

Accessing Outlook and Microsoft Office from off campus

The following guide has been compiled to provide assistance to AACC students taking classes at home.

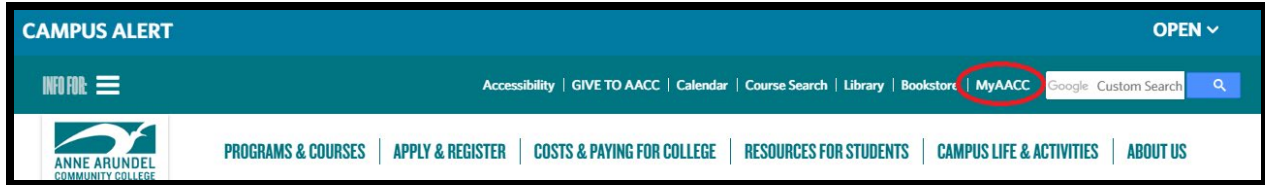
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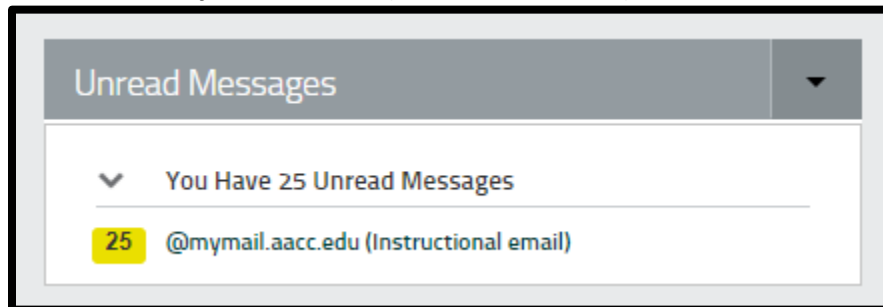
Outlook

Outlook Web Access Email

1. To access student email using Outlook Web Access (OWA):
 - Navigate to [AACC's website](#) and select **MyAACC**



- Log in with your username and your password
- Select **@mymail.aacc.edu (Instructional email)**



2. Additional information regarding email is available on the [MyAACC portal Office 365 Resource Center](#)

Outlook for iOS and Android

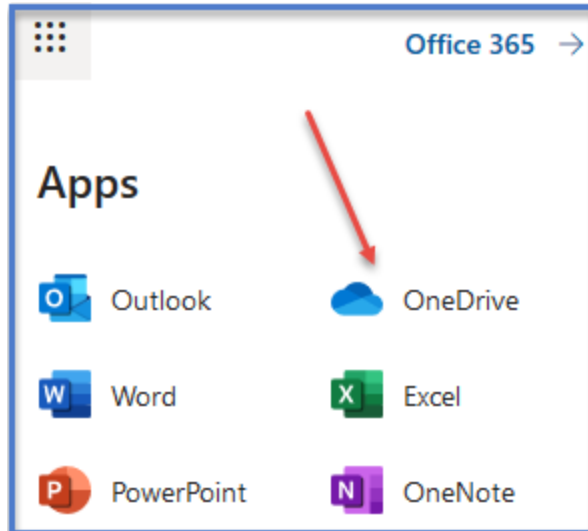
1. Instructional guides for setting up AACC MyMail are available on the [MyAACC portal Office 365 Resource Center](#)

OneDrive

1. To access OneDrive from OWA
 - Navigate to [AACC's website](#) and select **MyAACC**
 - Log in with: username and your password
 - Select **@mymail.aacc.edu (Instructional email)**
 - Click on the waffle menu button in the top left corner



