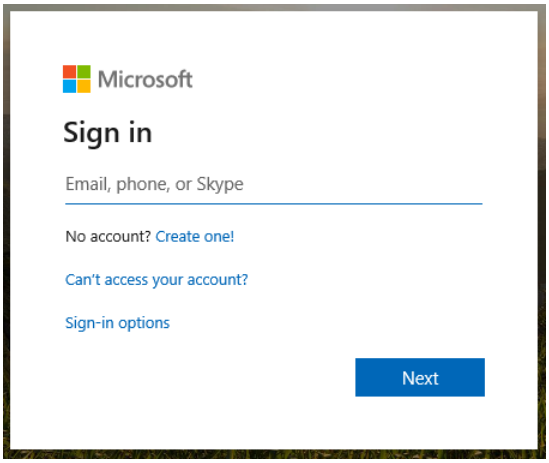
Accessing Office 365

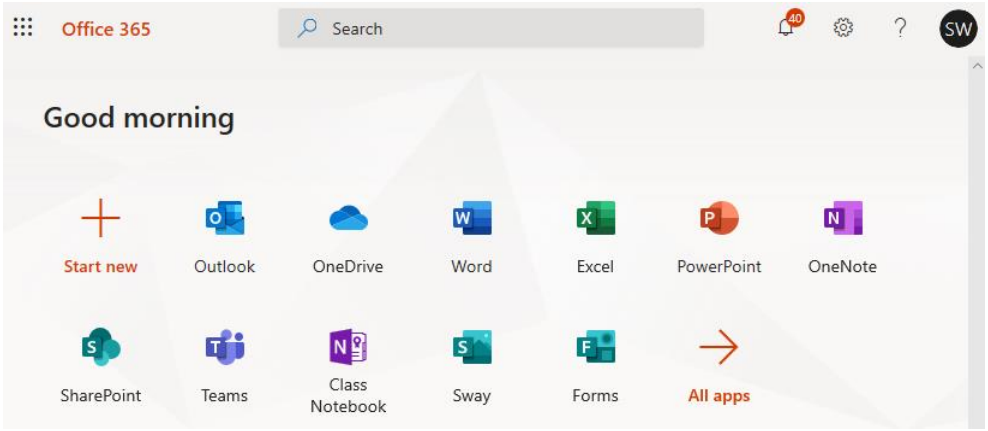
To log in to Office 365 please follow the instructions below. Please note that this is the same log in procedure for anything Office 365 (Email & Calendar, Office Web Apps, OneDrive, Teams, etc).

Instructions

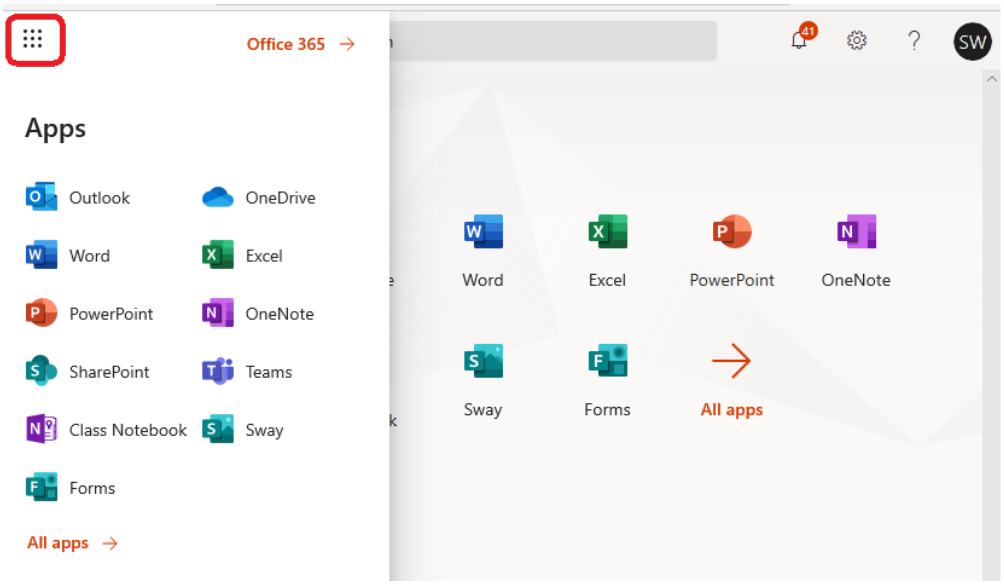
- Go to the main Office 365 portal https://portal.office.com
- Enter your NSD username in the form **username@nashua.edu** and click **Next**
    - Enter your NSD password as well when prompted and click **Sign In**



- You may receive a prompt to choose a log in option; select work or school account.
- Your landing page will depend on the Office 365 services enabled for your account.



- Clicking the App Launcher (waffle) on the Suite Bar at the top left displays the services that are enabled for your account


Office 365
Apps
Outlook
OneDrive
Word
Excel
PowerPoint
OneNote
SharePoint
Teams
Class Notebook
Sway
Forms
All apps
41
SW
Word
Excel
PowerPoint
OneNote
Sway
Forms
All apps