



Office 365

For RVCC-Student & RVCC-Staff

STEPS

1. Login in Lion's Den
Student: G#
Faculty/Staff: G#
Password: Current Lions Den Password

2. MyLion's Den Tab
Go towards the right
Click on Office 365



the Lion's Den

Secure Access Login

User Name:

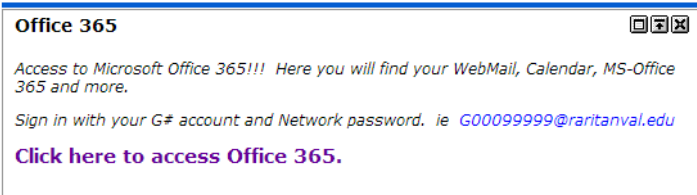
Password:

Forgot Your Password?

Still need assistance?
Please call the MIS Helpdesk anytime 24/7 at 908-231-8811 or 908-526-1200 x7887, or email helpdesk@raritanval.edu.

Lion's Den Videos

- [How to Log into Lion's Den](#)
- [How to Register for Classes](#)
- [How to Use the myRV Mobile App](#)

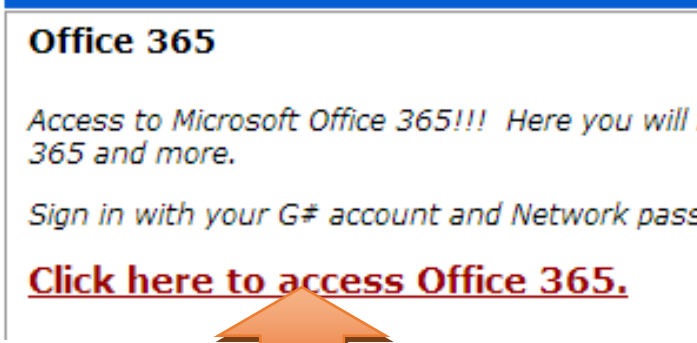


Office 365

Access to Microsoft Office 365!!! Here you will find your WebMail, Calendar, MS-Office 365 and more.

Sign in with your G# account and Network password. ie G00099999@raritanval.edu

[Click here to access Office 365.](#)



Office 365

Access to Microsoft Office 365!!! Here you will find your WebMail, Calendar, MS-Office 365 and more.

Sign in with your G# account and Network password.

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Secure Access Login

User Name:

Password:



Call The RVCC
Technical Support
and Information Line

on campus: **ext.7887**
off campus: **908-231-8811**
email: helpdesk@raritanval.edu

For technical support and system status 24/7



3. Sign In

Sign In



Raritan Valley COMMUNITY COLLEGE

Raritan Valley Community College Office 365

Type your user name and password.

User name: Example Faculty/Staff: G#@raritanval.edu

Password:

Raritan Valley Community College Office 365

Type your user name and password.

User name: **Students Type G#@stu.raritanval.edu**

Password:

Raritan Valley Community College Office 365

Type your user name and password.

User name: **Faculty/Staff Type G#@raritanval.edu**

Password:



