



We are excited to announce that QCC has made Microsoft Office 365 available for free to Faculty & Staff!
You may also purchase Office Professional Plus 2019 for \$14.99!

Office 365 for Education is a cloud-based service which includes Word, Excel, PowerPoint, Outlook, Publisher*, and Access* on up to 5 PCs or Macs and Office apps or other mobile devices including Windows tablets and iPads®. You can edit and collaborate using Office Online and SharePoint sites. You will also find additional software available for a reduced price.

(*Microsoft Publisher & Access are available on PC only)

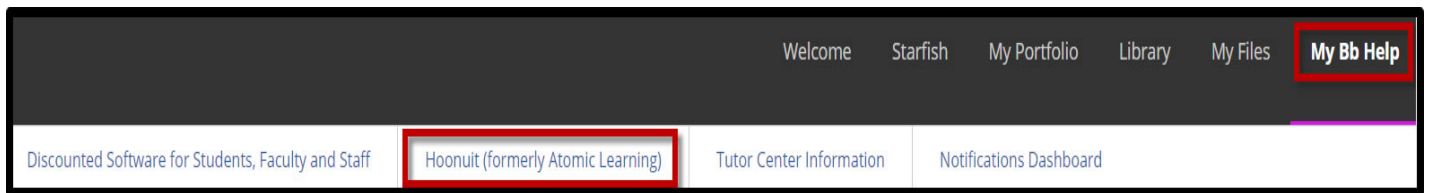
To Sign up for free Office 365:

- Go to: <https://QCC.onthehub.com> or scan the QR code to the right
- Click on Register (in the top right)
- Enter in your QCC Email address (EX: asmith@qcc.mass.edu)
- Confirm your email address, then sign in, click the Faculty/Staff tab
- Add **Office 365 ProPlus** to your cart & checkout



You will receive a confirmation email with a link for the installation process along with your login for Microsoft (different from your QCC email).

For additional training, students, staff, and faculty can watch **Hoonuit** (formerly Atomic Learning) video tutorials. When you log into Blackboard, click on **My Bb Help** in the top navigation bar, and then **Hoonuit** in the subheading as shown below.



This will bring you to the launch page, click on the **Hoonuit** icon. Once that window opens, type **Office 365** in the Search box to review and access tutorials.



Office 365 Support Services
Visit <https://QCC.onthehub.com> and select **Help** at the top right
Call: 1-855-561-4175 (Mon-Fri: 6am-6pm)
Email: office-support@onthehub.com