Microsoft Office 365
Home Use for Faculty and Staff

Updated 09/02/25

About

This guide shows how to login to Microsoft Office365 at www.office.com for use with Office365 for the web and Office365 desktop apps (A3 license only).

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A1 vs A3 Office365 License

A1 License – Office365 on the web

- With an **A1 license,** you are allowed to access **Microsoft Office365 via the web ONLY**. You cannot install Microsoft Office365 desktop apps.
- By default, **Adjunct Faculty** are granted access to an A1 License.
    - **If you are an Adjunct Faculty and want to request access to an Office365 A3 license to get access to the Office365 desktop apps, please submit a Request to the ITS Help Desk.**

A3 License – Office365 on the web & Office365 desktop apps

- With **an A3 license**, you are allowed to install Microsoft Office 365 via the web, in addition to install the **desktop apps on up to 5 devices.**
- By default, **Classified, Management, and Full Time Faculty** are granted access to an A3 license.

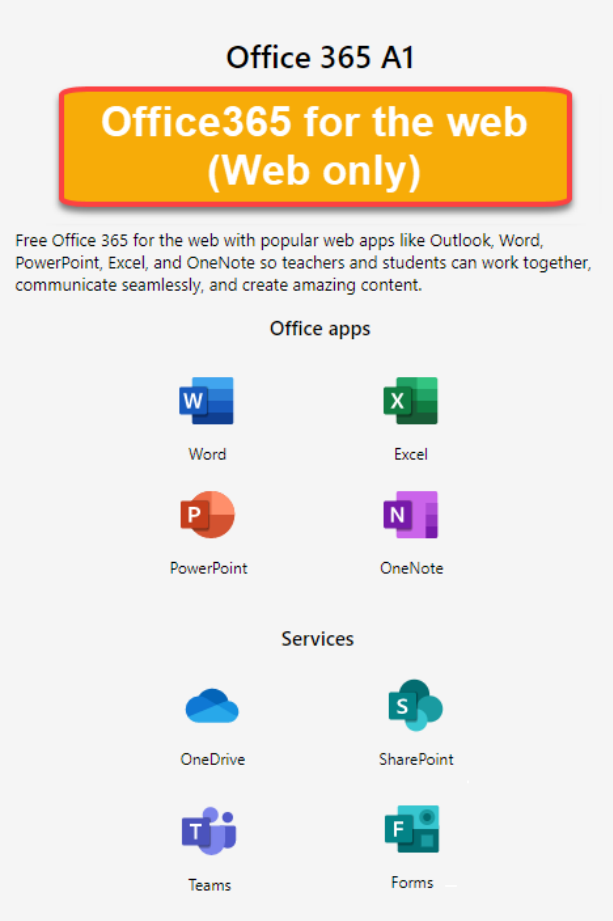
Access during active employment

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

Note on Personal Devices

- **ITS does not support employee's personal devices;** we are providing employees with installation instructions and login support only. ITS can only assist you with getting logged into the Microsoft Office 365 online environment.

Office365 License Comparison (A1 vs A3)



Office 365 A1 (Web Only):

Free **Office365 for the web with popular web apps** like Outlook, Word, PowerPoint, Excel and OneNoteso teachers and students can work together, communicate seamlessly, and create amazing content.

Office365 A3

Office365 desktop apps & Office365 for the web.

All the features in A1 plus full access to the Office desktop apps, and additional management and security tools.

