Microsoft 365

Your Pellissippi State Community College (PSCC) account is a **Microsoft 365 account.**

Many Informative articles are also available at Microsoft Support https://support.microsoft.com/en-us

Microsoft 365 includes full access to many useful software applications including, but not limited to Outlook, Teams, Word, Excel, PowerPoint, SharePoint, Forms, Lists, and OneNote; as well as access to various College systems such as BrightSpace, Banner, and MyPellissippi.

> **LOGIN ID:** Use your **email address** (**username@pstcc.edu)** to login to Microsoft 365
>
> **PASSWORD:** You are required to change your password every **120 days** (about 4 months)
>
> To change your password, go to https://myaccount.microsoft.com/ and click **CHANGE PASWORD**.
>
> Learn more about password requirements on the IT SharePoint site FAQ page **here**

MFA (Multi Factor Authentication)

We use this security method that requires 2 forms of identification to access your account

> 1. Something you know - your account **password**
>
> 2. Something you have -
>
>> - Cell Phone with texting
>> - Cell phone with Authenticator App
>> - Office phone
>> - USB Security Key
>> - Email address

Having additional MFA device set up provides you with options in case you lose your cell phone.

Add additional MFA device options at **https://myaccount.microsoft.com/** , click **Security Info,** click **UPDATE INFO**, then click **Add sign-in method**.

Cell Phone with texting – This is preferred and easiest to set up

Cell Phone with Authenticator App – Longer set up time, and a good option

Office Phone – Lesat desirable – allows login from only one location

Email address – Good to have as an optional, secondary method.

USB Security Key – A good option for employees without a cell phone

PSCC will issue a usb security key to employees who request one. Please contact the Computer Help Desk at 865-694-6537 or helpdesk@pstcc.edu to request a USB Security Key. Learn more about security keys on our FAQ page.

Yubikey model Issued to employees by PSCC

Microsoft 365 Home Page and   Applications

The Microsoft 365 home page allows you to open and use the online version of any of the common applications such as **Outlook, Word, Excel, PowerPoint, Teams, et, al.** To use Microsoft 365:

1.) Go to the Microsoft 365 home page at: **https://www.office.com/**

2.) Sign in with your Pellissippi email address and password

3.) Click the app icon on the left column to open. For more apps, click the app launcher in the upper left.
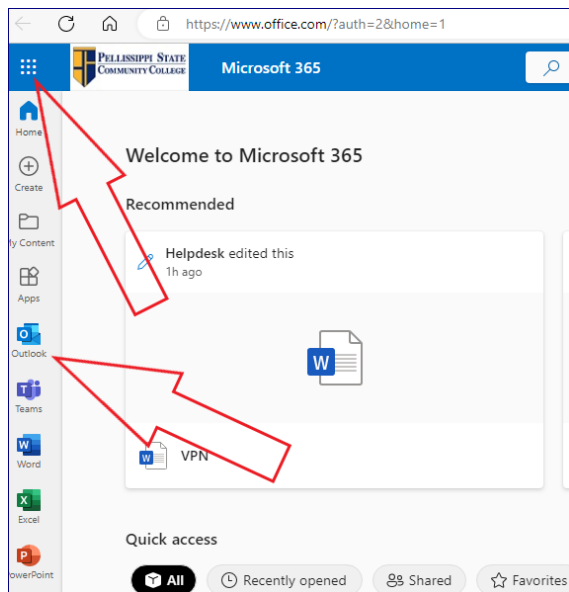
Microsoft 355 Applications work online or Installed on a device

Microsoft Applications are designed to work online for most users without installing on a computer. However, sa small number of app features are only available on the device-installed version.

Pellissippi Devices have common Microsoft 365 Applications pre-installed. If you find that you need additional apps installed, contact the Computer HelpDesk to have a technician install the needed application.
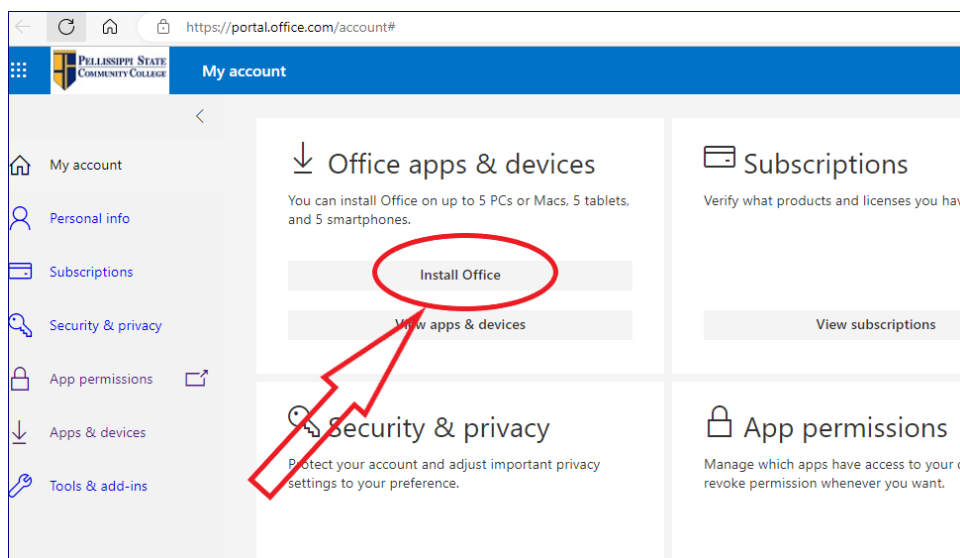
Personal Devices will allow you to install Microsoft 365 Applications on your own if needed. Teams is a separate installation from the rest of the Microsoft 365 apps.