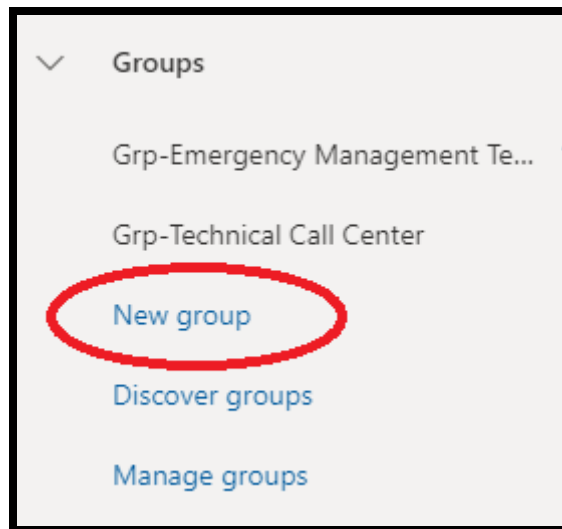
- Click on OneDrive



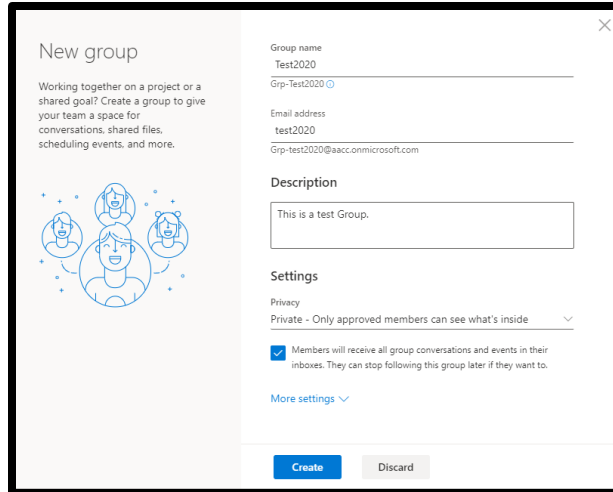
2. Additional guidance on using OneDrive is available on the [MyAACC portal Office 365 Resource Center](#)

Groups

1. Log in to your student email using Outlook Web Access (OWA):
 - Navigate to [AACC's website](#) and select **MyAACC**
 - Log in with your username and your password
 - Select **@mymail.aacc.edu (Instructional email)**
2. To create a new group, scroll down and select **New Group**.



3. Create a name for your group, and a brief description. Choose whether your group should be private (only approved members can see what's inside) or public (anyone at AACC can see what's inside). Select **Create**.



New group

Working together on a project or a shared goal? Create a group to give your team a space for conversations, shared files, scheduling events, and more.

Group name
Test2020
Grp-Test2020

Email address
test2020
Grp-test2020@aaccnsmicrosoft.com

Description
This is a test Group.

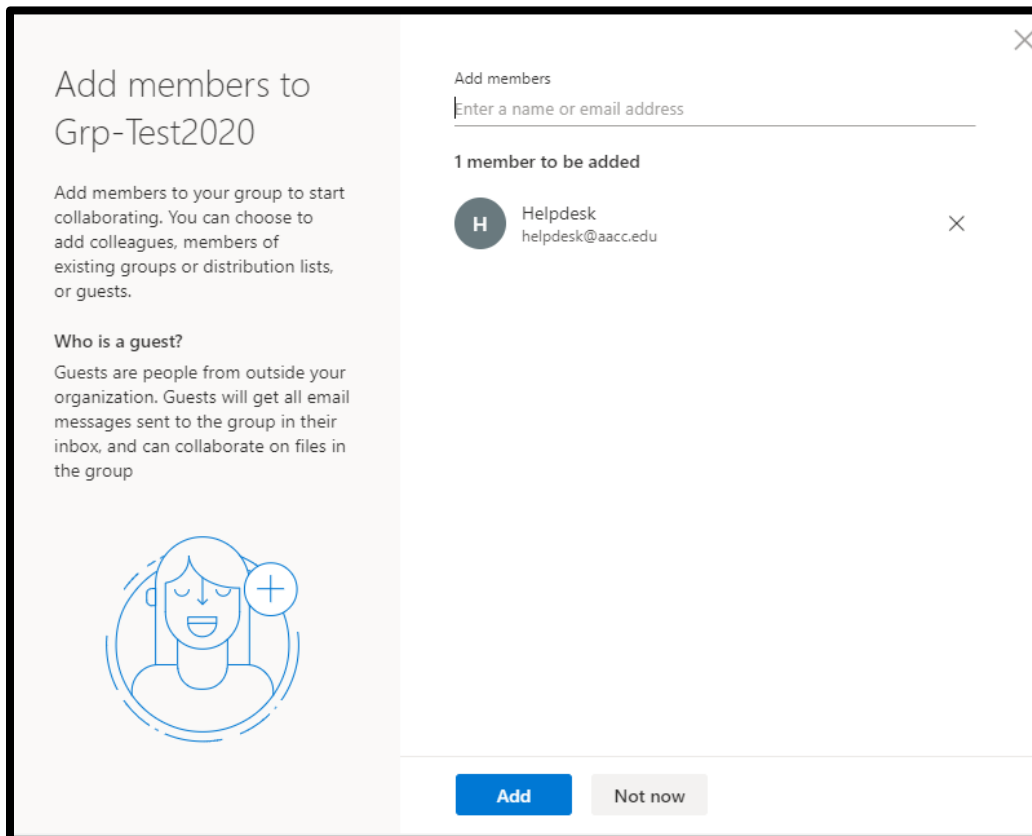
Settings
Privacy
Private - Only approved members can see what's inside

