



**Working off campus**

You can access all services needed anywhere, any time, as long as you have an internet connection. Some applications you can access quickly and easily on any device such as your email. Other services such as accessing specific software, can only be accessed by connecting to the college network via the Student Desktop or Virtual PC

## **Office 365**

Office 365 is the latest Microsoft Office suite and includes Outlook, Word, Excel and many more. There are a few different ways to access Office 365 – on the browser on any device, via mobile apps and applications on the PC.

To access the Office 365 portal and to access all your apps, go to [www.office.com](http://www.office.com) and logon with your **Office365 account** (student number plus @sruc.ac.uk, for example, [S12345778@sruc.ac.uk](mailto:S12345778@sruc.ac.uk))

Note that this is not your email address.

You also have the option of downloading and installing Office365 applications on your own device. The licence will remain valid during the course of your studies.

## **Student Desktop**

All students at SRUC have access to the 'Student Desktop'. This is a really useful remote desktop service that allows you to log in over the internet and use your own device just as if you were using a computer on campus.

There are many benefits to using the Student Desktop:

- The Student Desktop gives you FREE access to important software that you'll need to use to do your coursework, including the full Microsoft Office suite.
- You can bring your own laptop or tablet computer into the college with you and use the printers on campus when logged into the Student Desktop on it.

For information on how to access the Student Desktop from your own Windows PC, Apple Mac or Android device, please go to: <https://www.sruc.ac.uk/studentdesktop>

## **Virtual PC**

VirtualPC is a new solution for accessing the software normally found on class workstations. Unlike Student Desktop, which should still be used for day to day access to drive mappings and standard apps like Microsoft Office, VirtualPC behaves more like a Windows 10 workstation. It runs software like ArcGIS, QGIS, AutoCAD, Sketchup, R Studio and lost more. Classes which involve teaching using this software will most likely encourage you to use this system.

You will receive the link to the virtual PC during class.



# SRUC

## **At the heart of the natural economy**

SRUC is a charitable company limited by guarantee, Scottish Charity Number: SC003712. Registered in Scotland, Company Number: SC01033046. Registered Office: Peter Wilson Building, King's Buildings, West Mains Road, Edinburgh EH9 3JG. SAC Commercial Limited. An SRUC Company. Registered in Scotland, Company Number SC148684. Registered Office: Peter Wilson Building, King's Buildings, West Mains Road, Edinburgh, EH9 2JG.