

Office 365 Cloud – Basics for Remote Work

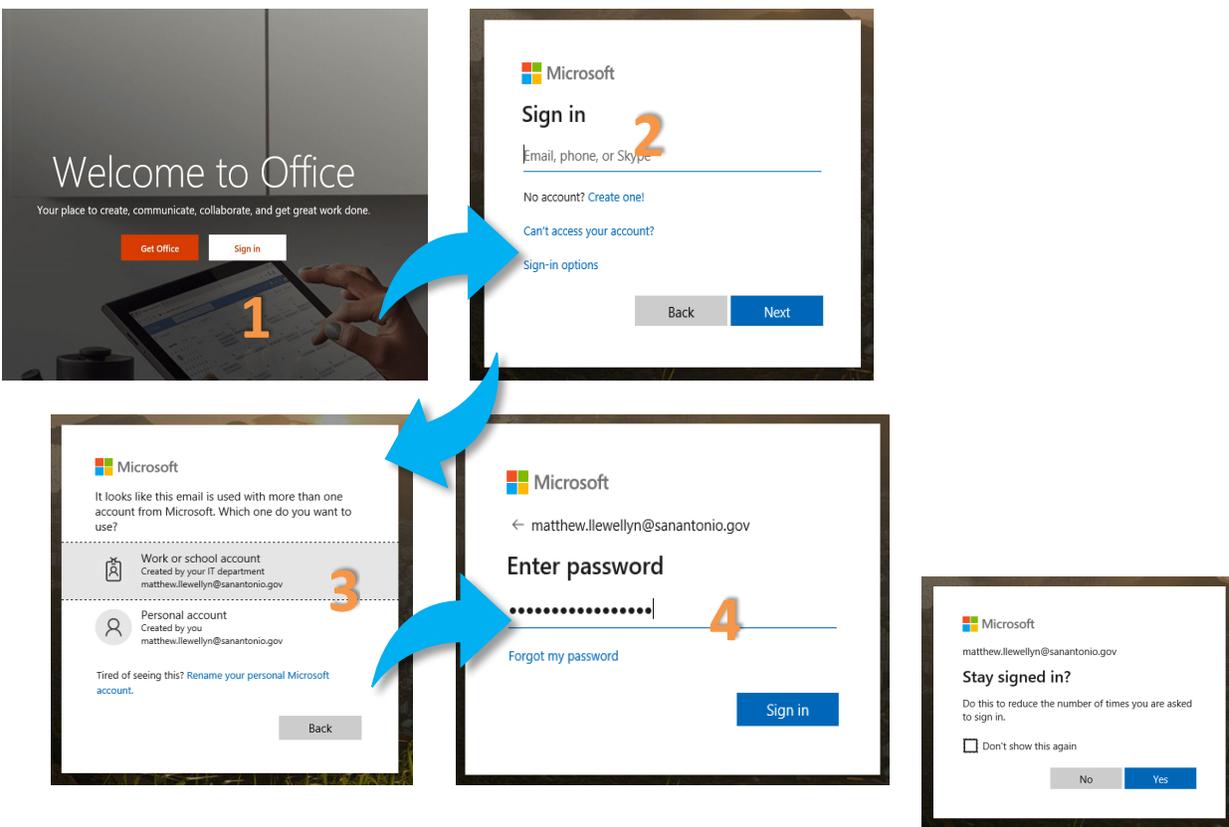
Office 365 (O365) is what we are calling our digital workspace and refers to the collection of desktop applications and web-based applications that we use on a day-to-day basis, including Word, Excel, and PowerPoint. Office 365 products are cloud-based, so you will be able to access your work documents from any device at any time. Office 365 also provides automatic updates for all these programs, so you will always have the latest and greatest versions at your fingertips.

Note: You must have been issued a license to use and If your Office 365 license is an F1 or G1, you will access these products via the web only and not your desktop.

Getting Started

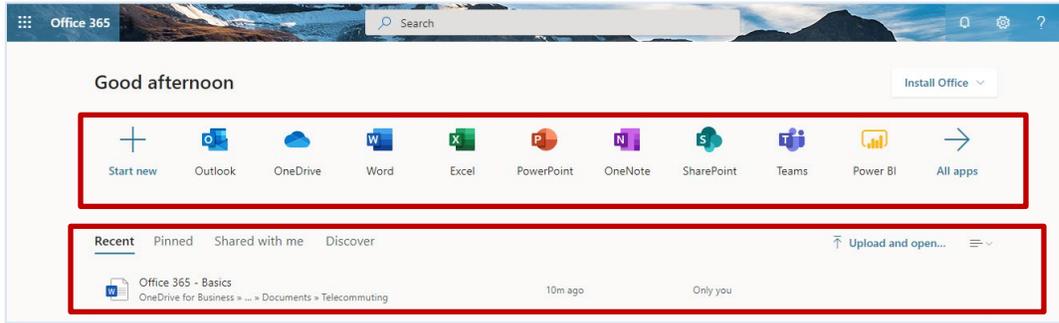
Open your web browser and navigate to www.office.com

1. When the page loads you will be asked to sign in. Click “Sign in”
2. Enter your city email
3. If prompted, select “Work or school account”
4. Enter your CoSA password that you use to log in to a computer (*You may be asked “Stay signed in?”, only say yes if you are the only one who uses the computer you are signing in on*)



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Once you are logged in you will see a screen like this with the apps you have access to populated across the top of the screen. (*Not everyone will have the same apps, depending upon your license type*). Below that, you will see recent documents you have worked on, giving you quick access to them



Accessing Outlook Email

When clicking on the Outlook icon from Office.com, most users will be redirected to a site outside of Office.com to get your email. Sign in with your CoSA credentials.