Members will receive all group conversations and events in their inboxes. They can stop following this group later if they want to.

[More settings](#)

Create Discard

4. Add Members to your group. Select **Add**.



Add members to Grp-Test2020

Add members to your group to start collaborating. You can choose to add colleagues, members of existing groups or distribution lists, or guests.

Who is a guest?
Guests are people from outside your organization. Guests will get all email messages sent to the group in their inbox, and can collaborate on files in the group

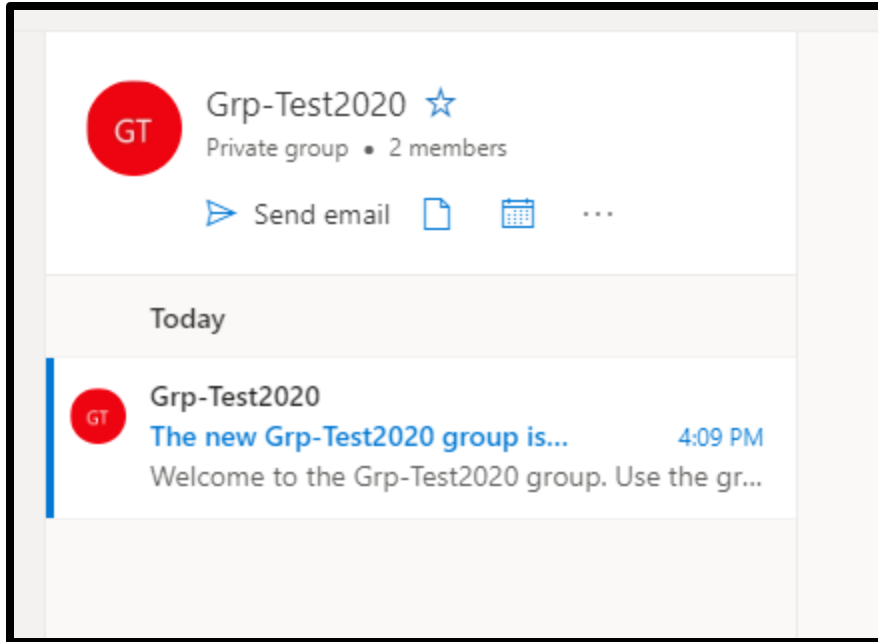
Add members
Enter a name or email address

