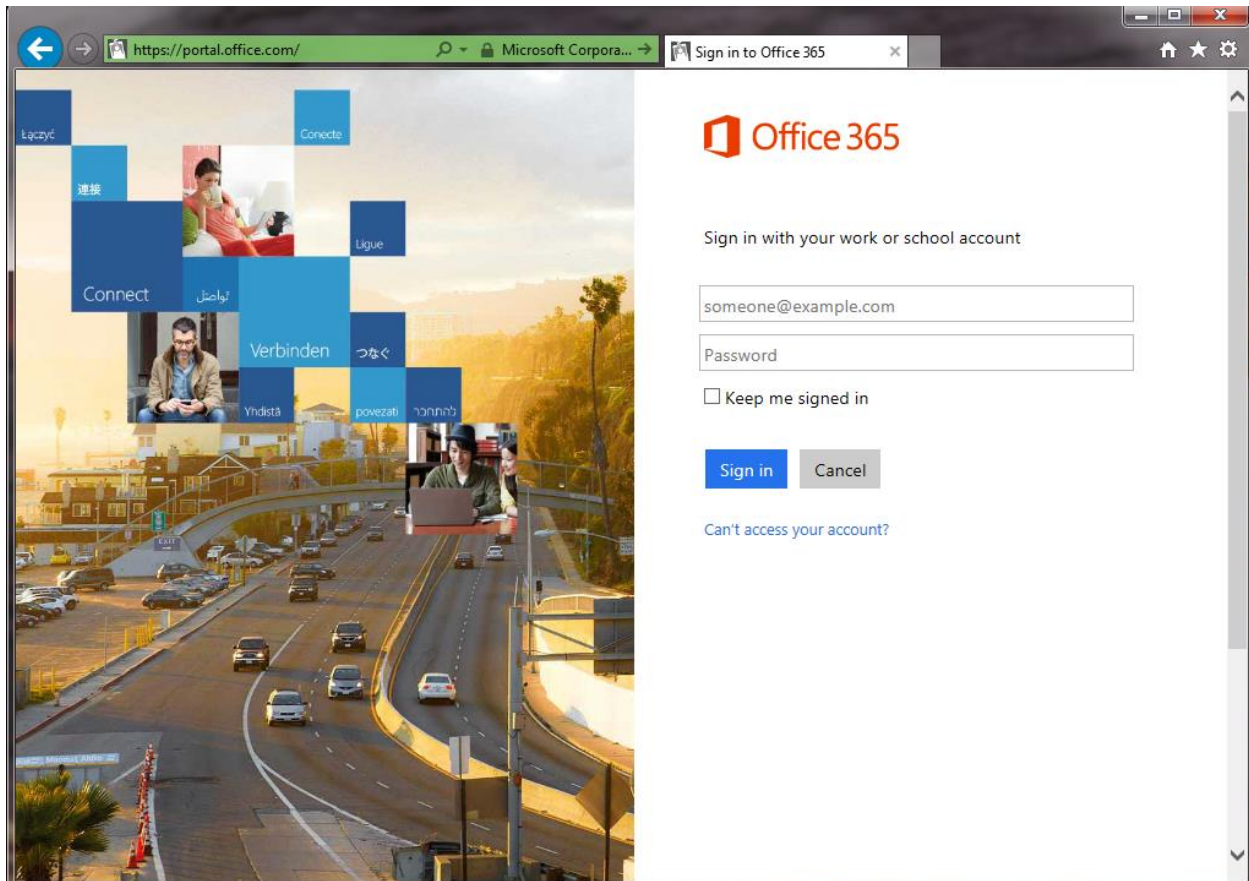


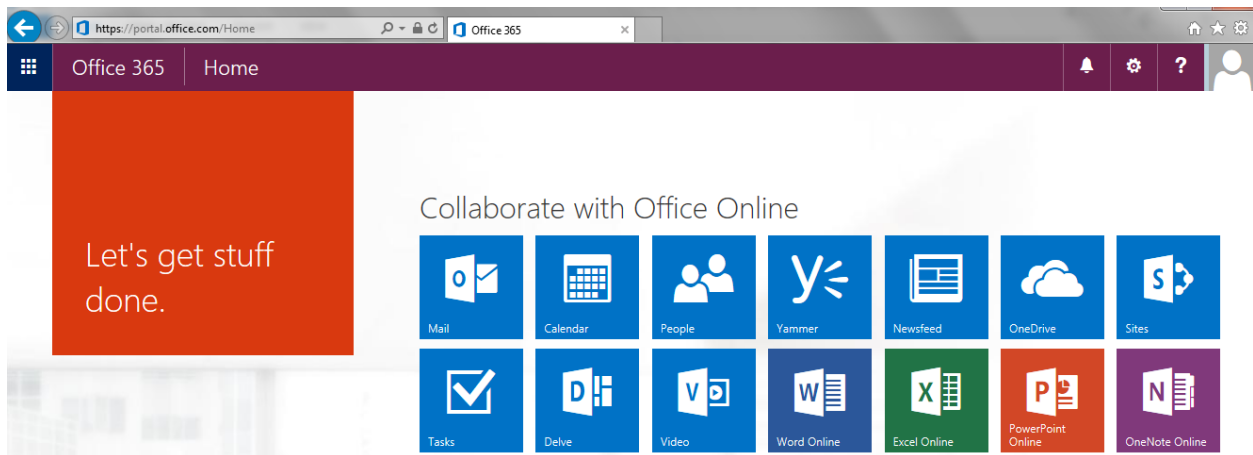
If you are a visual learner – here are some screenshots to help you get into and navigate within your new Office 365 account.

