**What is Microsoft Office 365?**

Microsoft is currently offering educational institutions hosting for email, calendars, and Office web app productivity tools through Microsoft Office 365, an integrated communication and collaboration solution.

**Why is the college offering Microsoft Office 365 to students?**

This product enables Lee College to provide students, advertising-free access to a variety of popular cloud-based tools at a low cost to the college.

**Can both employees and students use Microsoft Office 365?**

No. At this time, Microsoft Office 365 is only available for students.

**Are there any restrictions on using Microsoft Office 365?**

Yes. Microsoft Office 365 may be used only for materials and information not covered by HIPAA, FERPA, PHI or other similar regulations.

Departments with student employees who work with materials and information covered by HIPAA, FERPA, PHI or other similar regulations may request college-hosted Exchange accounts for those employees. For more information or to request an Exchange account for a student employee, contact MYLC Helpdesk at helpdesk@lee.edu or by calling 281.425.MYLC (6952).

**Can I opt out of Microsoft Office 365?**

No, all email from the college will be sent to your MYLC Office 365 email. You can set up email forwarding to your private email address. Please make sure that your college email is sent to an address that you check regularly, or you may miss important notifications from Lee College.

**How can I use Microsoft Office 365?**

There are lots of ways to use Microsoft Office 365 for education, work, or personal productivity! For inspiration and examples, visit Microsoft Office 365!

**What tools are available with a Microsoft Office 365 account?**

Microsoft Office 365 includes access to email, calendar, contacts, Word, Excel, PowerPoint, OneNote and OneDrive cloud storage.

**Are there any technical requirements for using Microsoft Office 365?**

Most Microsoft Office 365 tools simply require a computer or mobile device with an internet connection and a current web browser. However, not all features of each tool may be available on all platforms/browsers. For more details, check the Help manual for the product you are interested in using.

**Is my user name and password the same as my MYLC?**

Yes, because Lee College has instituted Federated authentication with Microsoft. This allows Office 365 to use your MYLC credentials to login.

**What happens to my Microsoft Office 365 account if I graduate or leave Lee College?**

At this time, students who have not accessed their MYLC user account in over a year are purged from the system.