will be re-directed (but the page looks the same).

5. Enter your Banner password in the Password field and click Sign-in. You see the Office 365 Sharepoint screen.
6. Click the Install Office 2016 button.



You will download a program. Run this program and you will be able to download Office 365.

Another way to get Office is to go to the College Buys site at:

<http://foundationccc.org/CollegeBuys>

This has a link where you can purchase office 2016 for \$40.00

To get Access 2016 you must create an account on the Fullerton College DreamSpark web site. You will receive an email from the DreamSpark administrator with a link to instructions for creating an account on DreamSpark.