First, go to <https://portal.office.com>

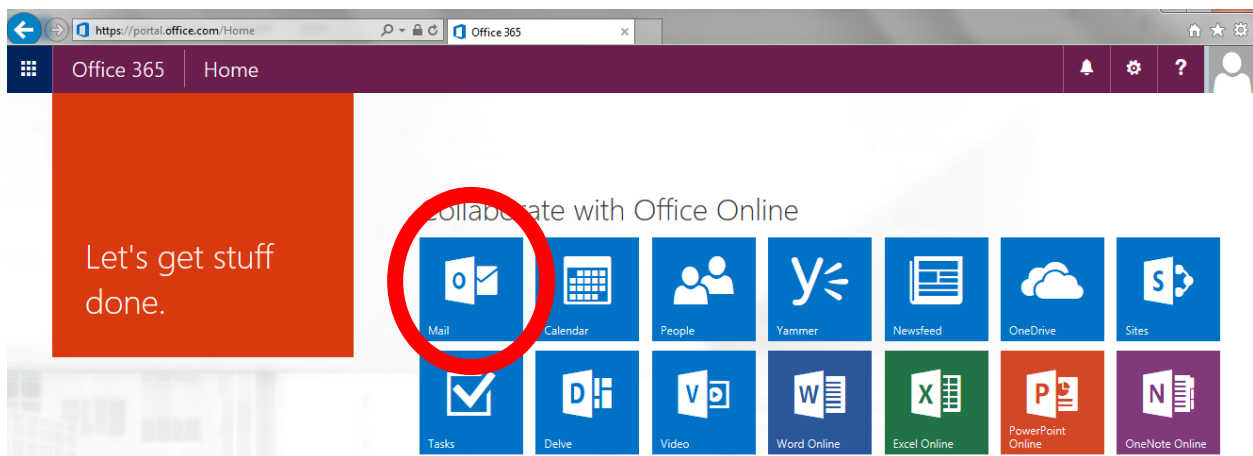


- Enter your Email Address
- Your password is the same password you use to log into your Student Portal.
- Click 'Sign In'