How to access Office365 on the web

Login to https://office.com

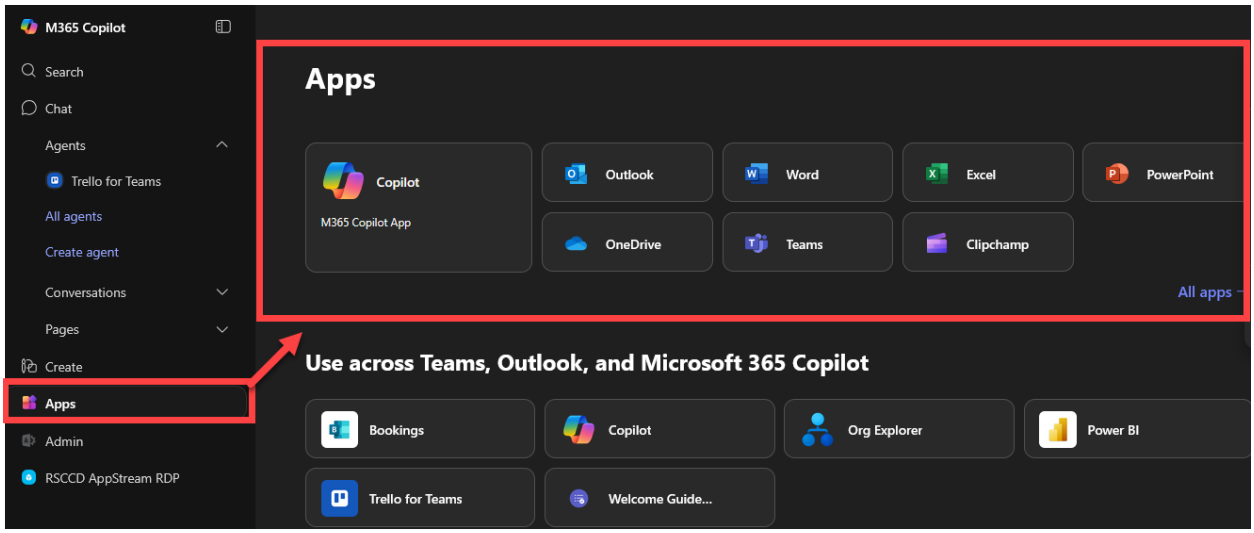
Go to https://office.com and login with your Single sign-on credentials for Rancho Santiago. (e.g., LastName_FirstName@sac.edu, @sccollege,edu, or @rsccd.edu).

Select the Apps menu

On the left navigation menu, select **Apps.**

A list of the Office365 web apps will appear (e.g., Outlook, Word, Excel, etc).

Select a web app to start using it.



If you are an Adjunct Faculty and want to request access to an Office365 A3 license to get access to the Office365 desktop apps, please submit a Request to the ITS Help Desk.

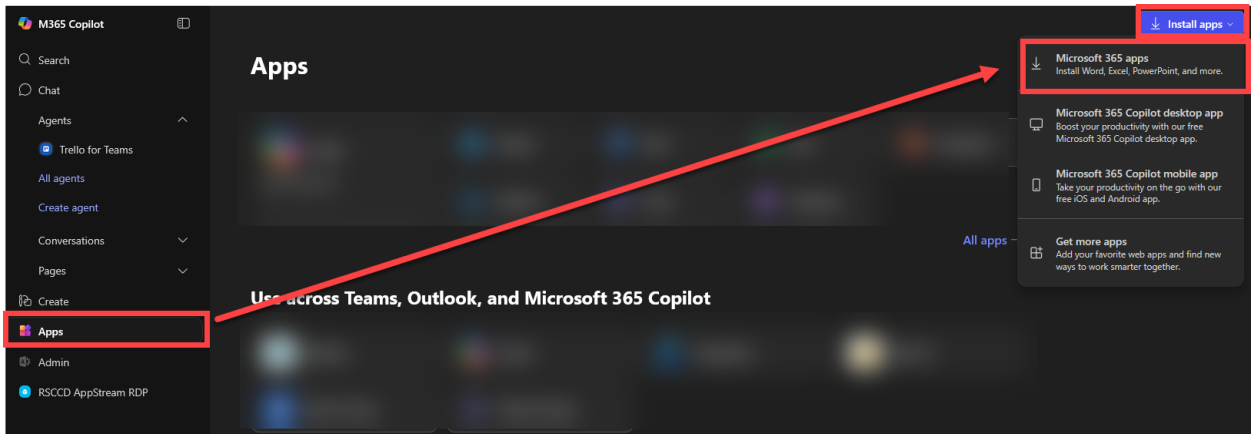
How to Download & Install Office365 desktop apps (A3 license only)

Login to https://office.com

Go to https://office.com and login with your Single sign-on credentials for Rancho Santiago. (e.g., LastName_FirstName@sac.edu, @sccollege,edu, or @rsccd.edu).

