

OFFICE 365 APPS AND “ONEDRIVE” STORAGE FEATURES

Southeast Community College has partnered with Microsoft to provide each student with a free email account and Microsoft Office 365. The SCC email account will be available to all students on campus or at home from the front page of The Hub at <https://thehub.southeast.edu>. SCC will communicate important messages to your SCC email account, so it is important that you check it frequently. You can also go directly to <https://outlook.office.com>.

Office 365 Education includes the following features which are all free to students:

Email and calendars: Use business-class email through a rich and familiar Outlook experience you can access from your desktop or from a web browser using the Outlook Web App. Get a 50 GB mailbox per user and send attachments up to 25 MB.

Web conferencing: Host online meetings with audio and video using one-click screen sharing, HD video conferencing, and virtual whiteboard.

Instant messaging: Connect with others via instant message and let people know your availability with your online status.

File storage and sharing: OneDrive gives users 1 TB of personal storage that syncs with their PC for offline access. Easily share documents with others through Office or SharePoint.

Team sites: Work together on projects, in study groups, or in clubs with team sites that help keep related documents, notes, tasks, and conversations organized together. Up to 300 subsites.

Office Online: Create and edit Word, OneNote, PowerPoint, and Excel documents from any modern browser.

Mobility: Sync email, calendar, and contacts; access SharePoint sites; view and edit Office documents with Office Online using a browser on Windows Phone, iOS, and Android devices