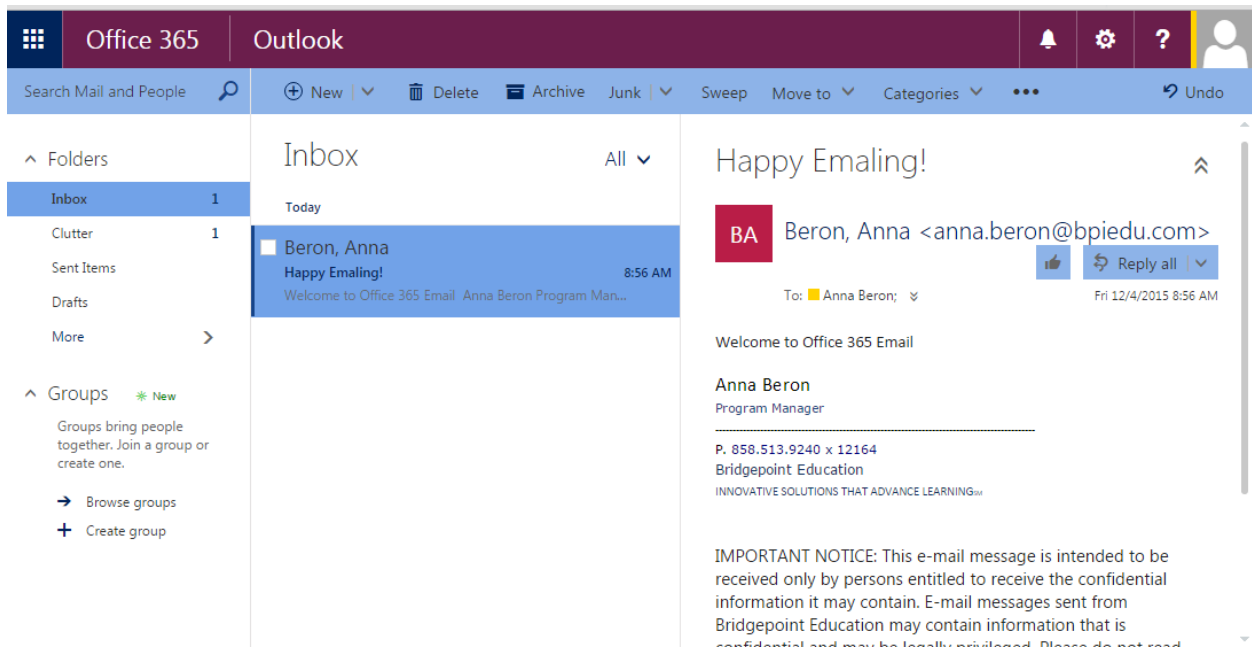
After logging in, you will see the following screen:



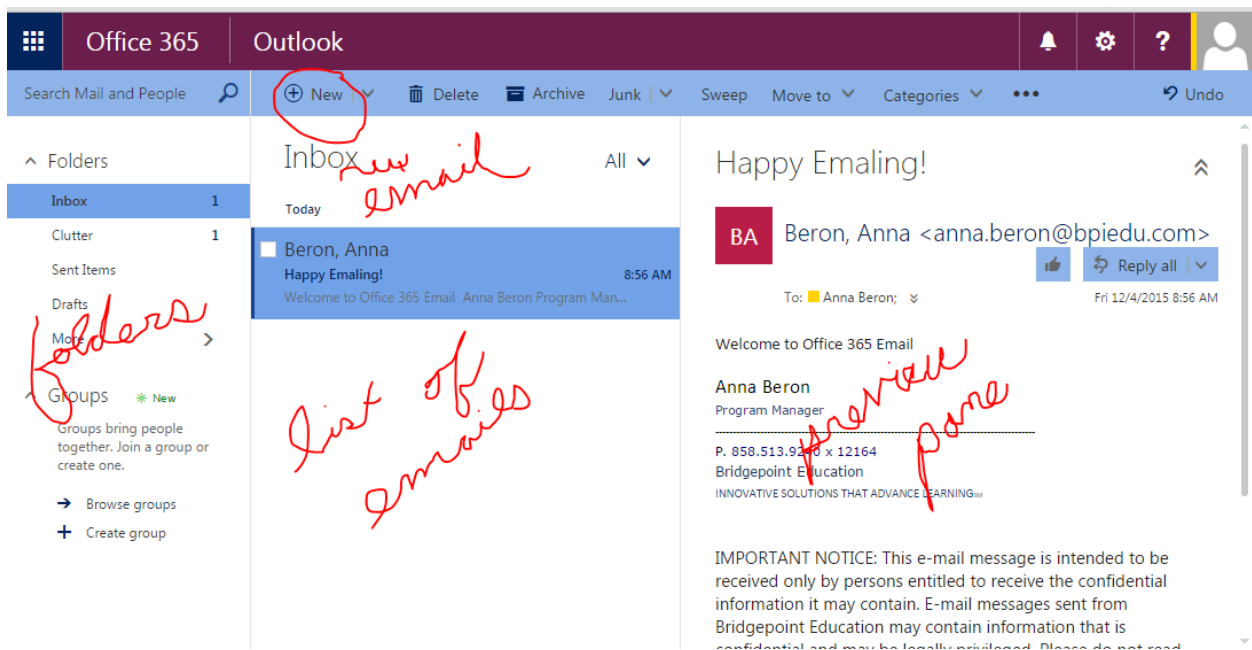
Click the 'Mail' icon to get to your email:



