

Microsoft Office 365 Guide for Student Access

We have partnered with Microsoft to offer our students free access to Office 365, which includes access to your MyCampus email, Word, PowerPoint, Excel, and OneDrive. You will communicate with your faculty and peers using your University MyCampus email address, and you can use the suite of Office products to complete your course work. Active users receive:

- The latest versions of Microsoft Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access.
 - Note: Access is Windows only software and not available on Macintosh computers.
- Installation on up to five PCs or Macs, and Office apps on other mobile devices including Windows tablets and iPad.
- OneDrive cloud storage.
- Access to Office Online.

Watch [this video](#) to learn about the MyClassroom Office 365 integration. Access to your Office 365 portal is at your fingertips in every course!

Follow the steps outlined below to access your Office 365 account:

1. Use your student ID and password to log into your [Microsoft Office 365 portal](#). You can always find this link on the right-hand column of My Homepage and courses within MyClassroom.

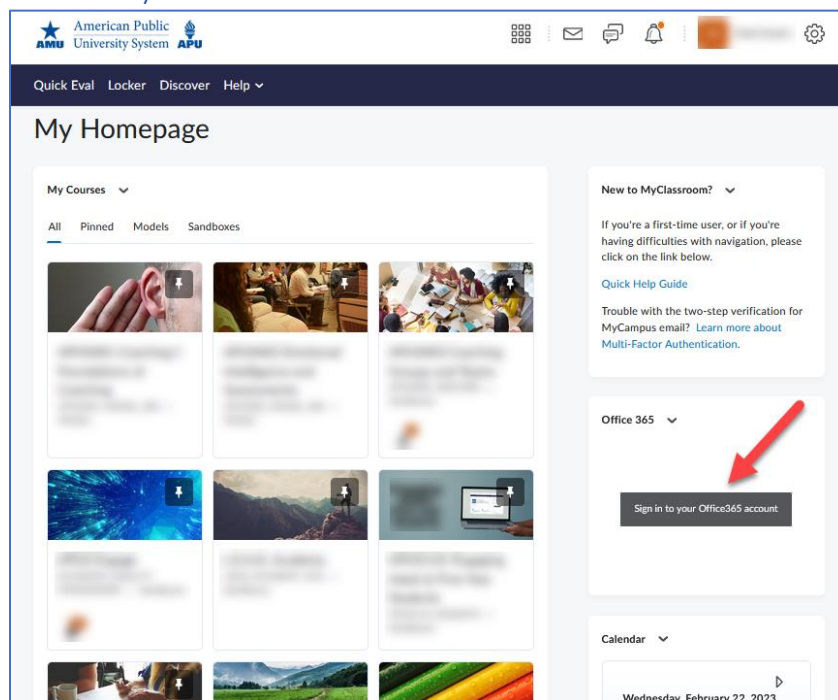


Figure 1 - My Homepage in MyClassroom with the Office 365 Sign-in link highlighted

