

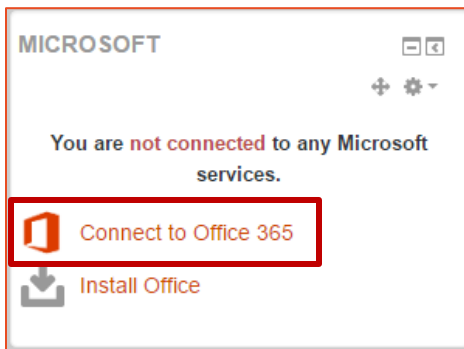
# Microsoft Block & Office 365

## Overview

Moodle allows an integration with Office 365, via the **MICROSOFT** block. This block will appear on every course home page. Users will use this block to sign on to their SCC Microsoft Office 365 account. After doing so, the block will allow users direct access to OneNote, OneDrive, Sway, and Docs. Users can also download Office directly from this block (Office can be installed on up to 5 personal devices as long as the user is an active student or employee of SCC). In addition, by connecting to Office 365 via this block, users will be able to pick files from their OneDrive cloud storage when using the File Picker in Moodle.

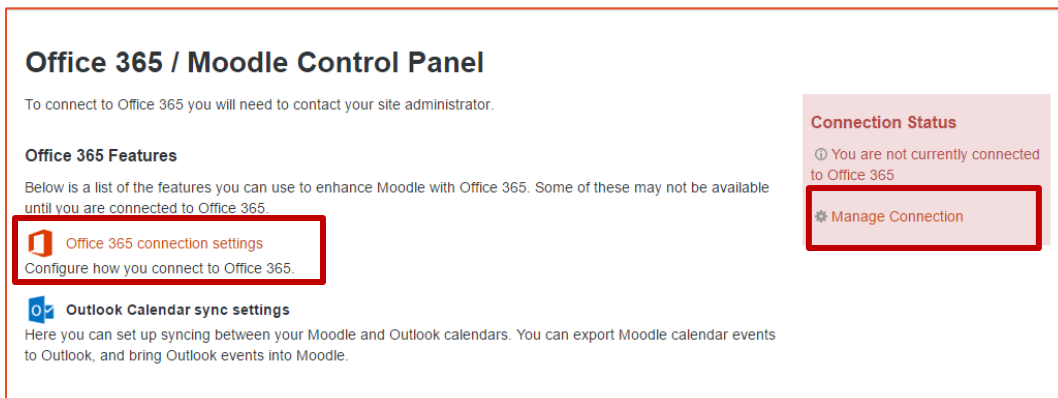
## Step 1

Find the **MICROSOFT** block as it is displayed on your course home page. Click on **Connect to Office 365**.



## Step 2

Click the link for **Office 365 connection settings** OR **Manage Connection** from the box at the right.



## Step 3

Click the link that says **Link your Moodle account to an Office 365 account**.

### Office 365 connection settings

Here you can configure how you connect to Office 365. To use Office 365 features, you must be connected to an Office 365 account. This can be accomplished as outlined below.

You are not connected to Office 365.

**Connection Options:**

#### Link your Moodle and Office 365 accounts

Linking your Moodle and Office 365 accounts allows you to use Office 365 Moodle features without changing how you log in to Moodle. Clicking the link below will send you to Office 365 to perform a one-time login, after which you will be returned here. You will be able to use all the Office 365 features without making any other changes to your Moodle account - you will log in to Moodle as you always have.

**Link your Moodle account to an Office 365 account.**

## Step 4

Sign in to your SCC Office 365 account. Remember that the format for the email as your log in is **SCCUsername@southeast.edu** (for example' **ab123456@southeast.edu**), and the password is your SCC password (same as for The Hub). If you share a computer with anyone else who uses Moodle or Office 365, do NOT check the option to 'Keep me signed in'!! If it is your own personal computer, you can do that, and you won't have to sign in each time. Otherwise, you'll have to sign into Office 365 each time you log in to Moodle.

### Sign in

Work or school, or personal Microsoft account

  
  
 Keep me signed in  
   
[Can't access your account?](#)

## Step 5

After you have successfully signed in to Office 365, you will be returned to Moodle and will see the message below letting you know your Connection Status.

