

Getting started with Office.com

- Open up your **Internet Browser** (Google Chrome)

- Type in **office.com**  

- Click **Sign In**



- Enter your student email address

 Microsoft

Sign in

[No account? Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

- Click **Next**

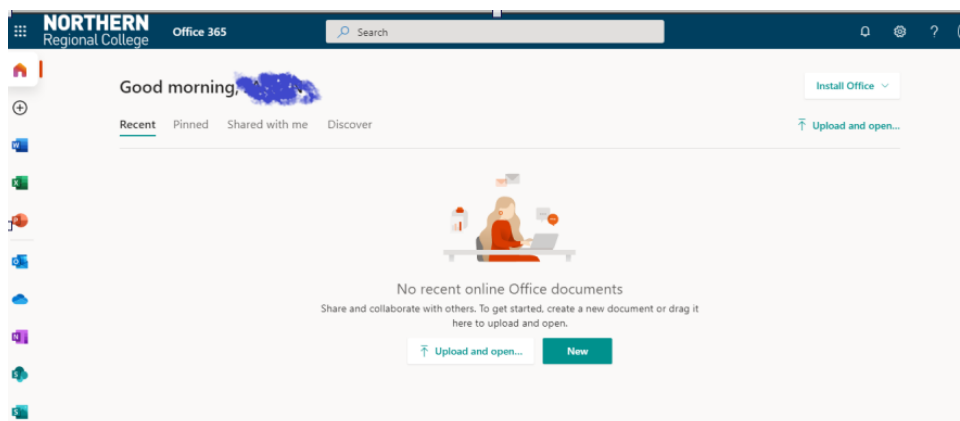
Back

Next

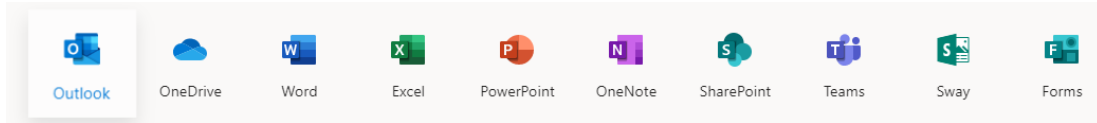
- Enter your **Password** which is made up of **x-dd-mm-yyyy** of your date of birth. For e.g. if your date of birth is 1st February 1979 your password will be **x-01-02-1979**

- Click **Sign in**

- The following screen should appear:



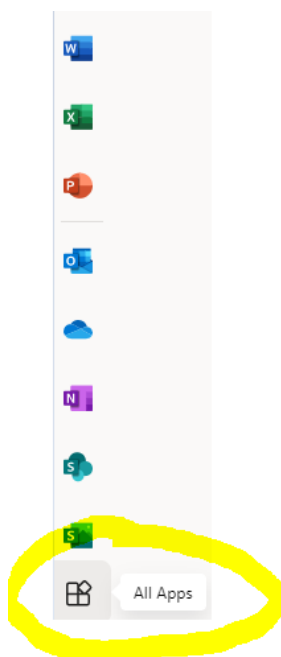
- The icons down the left side of the screen above link to these Office 365 apps:



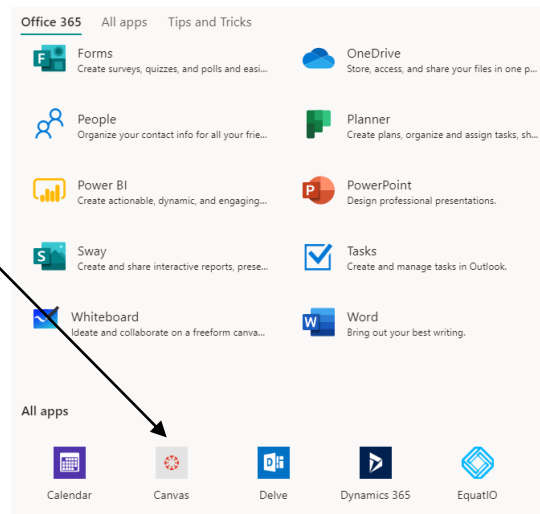
App Name	Explanation
Outlook	Click on this program to access your college emails
One Drive	Where your documents can be stored online
Word	Create word processed documents using an online version of Word
Excel	Create spreadsheets using an online version of Excel
PowerPoint	Create presentations using an online version of PowerPoint

Accessing Your Online Course via Canvas

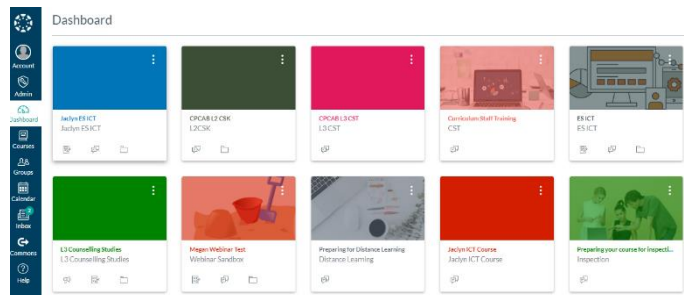
- From **office.com** click on the **All apps** icon at the bottom of the screen:



- Scroll down to All apps and click on the **Canvas** icon



- This will take you to your **Canvas Dashboard** where you will see all the courses you are enrolled on.



- Choose your course from your dashboard by clicking on the tile.