2. Click the App Launcher icon in the top left corner. (This appears as nine squares in a square formation.)

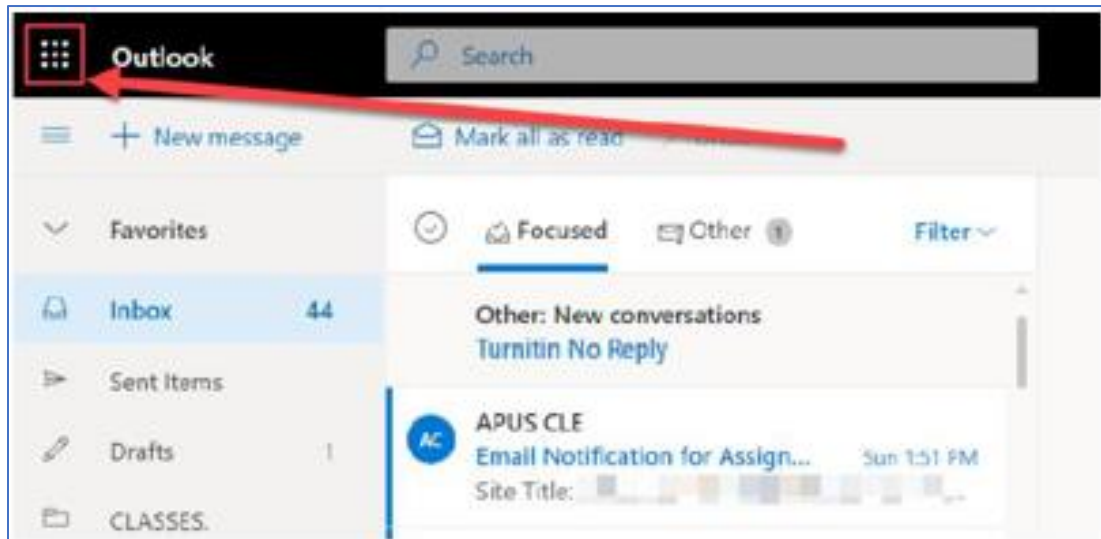


Figure 2 – Outlook home page with App Launcher icon highlighted

3. You can now choose to access Office 365 in the cloud, or to install Office 365 on your computer. The cloud option is great for quick ease of use and backing up information, while downloading the apps allows you to work while not connected to the internet. In either case, you will have access to the full suite of applications.

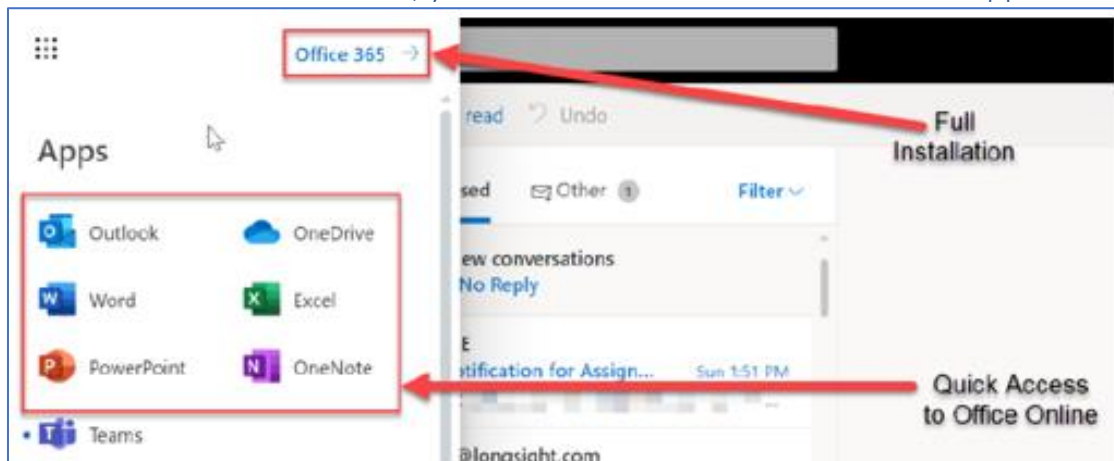


Figure 3 – App Launcher drop down menu

- Should you choose to download the applications, click on the “Install apps” dropdown menu in the top right corner, then click on “Office 365 apps” and follow the prompts for installation.

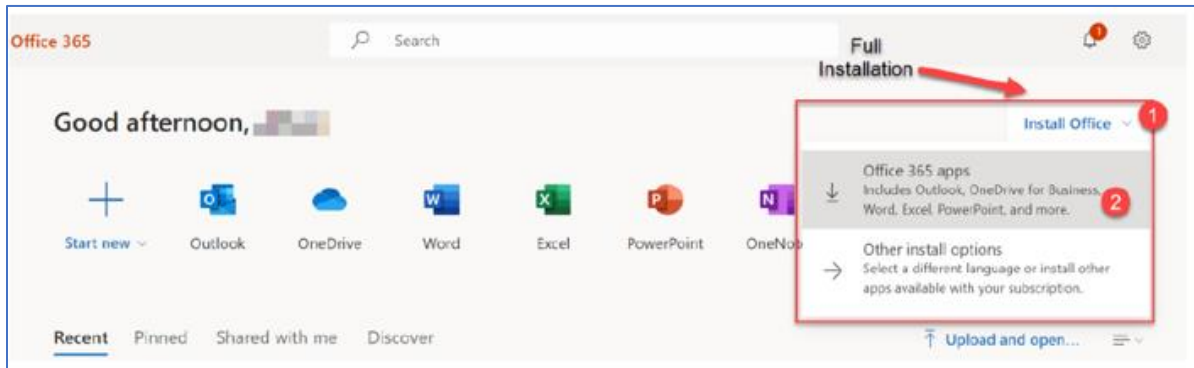


Figure 4 – Install Office drop down menu

- Email ClassroomSupport@apus.edu if you have experienced any issues or have further questions.