

Microsoft 365 Apps free Subscription

SCC Students and Employees can access Microsoft 365 Apps free!

Most Windows PC's already have Microsoft 365 Applications* installed which means that you can start using them right away after logging in with your SCC Hub Username and Password! [Click Here for Sign In instructions](#) or [HERE](#) if the Office Apps are not present on your computer

Most Macbooks Can Install the Microsoft Office Suite, click [HERE](#) for Instructions

Iphone or Ipads can install the Microsoft 365 Suite OR Individual Apps as needed, click [HERE](#) for instructions

Android Users can install and set up any apps included with your Microsoft 365 subscription on their Android or iOS devices, click [HERE](#) for Instructions

**formerly Office 365*

Access the Microsoft 365 Applications!

If your Apps are already Installed- Most Windows PC's are shipped with the MS apps installed! By default, updates for Microsoft 365 Apps are downloaded automatically from the internet and applied in the background, without any user or administrator intervention. This means that your pre-installed Microsoft 365 Apps, even if they are older, should be ready to use after you log in. [CLICK HERE FOR LOGIN INFO](#)

If you have a year specific “Forever” copy of Microsoft Office such as Office 2013, 2016, 2019 or 2021- you cannot log into this with your SCC Hub Credentials, you MUST reinstall ([CLICK HERE FOR INSTALL INFO](#))

While you are an SCC Student or Employee, you can access the Microsoft Office applications for free using your Microsoft 365 Subscription. This is a complete version of Microsoft Office and can be installed on up to 5 computers.

(Note: Microsoft Access is not available for Apple devices. Google Chromebooks are limited to Web-Accessed versions only.)

You must be connected to the internet while the download/install is running.

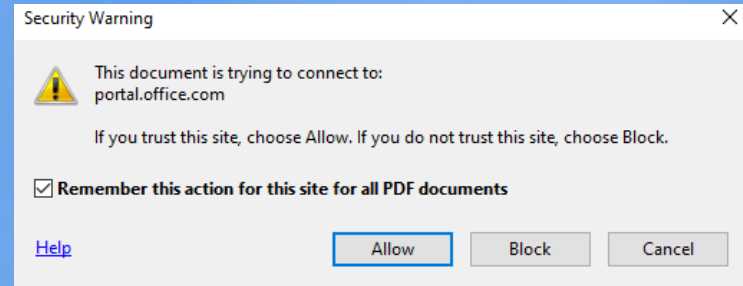
If you need to Install MS Apps

- To replace older versions or for Apple Macbooks
- If the Apps are not present on your PC

1. Open the download

link: **CLICK HERE**

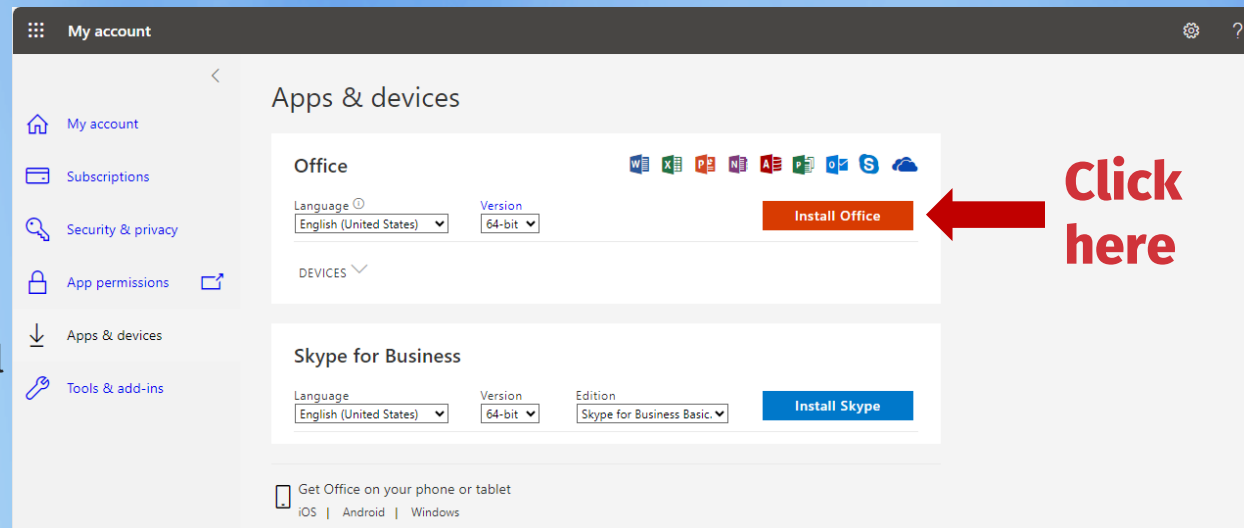
If you see the a Security Warning, click “Allow”