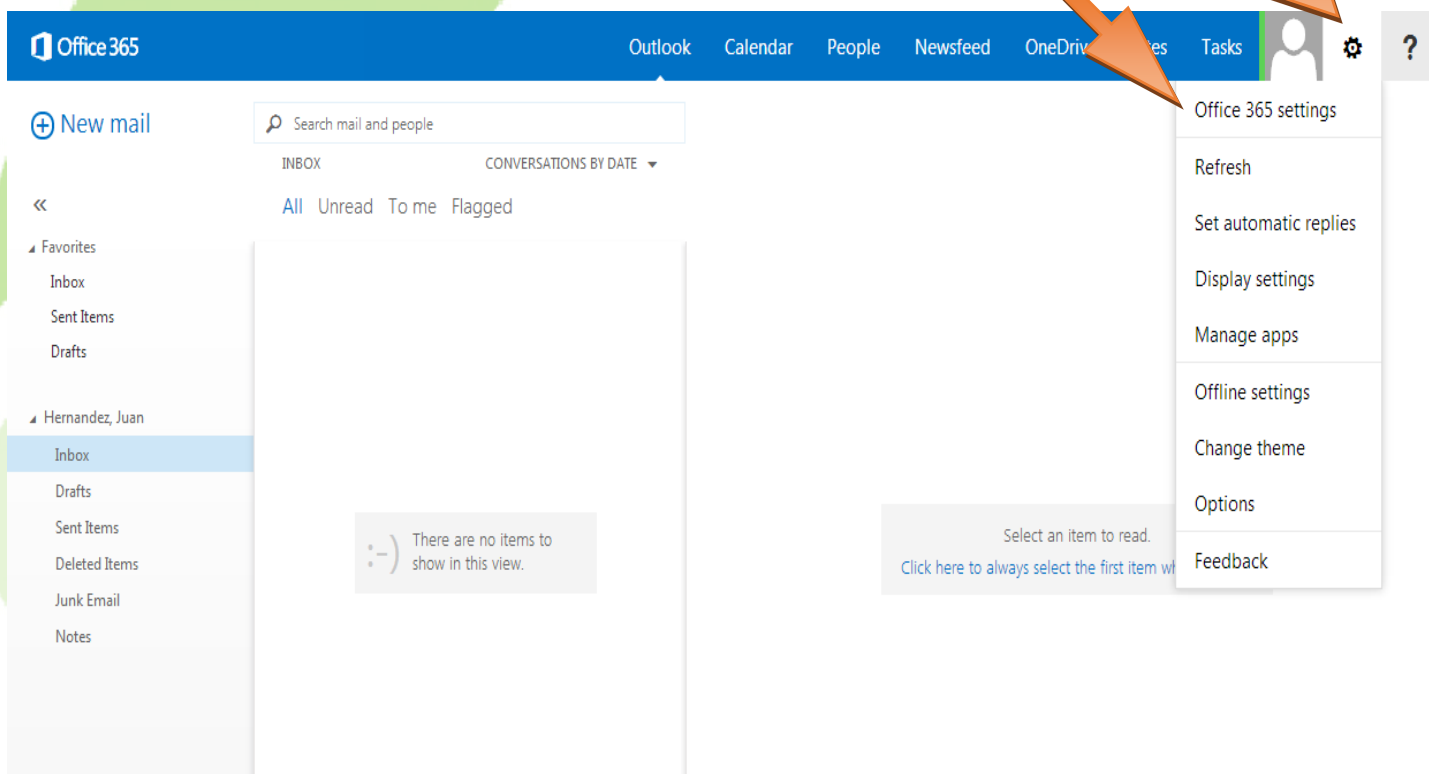
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Application Download and installation

Click the Gear and Click Office 356 Settings



The screenshot displays the Office 365 interface. At the top, a blue navigation bar contains the Office 365 logo and several application icons: Outlook, Calendar, People, Newsfeed, OneDrive, and Tasks. On the right side of this bar, there is a user profile icon, a gear icon (Settings), and a question mark icon. An orange arrow points from the text box above to the gear icon. A dropdown menu is open, showing the following options: Office 365 settings, Refresh, Set automatic replies, Display settings, Manage apps, Offline settings, Change theme, Options, and Feedback. Another orange arrow points from the text box above to the 'Office 365 settings' option. The main content area shows an email inbox with a search bar and a message list. A message is selected, but the content is empty, displaying a message icon and the text: 'There are no items to show in this view.' Below this, there is a link: 'Click here to always select the first item with a message icon'.



Application Download and installation

Click the Software Tab

The screenshot shows the Office 365 settings interface. On the left, the 'Software' tab is selected in the sidebar. An orange arrow points from this tab to a theme selection dialog box that is open on the right. The dialog box displays a grid of various theme options, including solid colors, patterns, and images. At the bottom of the dialog are 'Save' and 'Cancel' buttons.



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Office 365

Outlook Calendar People Newsfeed OneDrive Sites Tasks

Software

Office

Manage installs

If you don't have any installs left, you can deactivate an install on one computer and install Office on another.

COMPUTER NAME	OPERATING SYSTEM	INSTALLATION DATE	
JM-HP	Microsoft Windows 7 Home Premium	10/2/2014	Deactivate

Remaining installs available: 4

Install the latest version of Office

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.

Word Excel PowerPoint OneNote Access Publisher Outlook Lync InfoPath

Language: English (United States) Version: 32-bit (Recommended) Advanced

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

[Review system requirements](#)
[Learn how to troubleshoot your Office installation](#)

Install

Windows taskbar: 4:01 PM 10/2/2014

In the Office Page
Click Install to begin Download



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