How to Access Office 365

What is MS365?

The Microsoft Office 365 suite is a hosted, online version of the traditional installed version of Microsoft Office software. Office 365 includes several well-known productivity apps that can all be used online from any computer once you sign in to your MS365 account. A few of the apps included are: Mail, Word, Excel, PowerPoint, Outlook, and OneNote.

How do I log in?

The Chromebook will open to the HCC Libraries Homepage. Several other sign in tabs will also appear. There are a couple of options to get to the sign in page to your MS365 account.

1) Click the **Sign in to your account** tab.

![Sign in to your account](image1)

*or*

2) Click the **Login to Office 365** icon.

![Login to Office 365](image2)
Either way will get you to one of the following sign in pages:

Log in using your HCC Email and password.

Once logged in to M365, you will see all available apps in squares as shown below.

Choose your app and get started!