



I.T. DEPARTMENT

MS Office 365 Guide

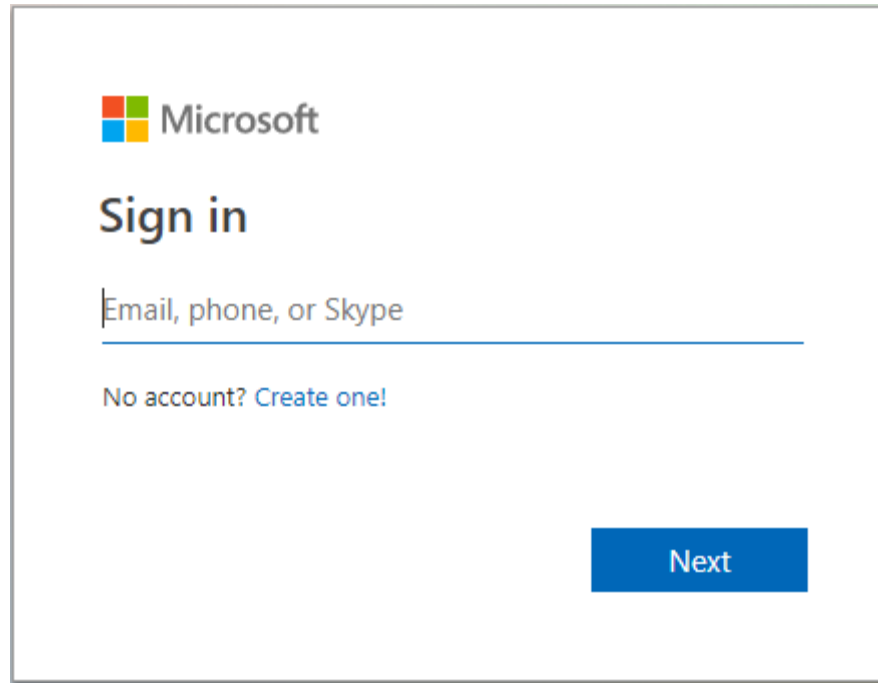
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GUIDE Through OFFICE 365

- Office 365 has made it easy to access all of your programs via the web.
- For easy access to your files follow this link:
[Office 365](#)
- Keep on reading for a step by step guide.

Signing in to Office365

A screenshot of the Microsoft Office 365 sign-in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field with the placeholder text "Email, phone, or Skype". Underneath the input field is a link that says "No account? Create one!". At the bottom right of the sign-in area is a blue button labeled "Next".

 Microsoft

Sign in

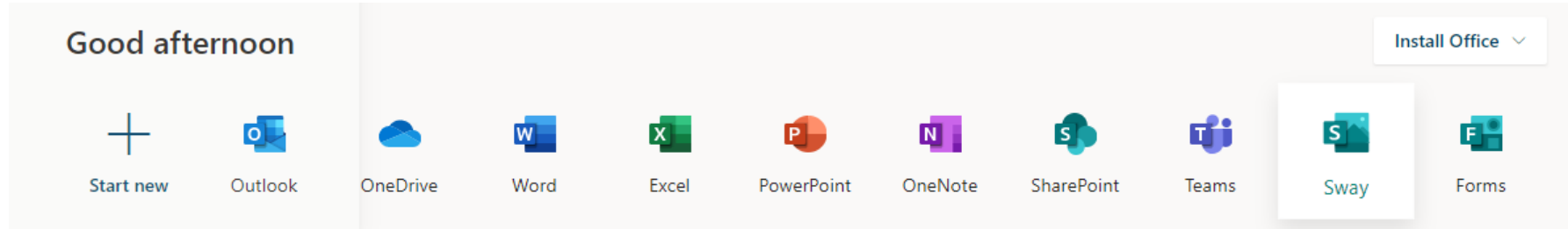
Email, phone, or Skype

No account? [Create one!](#)

Next

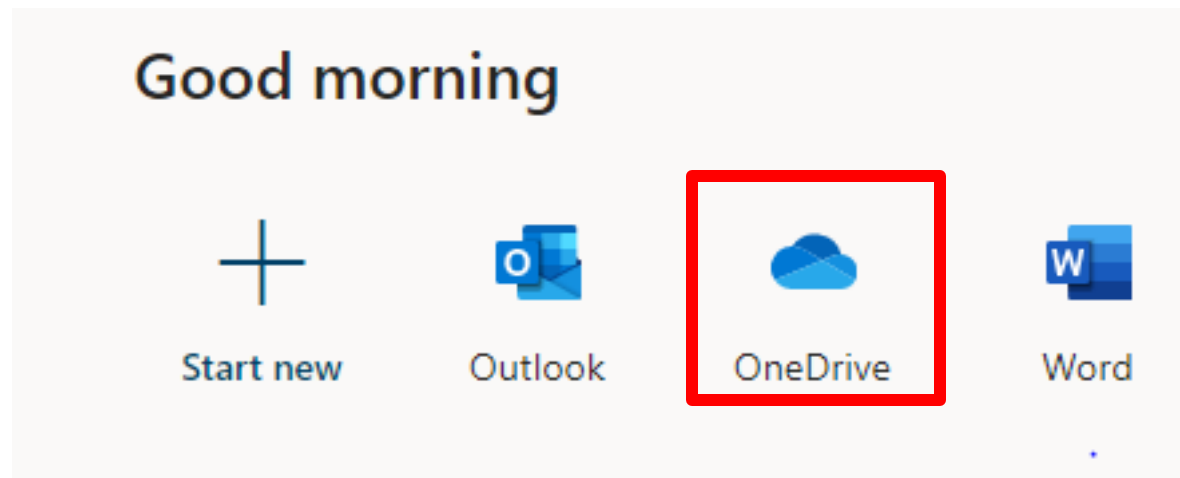
[Click here to sign Into Office365](#)

Office365 Main Applications



To open the software, double L-click to select the one you choose.

