

**1.** Being a student at Pratt Community College has its perks! One of them is **FREE** access to Office365.

To access this account, select 'Office365' under the Login tab at prattcc.edu, enter your official PCC username\* along with @prattcc.edu and your password.

**\*Your username is your first initial and your last name, followed by the last five digits of your PCC Student ID Number.**

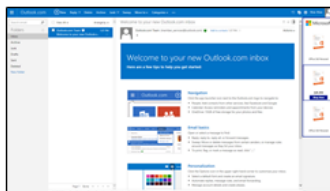

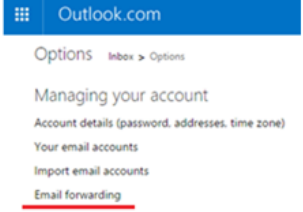

**(Example: bbeaver01234@prattcc.edu)**



**2.** One of the features offered inside your Office365 account is Outlook. Your Outlook will be your most important link with Pratt Community College during your time as a student. This account will receive important notifications from the institution, as well as communications from your instructors regarding your classes. It is critical that you are able to access this account as all official school business is conducted through your PCC email address.

*It is strongly recommended that you set your Office365 Outlook account so that it automatically forwards all emails to your personal email account(s). This can be done by following the steps listed below.*

## Automatic Forwarding

<p>Once you have signed on to your Office365 and have selected Outlook, you will be taken to your inbox.</p> 	<p>Next, select the Settings gear in the upper right-hand of your screen.</p> 
<p>Once you are in the Options section under Settings, you will select Email Forwarding.</p> 	<p>Finally, you will click the button next to 'Forward your mail to another email account.' You will then enter the email account(s) of your choice into the provided box.</p>  <p><b>Be sure to click the 'Keep a Copy' box so that your emails also remain in your PCC inbox!</b></p>



*Did you know?*

**3.** Your Office365 account also allows you to...



**Store Up to One Terrabyte of Data on OneDrive**



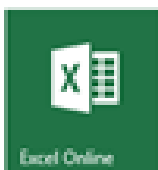
**Jot Down Notes on the OneNote Program**



**Type Documents for Class on the Latest Version of Word**



**Create Smooth Presentations with the Latest Version of PowerPoint**



**Build Spreadsheets and Workbooks with Excel Online**

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