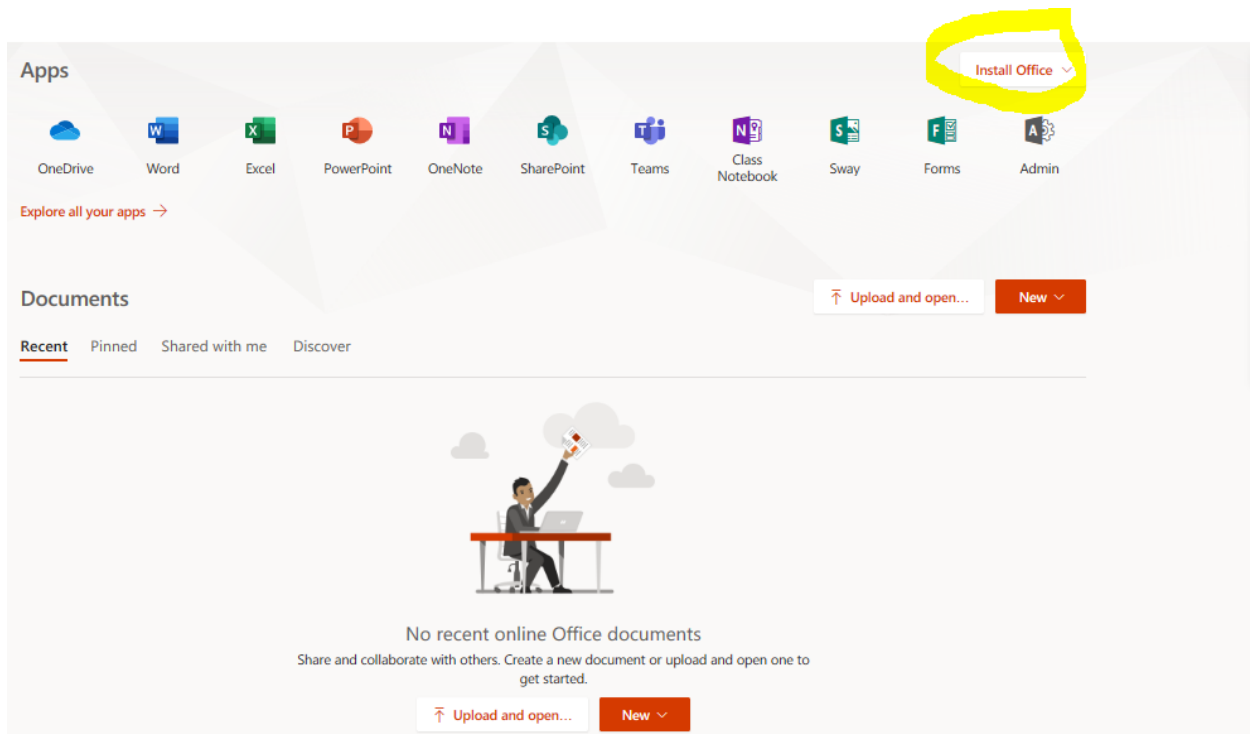


SOUTHWESTERN MICHIGAN COLLEGE

Microsoft Office 365 for personal use

As a current Student or Employee of Southwestern Michigan College, you are eligible to obtain the latest version of Microsoft Office 365 free for your personal computing device. Please see below for instructions on how to get access to Microsoft Office 365 for free.

1. Go to <https://www.microsoft.com/en-us/education/products/office>
2. Enter your school email address then click the **Get Started** button.
3. On the next page, click on the appropriate link (Student or Teacher) that describes your primary role with the college.
 - a. If you are a current employee of the college, click on the Teacher link.
4. Follow the instructions to Create your account and access the latest version of Microsoft Office.
 - a. Be aware that at the top right hand corner of the screen, you will also have the option to install Microsoft Office on your personal PC or Mac. See the image below for an example of what you should see once you've successfully created an account and signed in.
 - b. No install option is available for non-PC or Mac devices such as iPhone, Android, or Chromebook.



Already have a Microsoft Office 365 account registered with your SMC college email address but forgot your password? Follow the instructions below to reset your password.

1. Go to <http://www.office.com>
2. Click on Sign in button.
3. Click on Can't access your account? link.
4. Click on Work or School account
5. In the User ID: field enter your full swmich.edu email address.
6. Enter the characters as shown in the picture or the words in the audio, Click Next
7. Follow the verification process as shown on the screen.

As an Employee or Student of SMC, you can also get discounts on other popular software such as the latest version of Windows!

Go to <https://swmich.onthehub.com> and register an account using your SMC email address and start shopping available discounted software.

Still having trouble getting access to Microsoft Office 365, contact our Help Desk at 269-782-1230 for further assistance.

Frequently Asked Questions

What software is included in the free download?

Our Office 365 plan contains the latest full versions of Word, Excel, PowerPoint, and OneNote.

Can I install this on multiple computers or mobile devices?

Yes! An individual may install the free software on up to 5 machines (PC or Mac) and can be accessed online from Chromebooks.

How long can I use the software?

Students, faculty and staff will be able to use this software while they are currently enrolled or employed at Southwestern Michigan College.

Can faculty/staff download this software?

Yes. Faculty and staff can download Microsoft Office through this offer.

Will this be available for MAC users?

Yes, it provides the Mac version of MS Office. OS X 10.10 or higher is required.

Who can I contact for further assistance with installing this software on my personal computer?

You can contact our helpdesk at 269-782-1230 for further assistance or stop on by the helpdesk window at the Wood Building on our Dowagiac campus or at our Helpdesk window on our Niles campus.