

## Get Office 365 With A Student Account

1. Navigate to [svcc.edu/login](http://svcc.edu/login) in your browser and select the icon labeled “Office 365 Login.”



**Office 365 Login**

2. Use your Sauk credentials to log into your student account.
3. Follow the on-screen prompts to install the Microsoft Authenticator.

### Let's keep your account secure

We'll help you set up another way to verify it's you. Follow the prompts to download and set up the Microsoft Authenticator app.

[Use a different account](#)

[Learn more about the Microsoft Authenticator app](#)

[Next](#)

4. Install Microsoft Authenticator from the app store on your mobile device and open it.

When asked to sign in, select cancel on the upper left of your mobile device to get to the authenticator home screen. Allow notifications when prompted. Return to the page displayed below on your computer to continue setup.

*If you have additional questions, please contact the ITS Help Desk at [help@svcc.edu](mailto:help@svcc.edu) or call 815-835-6229.*

# Install Microsoft Authenticator



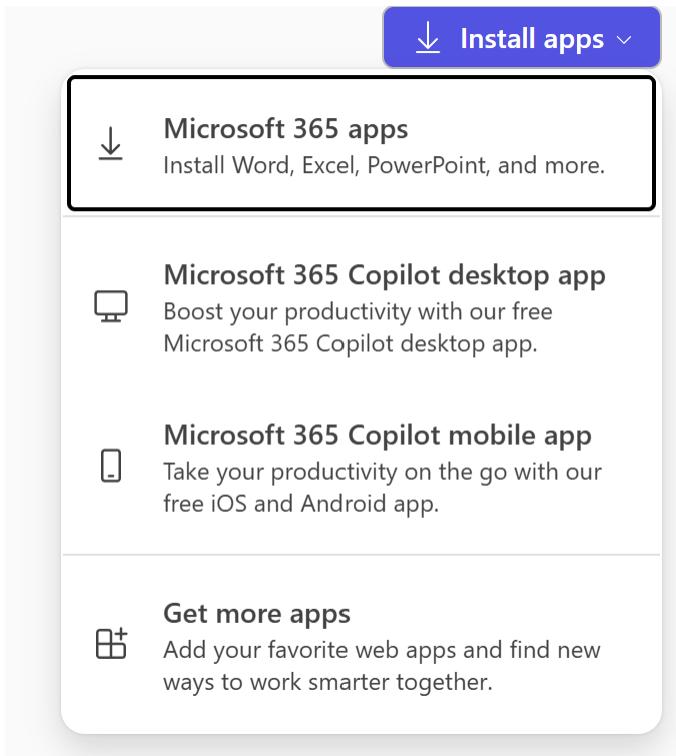
Install the app on your mobile device, then come back here to continue.



Next

5. Select “Next” on your computer, then you will be presented with a QR code. Use the Microsoft Authenticator app to scan the code and it will set up your account automatically. The button in the Microsoft Authenticator app to scan QR codes is a blue button located on the bottom right of the home page.
6. After setting up your account in the Authenticator app, select next on your computer. You will be prompted to put a code in the Authenticator to verify it is set up correctly.
7. Once prompted that setup was successful, click “Done” to be logged in.
8. Once logged in, select install apps in the top right of the page, then select Microsoft 365 Apps from the drop-down menu.

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↓ **Install apps** ▾

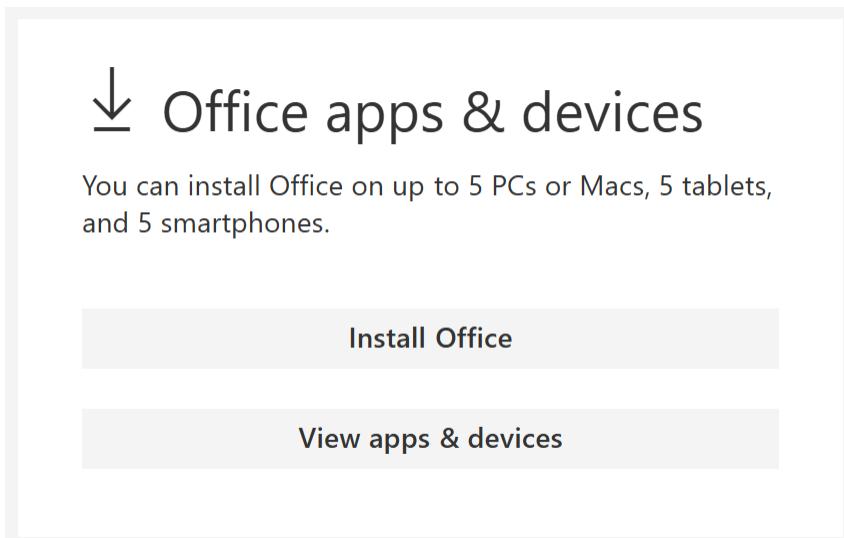
↓ **Microsoft 365 apps**  
Install Word, Excel, PowerPoint, and more.

Microsoft 365 Copilot desktop app  
Boost your productivity with our free Microsoft 365 Copilot desktop app.

Microsoft 365 Copilot mobile app  
Take your productivity on the go with our free iOS and Android app.

Get more apps  
Add your favorite web apps and find new ways to work smarter together.

9. Select “Install Office,” and save the installer in an easy to find location. The default location is Downloads.



## ↓ Office apps & devices

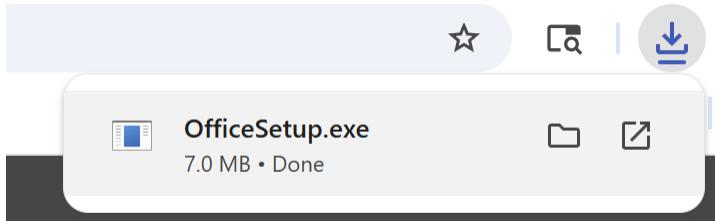
You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

Install Office

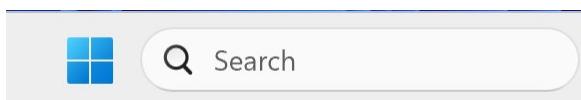
View apps & devices

10. Run the OfficeSetup.exe installer you just downloaded and follow the prompts.

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11. Launch the app you wish to use and sign in with your student email to gain access to the app. Office 365 does not make desktop shortcuts by default. The search bar on the taskbar can be used to locate the apps.



12. You may select sign into all apps to prevent needing to sign in whenever you open a different app: Word, PowerPoint, Excel, etc.