Office 365

Introduction

When you join SRUC you get a SRUC email address and access to Office 365 for free. This lasts for the duration of time you are a student with SRUC.

Office 365 is the latest version of Microsoft Office and gives you access all applications including Outlook and Word **for free**.

Benefits

- You can download a free copy on to your own device
- You can access anywhere on any device
- You can store documents in OneDrive
- Microsoft Teams is included and you can easily access

Login

Your log on to Office 365 will be formatted as studentnumber@sruc.ac.uk

> Example:
>
> **S3001234@sruc.ac.uk**

First step

The first thing you need to do is go to www.office.com and sign in using this format: studentnumber@sruc.ac.uk (e.g. S3001234@sruc.ac.uk).

You will be asked for some security information and you will choose an option to proceed (e.g. text to mobile)

You will then be sent a code and will be able to proceed.

Accessing Office 365

You can access Office 365 in future by going to www.office.com

This takes you to the Office 365 portal where you can open each of the applications (such as Word, Outlook, Teams)

You can access this on any browser on any device as long as you are connected to the internet
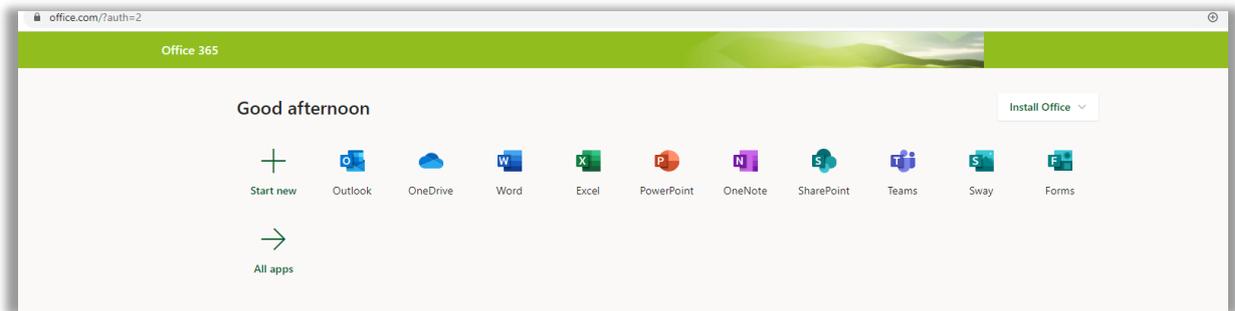
Alternatively, you can download a free copy of Microsoft Office on to your own device by clicking on this button after you log on www.office.com

Student Desktop

Another alternative to accessing Office 365 is logging on to the Student Desktop. Student Desktop is a really useful remote desktop service that allows you to log on over the internet and use your own device as if you were using a computer on campus.

To download student desktop go to www.sruc.ac.uk/studentdesktop and click download:

After it has downloaded, log on with org\studentnumber and your password. For example:

Org\S3001234

Password

<u>Moodle</u>

Another way you can access Office 365 is by clicking the links available on the [Moodle home page](#).
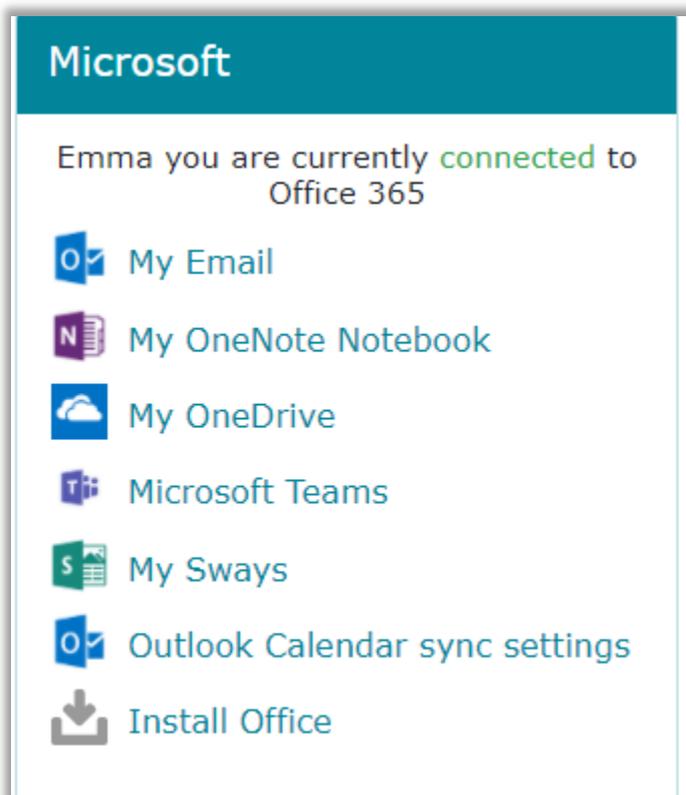
<u>Mobile Apps</u>

You can also download the mobile apps for Android and iOS devices. To do this, simply go to the app store or play store and search for each application (e.g. "word","outlook","teams") and download.

As usual, log on with the format [studentnumber@sruc.ac.uk](#) and your password (e.g. [S3001234@sruc.ac.uk](#))

<u>Need help?</u>

For any help with Office 365 please contact the Shared Service Delivery Team on 0131 535 4444 or email sidssd@sruc.ac.uk

Our opening hours are Monday to Thursday 08:00 – 17:30 and Friday 08:00 – 17:00