

How to send your student's A#s to IT to register them for Word (for Instructors)

Video: <http://www.youtube.com/watch?v=2MIEeELfkYo>

Function: This video is for instructors. It discusses why some students can't use Office 365 products that MCC subscribes to, such as One Drive and Microsoft Word and what instructors can do about it.

Instructions: Ask your students to check if they can access Office 365 programs (Microsoft Word, OneDrive, PowerPoint etc.) There is a separate video on how students should access Office 365 and its programs. Some students can open/create Word documents in the app but can't save them to OneDrive. Please test if this is the case for some of your students. Some student accounts might not have been linked to Office365 that MCC subscribes to and provides to every student. This might result in student's inability to use all Office 365 functions and programs. For such students, collect their A #s and send them to MCC's IT so the students can fully use Office 365.