Select Apps > Install Office > Microsoft 365 Apps

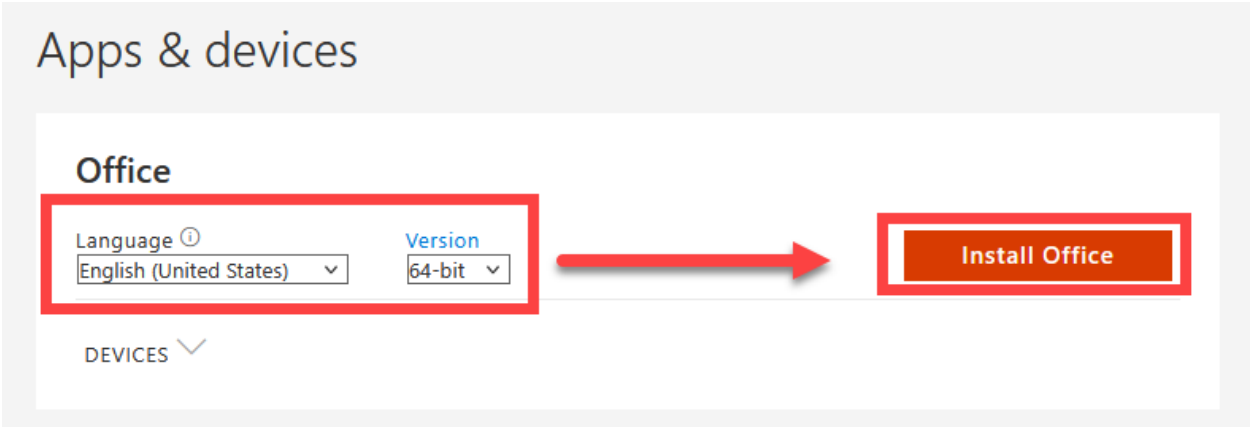
On the left navigation menu, select **Apps > Install Apps > Microsoft 365 Apps.**



Select a version of Office365 to install

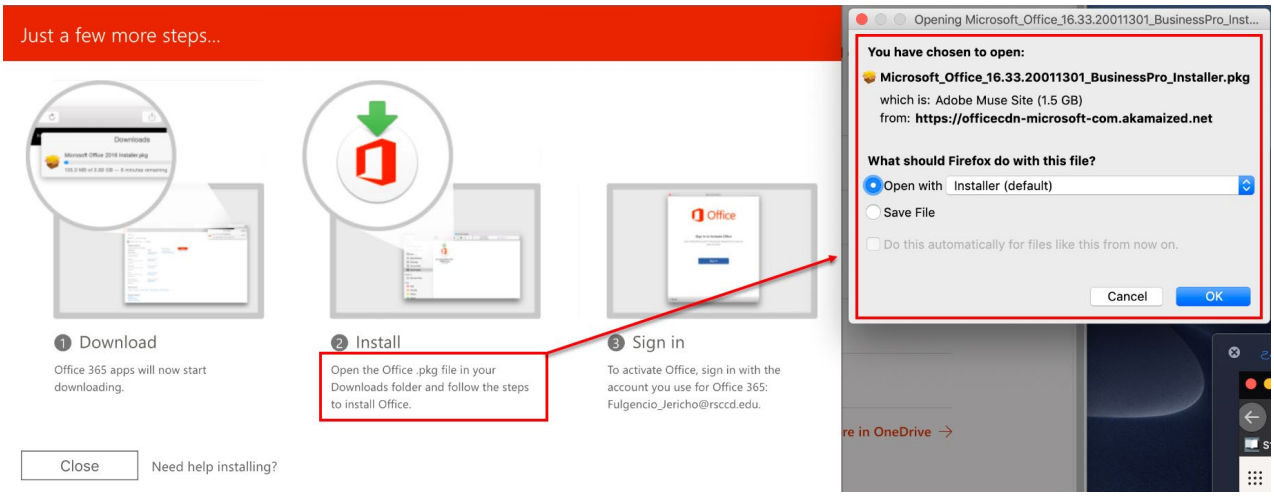
For Windows Users

Select the 64-bit or 32-bit version of Office, then select Install Office. Most computers can install the 64-bit version.



For Mac Users

Clicking the Install Office > Office 365 apps link will download a .pkg installer which is compatible with Mac devices. Open the Office .pkg file in your Downloads folder and follow the steps to install Office.



Follow the on-screen prompts to complete installation

Follow the on-screen prompts to complete installation of Office365.

Troubleshooting problems

Contact the ITS Help Desk

- Website: **https://rsccd.edu/helpdesk**
- Phone: **714-564-4357 Extension 0**
- Email: **helpdesk@rsccd.edu**