**Office 365 / Moodle Control Panel**

Here you can manage your connection to Office 365.

**Office 365 Features**

Below is a list of the features you can use to enhance Moodle with Office 365.

- Office 365 connection settings**  
Configure how you connect to Office 365.
- Outlook Calendar sync settings**  
Here you can set up syncing between your Moodle and Outlook calendars. You can export Moodle calendar events to Outlook, and bring Outlook events into Moodle.

**Connection Status**

- ✓ You are currently connected to Office 365

You are linked to an Office 365 account.

- ⚙️ Manage Connection
- 🔄 Refresh Connection

If you would happen to accidentally be linked to the wrong user's Office 365 account, you can click on **Manage Connection** here to see the option to **Unlink your Moodle account from the Office 365 account** (as shown below). The MICROSOFT block has an **Edit Settings** link that will display the above screen and an **Office 365 connection settings** link that will take you directly to the screen below.

**Office 365 connection settings**

Here you can configure how you connect to Office 365. To use Office 365 features, you must be connected to an Office 365 account. This can be accomplished as outlined below.

You are linked to Office 365 account "tl88477@southeast.edu".

**Connection Options:**

**Link your Moodle and Office 365 accounts**

Linking your Moodle and Office 365 accounts allows you to use Office 365 Moodle features without changing how you log in to Moodle. Clicking the link below will send you to Office 365 to perform a one-time login, after which you will be returned here. You will be able to use all the Office 365 features without making any other changes to your Moodle account - you will log in to Moodle as you always have.

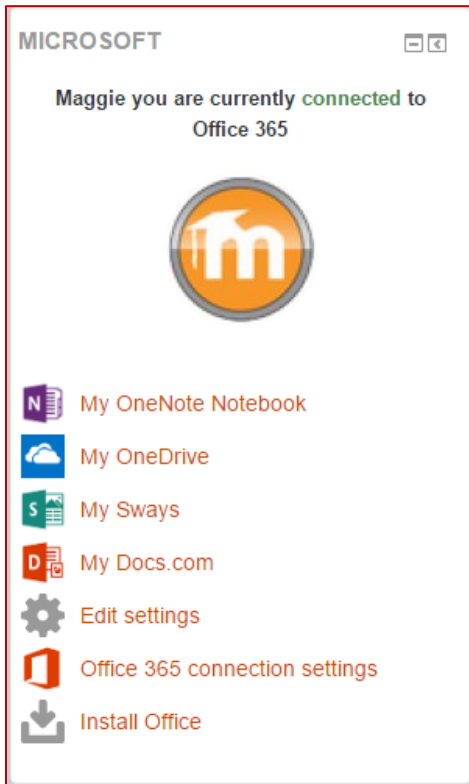
**Unlink your Moodle account from the Office 365 account.**

## Step 6

Click the **Home** link, the **SCC** link, or the **My Courses** link on the Moodle page to return to your course list and get back to your course.

## Step 7

The MICROSOFT block will now display with additional links and your connection status. You can access OneNote, OneDrive, Sway, or My Docs from this block. You can also manage your connection settings and install Office from this block. Users can install Office on up to 5 personal devices as long as they are an active student or employee at SCC.

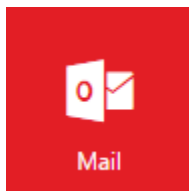


## Accessing Office 365 Email

Although there is currently not an Email link available in the Microsoft block, students and faculty can get to their SCC email from any of the other links after logging in. For example, click on **My OneDrive** in the Microsoft block of Moodle. Then, on the Office 365 OneDrive page that displays, click the “waffle” button in the top left corner of the Office 365 site.



Then click on Mail.



## Using the Office 365 Link in the File Picker of Moodle

In order to use the Office 365 link in the File Picker of Moodle, you must have connected to your Office 365 account already using the previous steps. If you have not done that, the Office 365 link will not work in the File Picker. Go through the previous steps first, and then you can use the Office 365 link in the File Picker.