1 member to be added

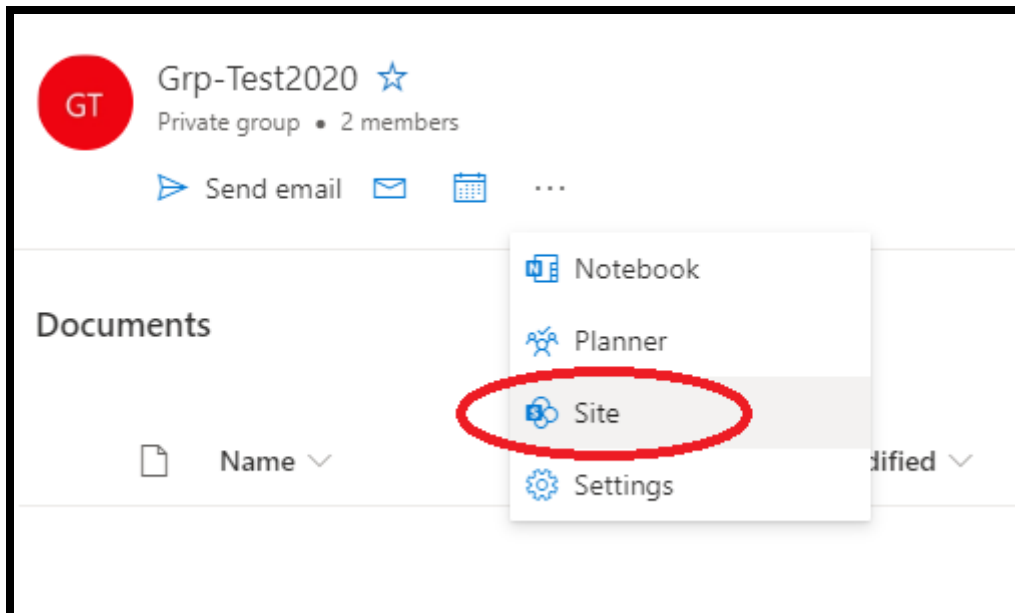
H Helpdesk
helpdesk@aacc.edu

Add Not now

5. You can now email the members of the group, or access the group's files.



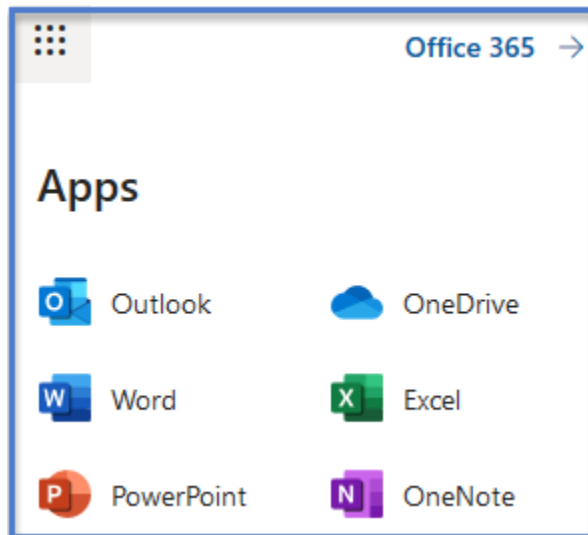
6. Additional settings and features can be accessed through the Group SharePoint site. Select the **ellipses**, and then select **Site**.



Microsoft Office

Online Microsoft Office

1. To access Online Microsoft Office applications from OWA
 - Navigate to [AACC's website](#) and select **MyAACC**
 - Log in with your username and your password
 - Click on the waffle menu button in the top left corner to display all of the Apps available via OWA



ProPlus

1. Installation Instructions for Office 365 Pro Plus are available on the [MyAACC portal Office 365 Resource Center](#)

Contact TCC

The AACC Technical Call Center can be contacted by phone, email or in person.

- Phone: 410-777-4357
- Email: helpdesk@aacc.edu
- In-person: Careers Services Building 108
- [Technology Resources Website at AACC](#)

When contacting the Technical Call Center for account related issues, please have the following information available for identity verification: name, phone number, date of birth, address, AACC username, and AACC ID number.