Under the RSCCD Microsoft license agreement, faculty and staff are qualified to use the Microsoft 365 online environment, which is filled with valuable resources (at no additional cost) such as:

- Download and install the full office suite of products, including Microsoft Word, Excel, PowerPoint, Outlook, and/or OneNote
- Use the ONLINE version of Microsoft Word, Excel, PowerPoint, and/or OneNote
- Use Microsoft OneDrive, which is cloud storage for up to ONE terabyte and can be accessed from any device with Internet access

Access to the Microsoft 365 online environment is for employees of SAC, SCC, and DO only; your access will be terminated immediately if/when your employment ends.

Office 365 is intended for use on employee’s home computers and tablet devices; not district desktop PC’s – Microsoft Office 2010 or 2013 are already installed for your use.

ITS DOES NOT support employee’s home computers; we are providing employees with installation instructions and login support only. ITS can only assist you with getting logged into the Microsoft 365 online environment.

Link to login to Microsoft 365: https://login.microsoftonline.com

Once you login you will see a screen similar to the one below:
If you click on OneDrive, you will see a screen similar to the one below, which will allow you to:

- Add “new” documents or folders
- “Upload” documents to the cloud
- “Sync” documents with your local device
- “Edit” a document
- “Manage” your documents
- “Share” documents with one or more users

**NOTE:** The “Shared with Everyone” folder shown below is **PUBLIC** to SAC, SCC, and DO users! Do not put anything in this folder unless you want it to be accessed by everyone within our network.
If you want to install the available Microsoft Office applications on your iPad, then login from your iPad and you will see the screen below:

You need to login using your email address and network password to edit documents with Microsoft 365.

This is a very early release of information, so we appreciate your patience.