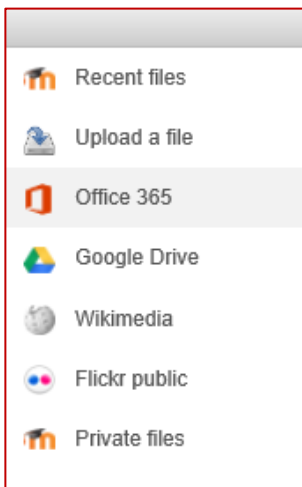
### Step 1

Anywhere you can upload or attach files (assignment, discussion, etc.), click the File Picker button as shown to the right.



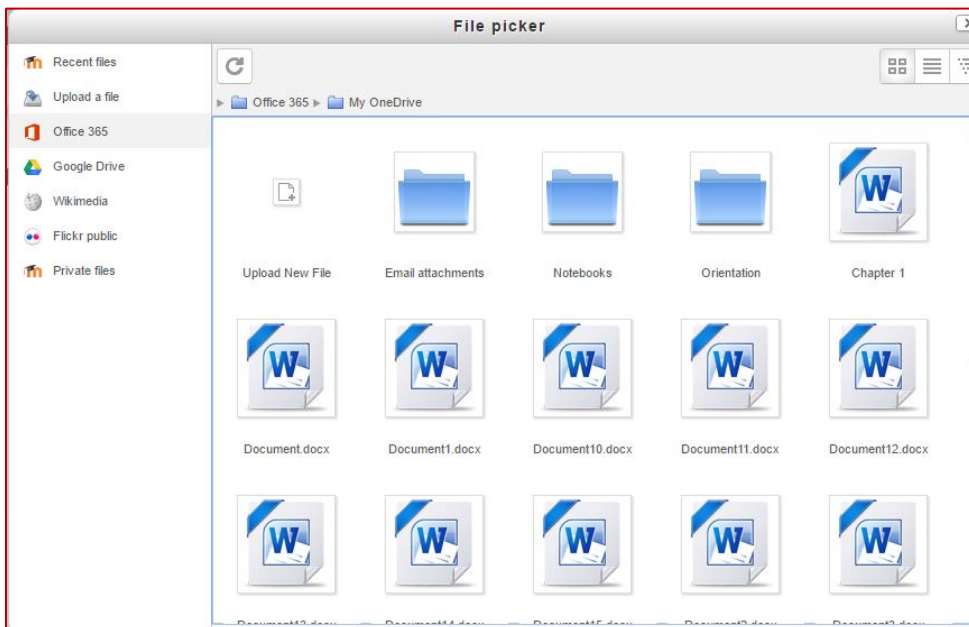
### Step 2

Click on **Office 365** on the left side of the File Picker window.



### Step 3

If necessary, click on the **MyOneDrive** folder to display the contents of your own **OneDrive** (view may differ based on your own view settings).

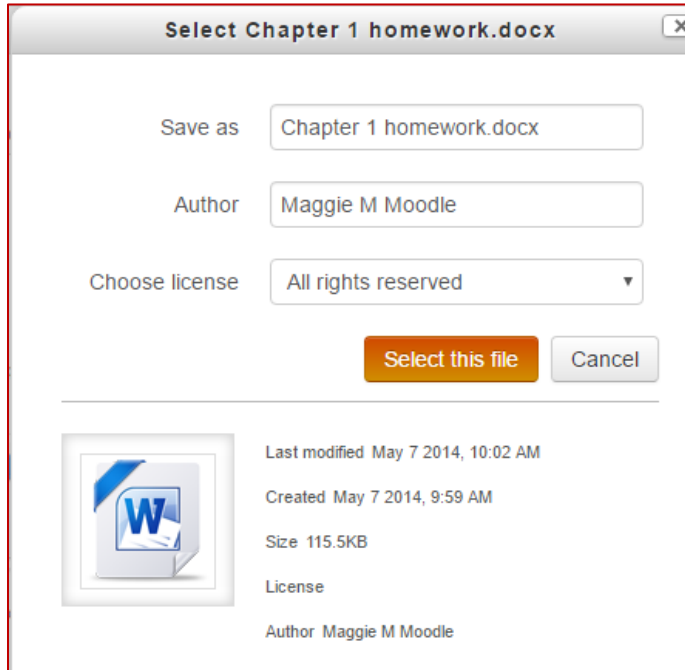


### Step 4

Click on the file you want to upload.

### Step 5

In the next box that displays, click the **Select this file** button.



### Step 6

**Save changes** and the file is uploaded.