

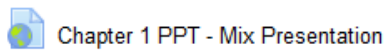
# Office Mix Presentation- Student Help

## How do I access a Mix Presentation for the first time?

\*Viewing Mix Presentations may not work on all mobile devices.

### Step 1

Click on the Mix Presentation Resource located in the course.



### Step 2

You will be prompted to log in to view the presentation.

Choose the 'Sign in with organizational account' from the listed options. Do not choose the other options.



### Step 3

The next page is the login screen. Students log in using their SCC username and password. The username is the first letter of your first name, first letter of your last name, and your ID number (ex: [ab12345@southeast.edu](mailto:ab12345@southeast.edu)). The password is the same password used to access other SCC resources and pages such as The Hub and WebAdvisor.



Sign in with your organizational account

Keep me signed in

Sign in

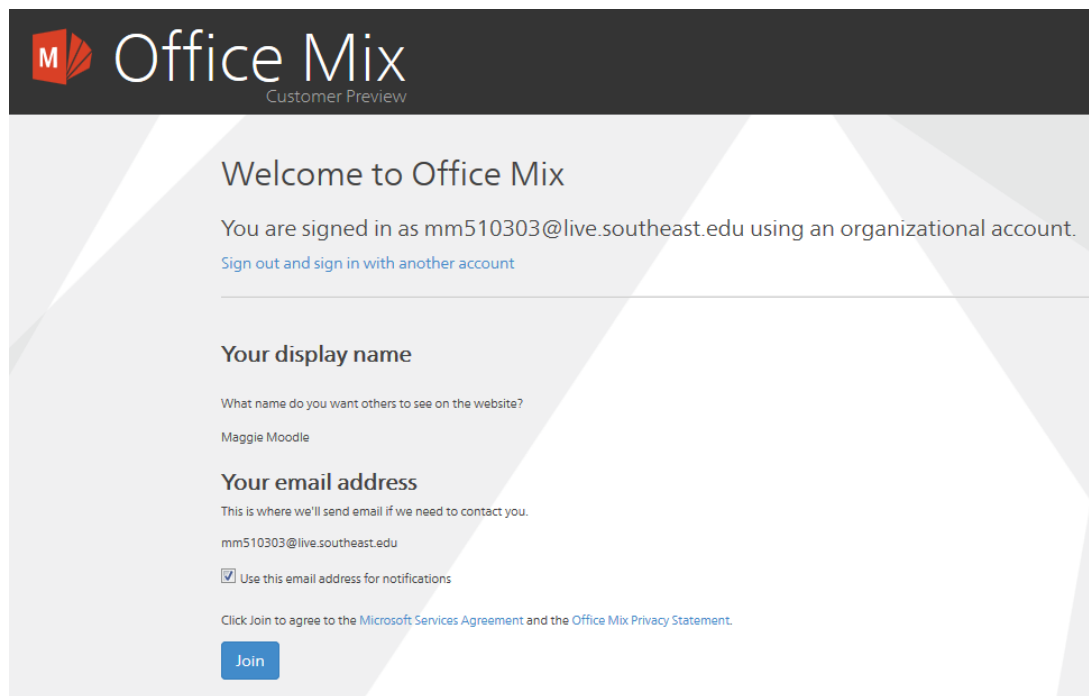
[Can't access your account?](#)

Then Select 'Sign in'.

\*Students are unable to change their password via the 'Can't access your account' link provided on the login screen pictured above. Ensure the proper email address and password are being used. If having issues accessing the account, contact the IT Helpdesk at **402.437.2447** or **helpdesk@southeast.edu**.

## Step 4

You will be asked to confirm the display name and email address. Note that the display name cannot be changed and shows what is on file with Southeast Community College. Select Join.



The screenshot shows the Office Mix Customer Preview registration page. At the top, there is a dark header with the Office Mix logo and the text 'Customer Preview'. Below the header, the page is titled 'Welcome to Office Mix'. It states 'You are signed in as mm510303@live.southeast.edu using an organizational account.' and provides a link to 'Sign out and sign in with another account'. The main section is titled 'Your display name' and asks 'What name do you want others to see on the website?'. The current display name is 'Maggie Moodle'. Below this is the 'Your email address' section, which states 'This is where we'll send email if we need to contact you.' and shows the email address 'mm510303@live.southeast.edu'. There is a checkbox labeled 'Use this email address for notifications' which is checked. At the bottom, there is a link to 'Click Join to agree to the Microsoft Services Agreement and the Office Mix Privacy Statement.' and a blue 'Join' button.

## Step 5

You are now able to view the Mix interactive presentation.

## Student Tips:

### Tip 1

After registering, students can view presentations by logging in using the same methods as covered in steps 2 -3.

### Tip 2

Students can access viewed presentations directly at Office Mix by logging in to **mix.office.com** and logging in using the same information in steps 2 – 3. The login link is in the upper-right corner.

### Tip 3

Mix presentations may not work properly on all mobile devices.