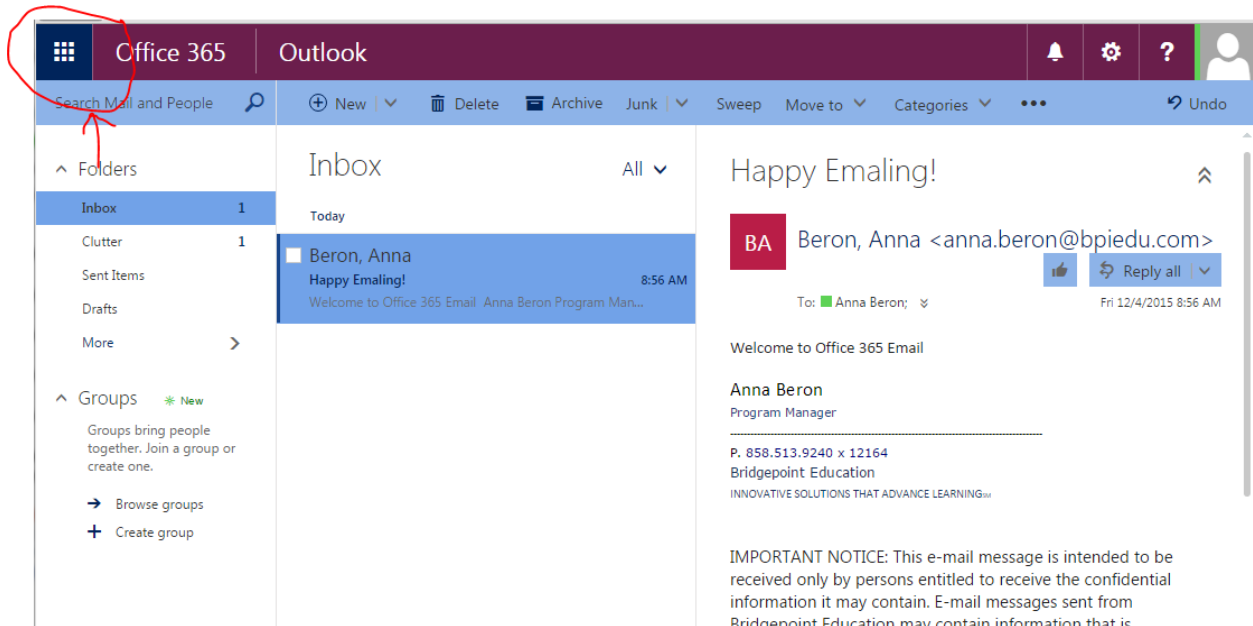
After clicking the 'Mail' icon, you will be taken to your email inbox:



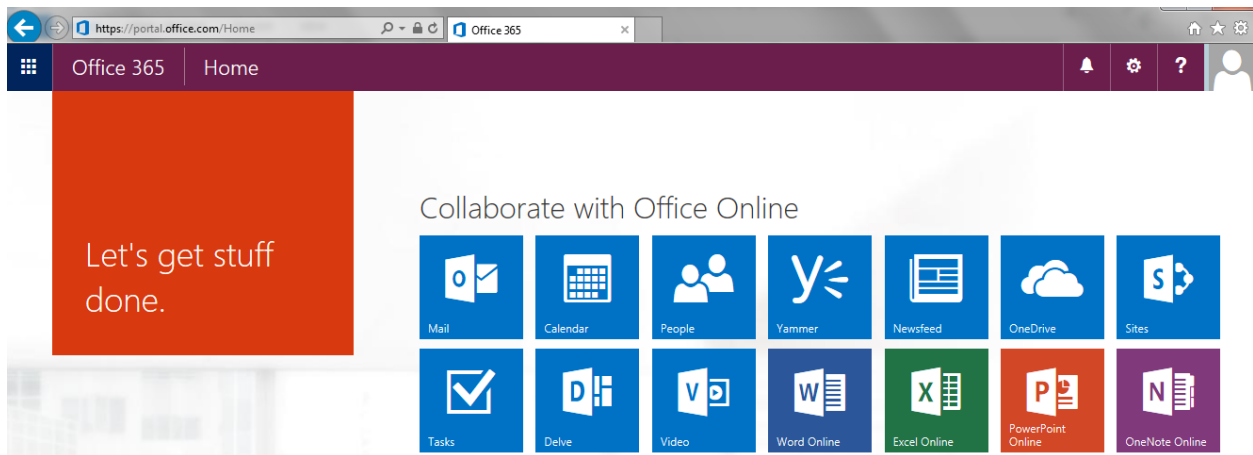
The default email screen is divided into three panes:



