How To Access Office 365
(Mail, Word, Excel, PowerPoint)

Word — Much more than just writing.

Excel — Tables and charts that set the standard.

PowerPoint — Build A+ presentations.

Office 365 Education for to students who are course(s) at *IVC* or
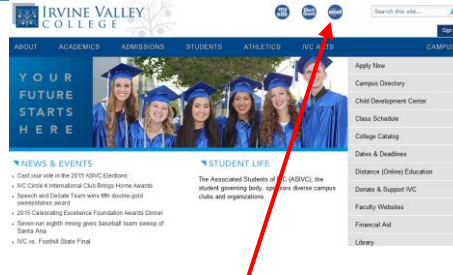
Students is available for <u>free</u> currently enrolled in a *Saddleback College*.

1. Login to your college email (IVC or Saddleback). Two ways to quickly and easily access the login page is

   - Via the email link located on the College home page

   - or this website address: https://outlook.com/ivc.edu

Student e-mail

Office 365

Sign in with your work or school account

someone@example.com

Password

You may also directly access your email by clicking on the link located within ***MySite*** at the top of the screen:

MySite — Welcome Elizabeth Gonzalez
Your Username is: **egonza**
Your College Email Address... | You have 34 new emails! | ick here to see your email.

HIDE MENU ▸ MySite

MySite
 My Classes
 My Information
 My Academic Plan
 My Email
  Change PIN/Password
 My College
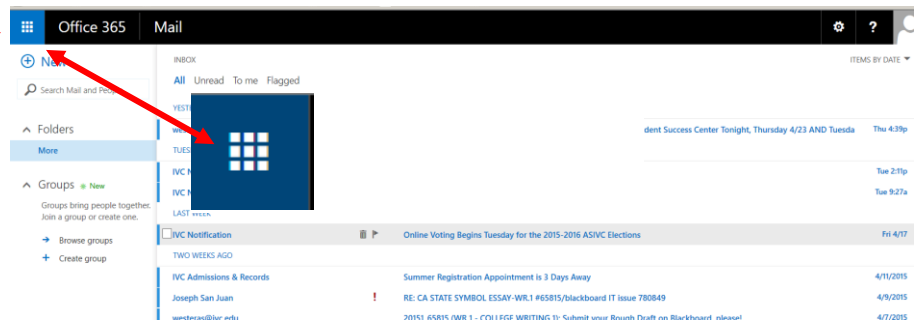 Contact Us
 My Preferences
 Parking

To-Do List
 Add Task   loading... Expand All C
Done Priority ▲ Task   Deadline
                                            Show comple

Calendar

2. After you login to your Inbox, click on this icon located at the top-left:

You will then have access to Office 365 applications, including *Word*, *Excel*, and *PowerPoint*:

Mail | Calendar | People | Newsfeed | OneDrive | Sites | Tasks

Delve | Word Online | Excel Online | PowerPoint Online | OneNote Online