Here are two methods you may use to install **Microsoft 365** apps and **Microsoft Teams** on your personal computer:
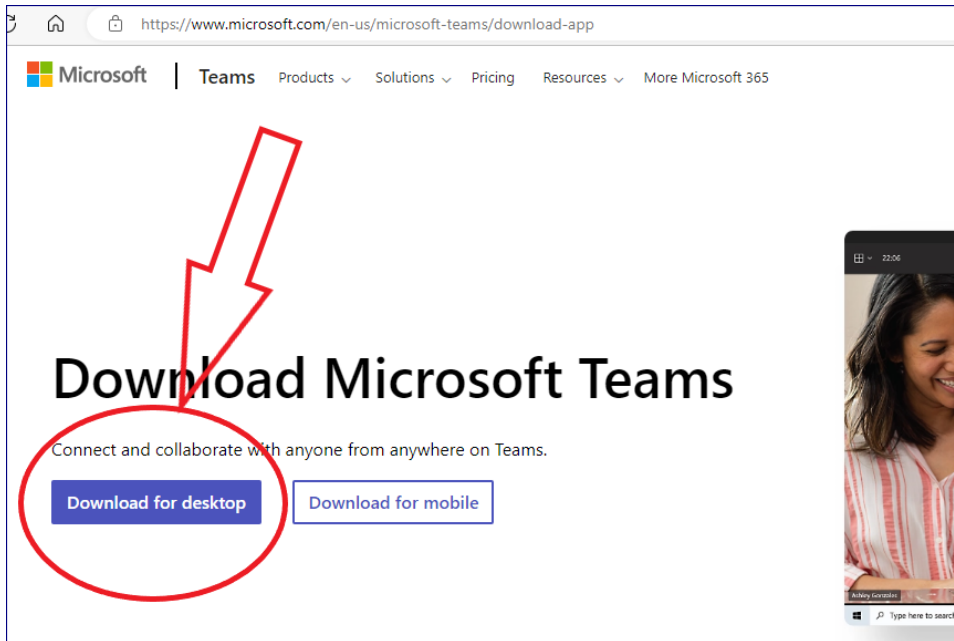
Method 1.

All Apps (except Teams)

    1.) Click the direct Link: https://portal.office.com/account#

    2.) Click "Install Office," then follow the prompts

Teams

    1.) Click Link: https://www.microsoft.com/en-us/microsoft-teams/download-app
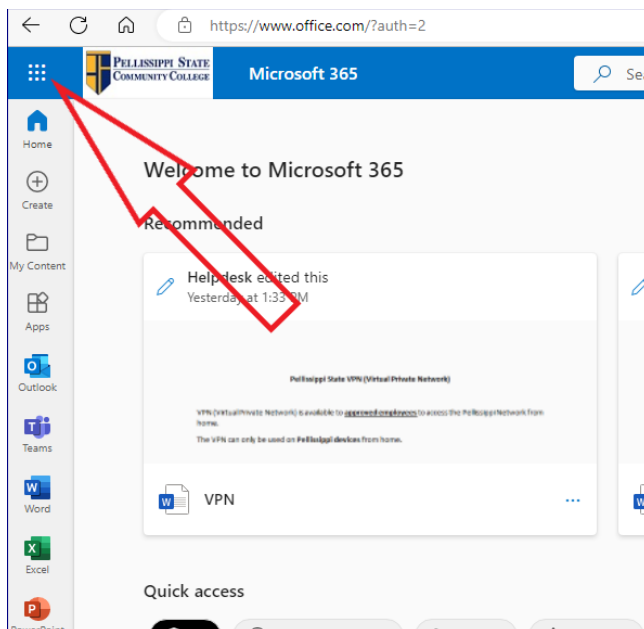
    2.) Click "Download for desktop," then follow the prompts
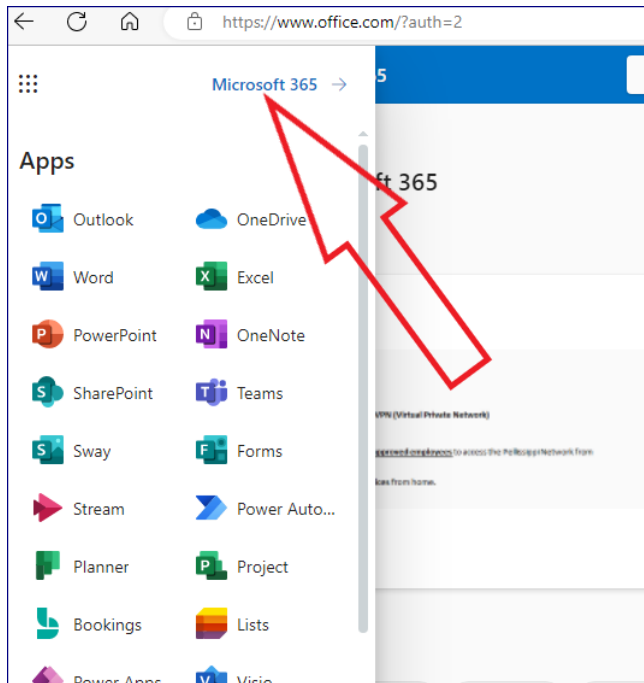
Method 2.

1.) From the Microsoft 365 home page, click the app launcher (upper left corner).

2.) Click Microsoft 365 (top of page)

3.) Click Install apps, then follow the prompts