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 <u>https://portal.office.com</u>
- 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

Microsoft	
Sign in	
Email, phone, or Skype	
No account? Create one!	
Can't access your account?	
Sign-in options	
	Next

- 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.

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Start new	Outlook	OneDrive	Word	Excel		OneNote	
SharePoint	Teams	Class Notebook	Sway	Forms	All apps		

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

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Apps							^
Outlook	OneDrive	6					
Word	Excel	2	Word	Excel	PowerPoint	OneNote	
PowerPoint	OneNote			Little.			
SharePoint	i T eams		s	6	\rightarrow		
Ng Class Notebook	Sway	k	Sway	Forms	All apps		
Forms							
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