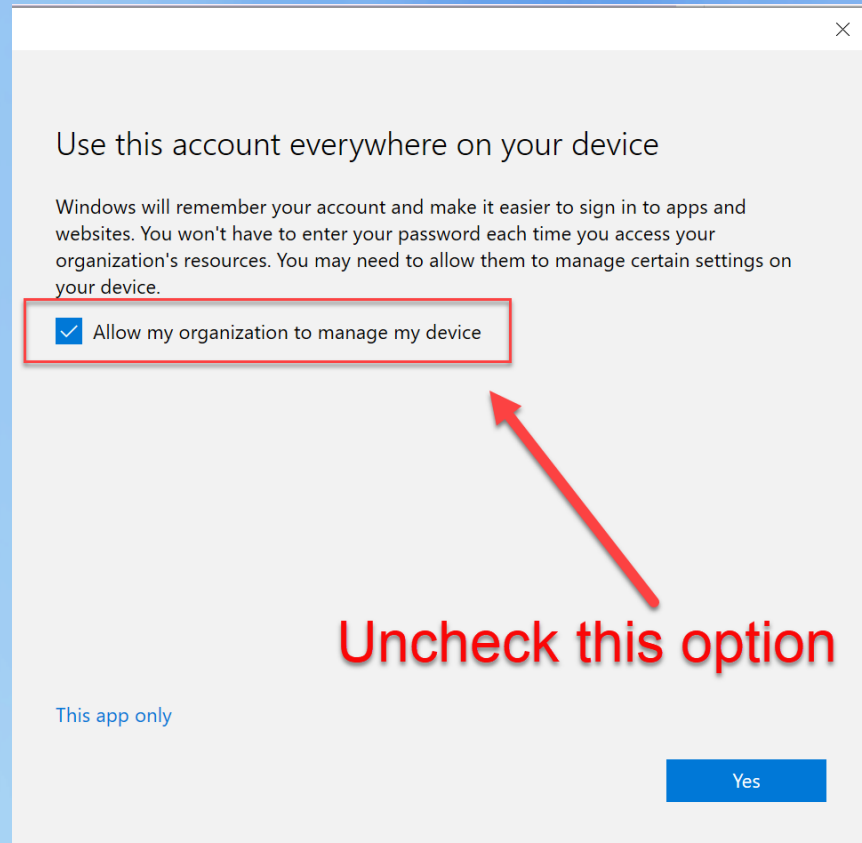
2. Click on the **Install Office** button to start the download.

3. Depending on your browser, select Run (in Edge), Setup (in Chrome), or Save File (in Firefox).

4. If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select Yes.



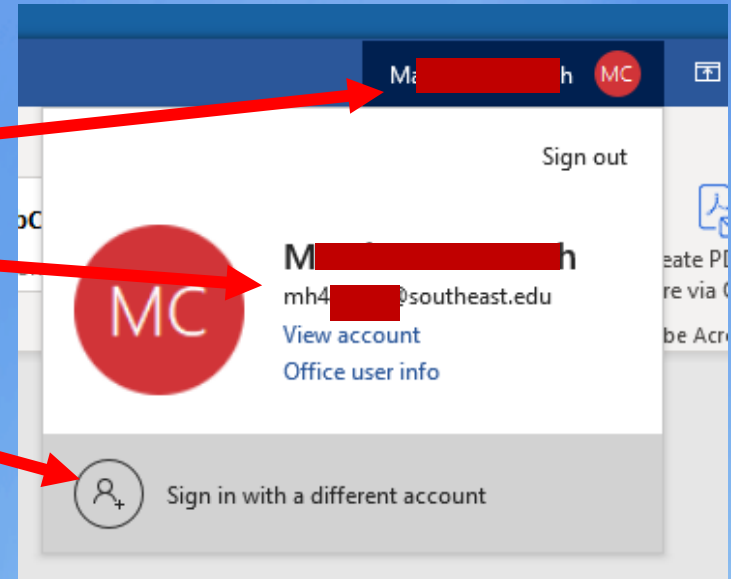
5. If you are prompted to “Allow my organization to manage my device”, **make sure to uncheck this option** and click “OK” or “Yes”



Student/Employee log in to MS 365 Apps

To start using the applications after installation or if they are already installed, just launch one of the Apps (MS Word Example below) and click on the account name on the top right of the screen.

1. Click on account name on top right of application
2. The account should be your name plus SCC Username with ID#
3. If it is not, click "Sign in with a Different Account"



4. You will need to enter the same username and password that is used to log into The Hub.

- Accept the Microsoft User license when the prompt appears
- You are now logged in to **ALL** of the MS 365 Applications!

Note: you can continue to use this software on your personal devices as long as you are an active Student or Employee. Once become inactive, the functionality of this software will end and any data you have stored on OneDrive will no longer be accessible.

For information on purchasing through the Workplace Discount Program (SCC Staff/Faculty), click here: [Workplace Discount program for Office](#)