To get back to the menu screen, click the 'App Launcher' icon in the top left

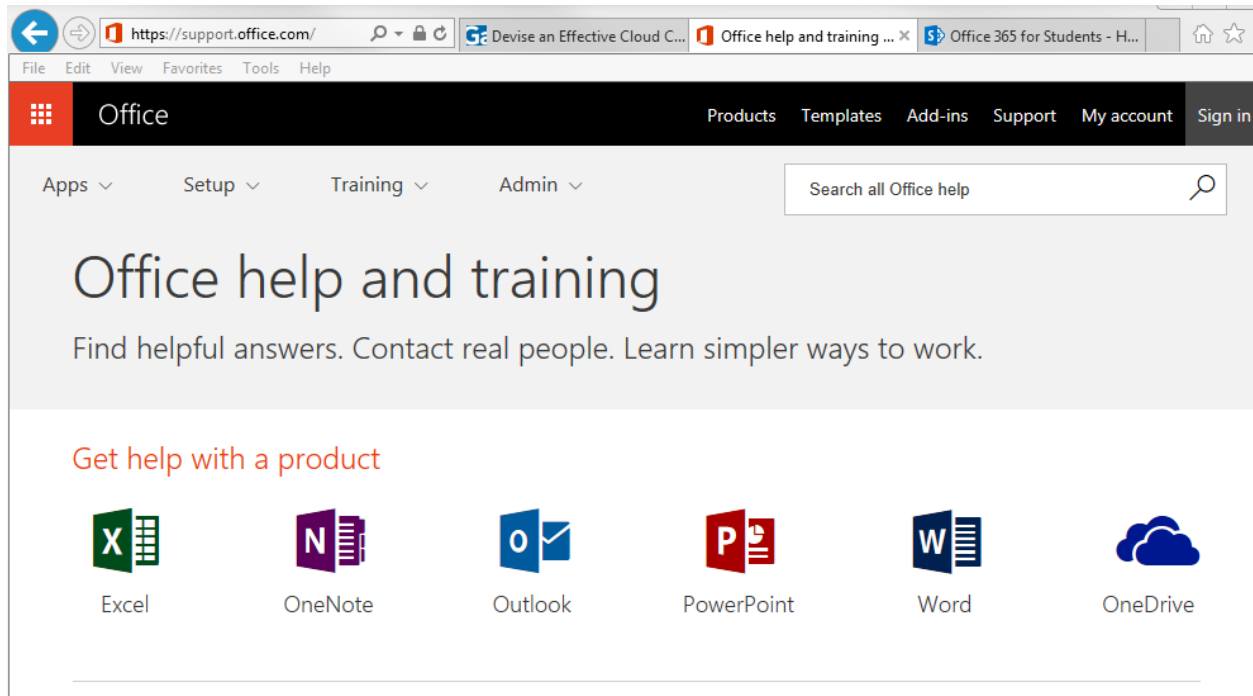


That will get you back to the main menu where you can choose your next app / tool.



Need more help with Office 365?

Go to <http://support.office.com>



The screenshot shows the Microsoft Office help and training website. The browser address bar displays <https://support.office.com/>. The page features a navigation bar with "Office" and links for "Products", "Templates", "Add-ins", "Support", "My account", and "Sign in". Below the navigation bar, there are dropdown menus for "Apps", "Setup", "Training", and "Admin", along with a search box labeled "Search all Office help". The main heading is "Office help and training" with the tagline "Find helpful answers. Contact real people. Learn simpler ways to work." A section titled "Get help with a product" includes icons and labels for Excel, OneNote, Outlook, PowerPoint, Word, and OneDrive.

This site is GREAT because Microsoft keeps it up to date with the latest trainings, tips, and techniques. Search for what you are looking for such as:

- "Office 365 for mobile" or
- "how to forward my office 365 email"