

I.T. DEPARTMENT

MS Office 365 Guide

1234 Columbus Avenue Roxbury Crossing, MA 02120 Tel: 617-427-0060 | www.rcc.mass.edu



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: <u>Office 365</u>
- Keep on reading for a step by step guide.



Signing in to Office365

| Microsoft | |
|-------------------------|------|
| Sign in | |
| Email, phone, or Skype | |
| No account? Create one! | |
| | |
| | Next |

Click here to sign Into Office365



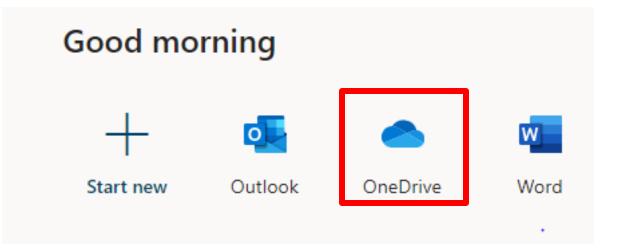
Office365 Main Applications



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.



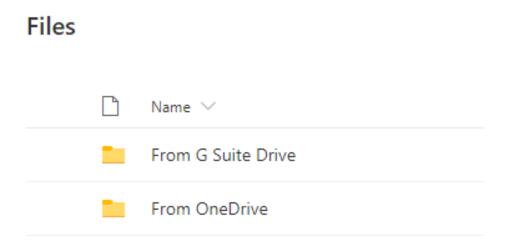
Welcome to OneDrive

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





Locating your Files



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



Uploading Documents or Folders

Select Upload

 OneDrive

 + New ∨ ↑ Upload ∨ ♀ Sync 𝔥 Automate ∨

OR

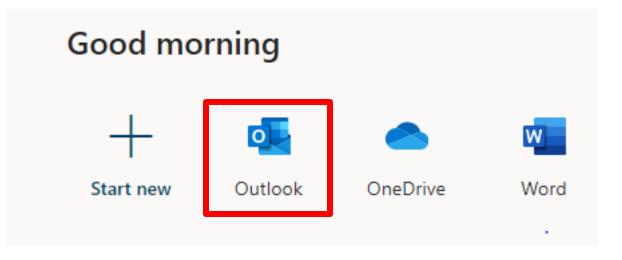
Drag and Drop

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

Use these methods to upload documents



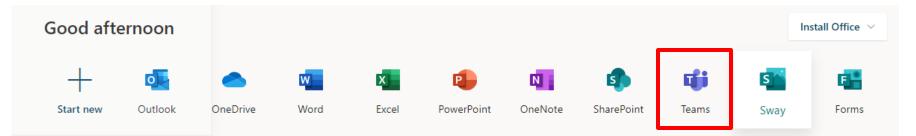
Email



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: <u>helpdesk@rcc.mass.edu</u>
- Website: Helpdesk.rcc.mass.edu

