

# Macomb Email Account/Microsoft Office 365

A valuable two-in-one option for Macomb students!

## Q1. What is Office 365?

A1. Office 365 is Microsoft's latest cloud suite of applications that includes:

- Word
- Excel
- PowerPoint
- OneNote
- Outlook
- And more!

Office 365 is compatible with PC and MACs.

## Q2. Why should I get Office 365?

A2. As a Macomb student, you will have FREE access to Office 365 and receive a FREE Macomb Community College email ([macomb.edu](mailto:macomb.edu)) account! You can also download 5 FREE copies of Office 365 per device (i.e. laptop, PC, phone, tablet) for 15 maximum.

## Q3. Do I need a College email account to get the free Office 365 downloads?

A3. Yes, a college email has been created for you.

## Q4. How do I access my new Macomb email account?

A4. Go to the Student Email Address section of the My Macomb home page, found in the top right hand corner. If you are prompted for a login, use your new student email address and your current My Macomb password.

## Q5. How long can I use Office 365 and the free downloads?

A5. You may use Office 365 for free as long as you are an active student at Macomb.

## Q6. I already have an email account, what are the benefits of getting a Macomb Community College email account?

A6. In addition to your 5 free copies of Office 365, you will be eligible for other discounts. Many retailers offer discounts to students with a college email account ending in .edu. And best of all, this email account is FREE to you as long as you are an active student at Macomb!

## Q7. Is using a Macomb email account mandatory?

A7. No. Using the College email account is NOT mandatory, but can provide many benefits to you as a Macomb student.

## Q8. Can I forward emails from my new Macomb email account to another email account?

A8. Yes, please refer to the instructions within Office 365.

## Q9. Will the College start sending information to my new Macomb email account?

A9. The College will send college-related information to whichever account you have designated as your primary email account. You may change your primary email account to your new Macomb email in the Student Email Address section of the My Macomb home page.

## Q10. What is the format of the Macomb student email?

A10. The format will be your last name, first initial of your first name, and 3 random numbers assigned by the College, ending in macomb.edu. For example, [SmithJ123@macomb.edu](mailto:SmithJ123@macomb.edu). The format is not case sensitive.

## Q11. What if I already have Microsoft Office loaded on my personal devices?

A11. If you already have Office loaded on your computer, you can upgrade to a newer version (whatever is currently offered by Microsoft on the Office 365 site) by selecting the download button on the home page of Office 365.

## Q12. Who can I contact for help?

A12. Microsoft offers help on their website for any Microsoft Office questions. The web address is <https://www.microsoft.com>. For My Macomb login questions and issues, please contact the Macomb Student Help Desk at 586.445.7999 and press 8, 1 on the menu.

## Q13. How do I access Office 365?

A13. You can access Office 365 by selecting the Office 365 link under Applications on the home page of My Macomb. If you are prompted for a login, use your new student email address and your current My Macomb password.

