

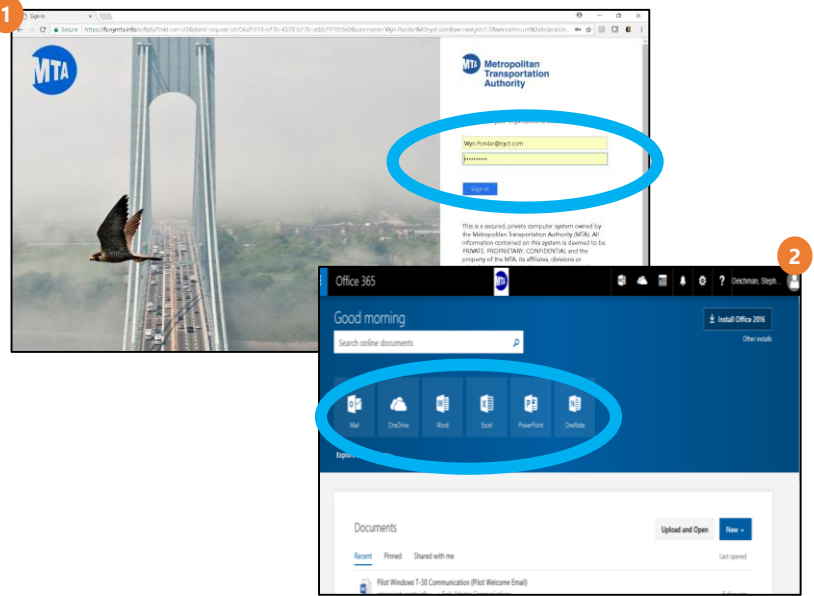
Office 365 gives you access to your Microsoft Office files and applications online. With Office 365, familiar tools like Word, Excel, PowerPoint and Outlook are all available online so you can access them wherever and whenever you need them.

Access Office365 Application Launcher

The Office 365 application launcher, accessible through your internet browser, lets you access online versions of all your Office applications. ¹

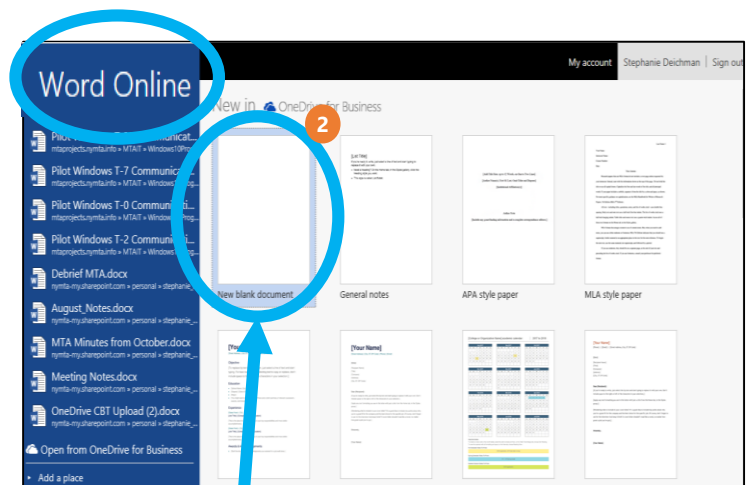
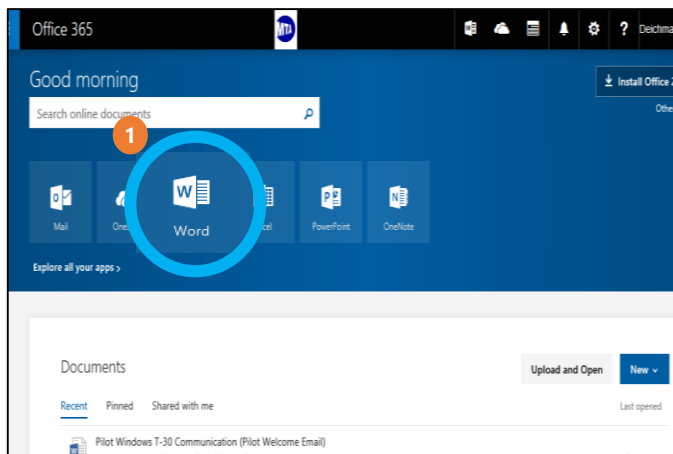
To access those applications:

1. Navigate to **portal.office.com**
2. Sign-in with your MTA credentials to access the Office365 application launcher
3. From here, you can access the online versions of all of your Microsoft applications like Word, Excel, and PowerPoint.



Create and edit Office documents online

Use the Office Online apps to create and edit Office documents from anywhere. You can create Word documents, Excel workbooks, PowerPoint presentations, and OneNote notebooks from the Office Online apps just like your Office 2016 applications. All documents you create will be saved directly to your online OneDrive account so you can easily access them later.



New blank document

Edit documents on the go

If you upload your files to OneDrive, you can access them whenever, wherever. Documents on OneDrive can be opened and edited from any computer or device. Say someone asks you to add a graph to an Excel workbook – you can do that right from your phone or from any computer.

To upload documents to OneDrive online:

1. Log on to **portal.office.com**
2. Click the OneDrive application from the app launcher home page
3. Click upload in the ribbon of OneDrive online
4. Select the files you want to access through Office 365
5. Click “Open” on the pop-up
6. See that your files have appeared online.

*Note: any edits and changes you make will now be available in the **OneDrive** version of the document. The local copy will no longer be the most up to date version of the document.*



Share and collaborate

Office 365 allows you to share documents and collaborate on them with your coworkers. This eliminates having to email documents back and forth, potentially losing track of which version is the most recent. Sharing allows multiple people to work on the document at the same time, or at different times.

To share a document online:

1. Open the document you are working on from OneDrive in your browser
2. Click the “Share” icon in the ribbon of the Office 365 application
3. Select if you want your colleagues to have “view only” or editing permissions
4. Select the permissions of who can access the link
5. Type in your colleague’s name or email
6. Type in a brief message describing the document
7. Click send