Go to One Drive



All of your uploaded Files and Folders are located here.

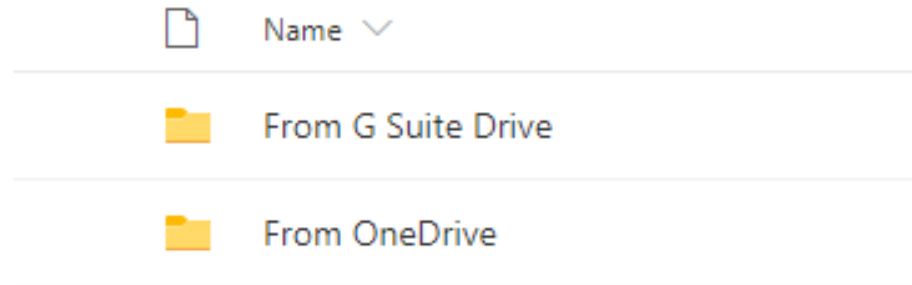
Welcome to OneDrive

Put your work files in OneDrive to get to them from any device.



Locating your Files

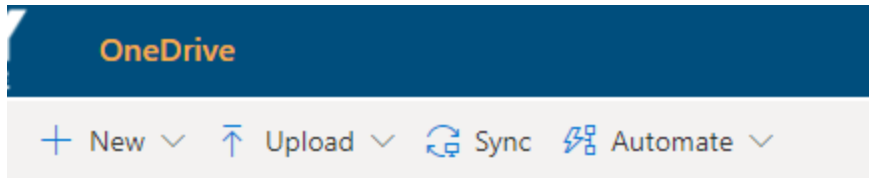
Files



You will see any uploaded File or folder in this location.

Uploading Documents or Folders

Select Upload



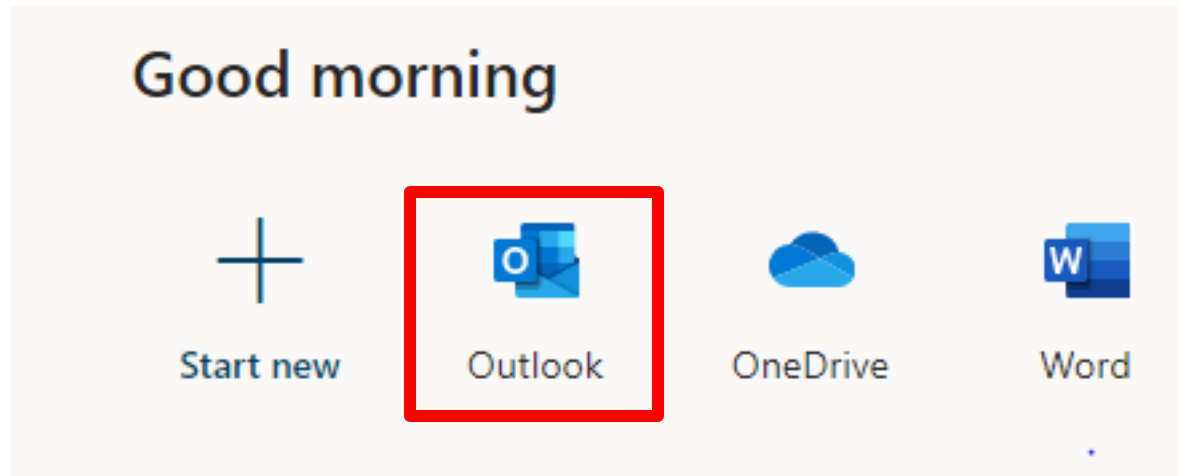
OR

Drag and Drop

- Open up a file folder
- Drag documents into one drive
- Files and folders will appear.

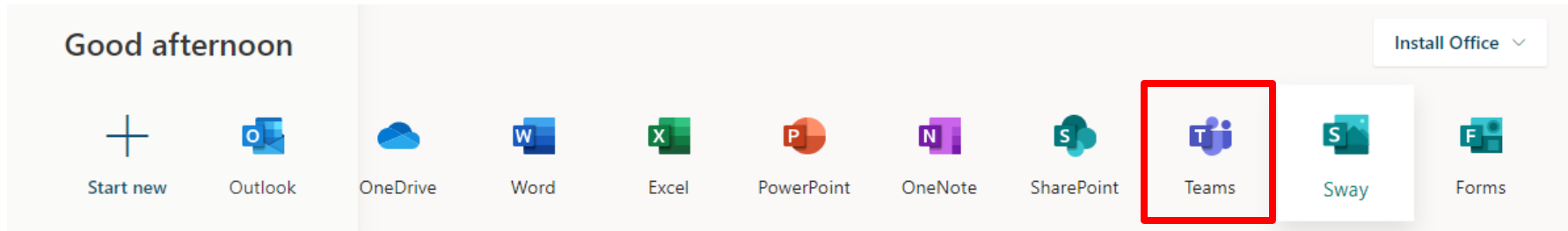
Use these methods to upload documents

Email



Click on the Outlook icon to open.

Teams



The 'Teams' web version will open when this link is clicked.

If you'd like to download the full software, click here: [Teams Download](#)

Help Desk Contact Information

- Phone : (857) 701-1555 or x1555
- Email: helpdesk@rcc.mass.edu
- Website: Helpdesk.rcc.mass.edu