

Microsoft Office 365

Version 4

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About

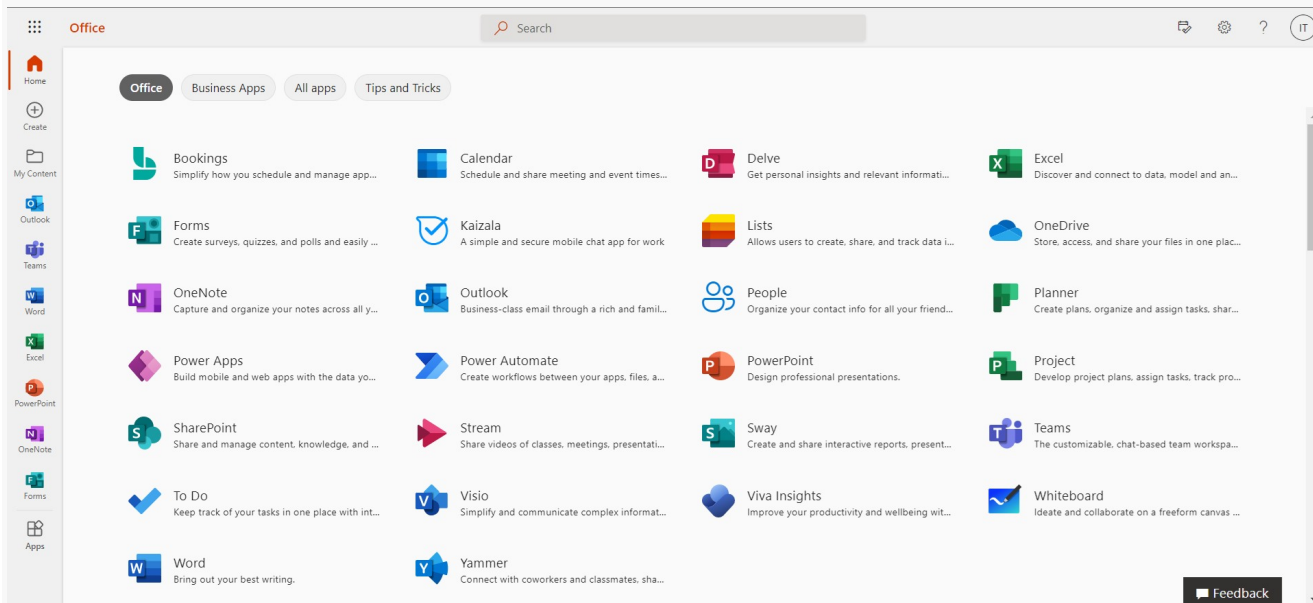
Microsoft 365 (formerly Office 365) is a modern suite of tools for productivity, communication and collaboration. Seneca's Microsoft 365 license includes Word, Excel, PowerPoint, OneDrive, Teams and more.

License

All students with an active Seneca email address have access.

Option 1 - Access on the web

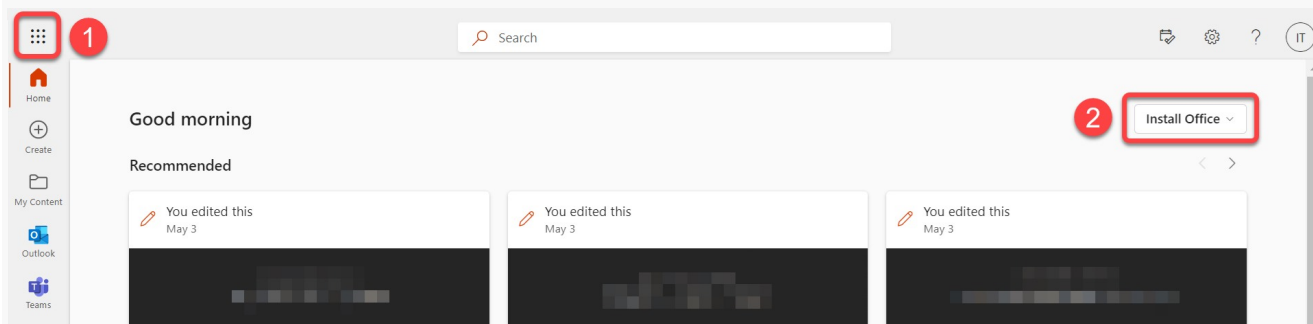
- Go to office.com and click "Sign In". Enter your Seneca email and password.
- The homepage offers several ways to access tools, recent and shared files.
- To view all apps available: Click the app launcher at the top-left corner. Click "All apps" and then "Explore all your apps".



Option 2 - Install on desktop

You may be able to install Microsoft 365 on your computer, this offers the newest desktop versions of Outlook, Word, Excel, PowerPoint, and more.

- Go to office.com and click "Sign In". Enter your Seneca email and password.
- Click "Install Office" and select "Office 365 apps".
- Download and install on your computer.
- Sign into Microsoft 365 on your computer with your Seneca email and password.



The screenshot displays the Microsoft Office 365 interface. At the top, there are three document thumbnails, each titled 'Project 1', 'Project 2', and 'Project 3' respectively. Each thumbnail includes a 'DUE DATE: Beginning of class 5' or 'Beginning of class 6' label. Below the thumbnails is the 'Quick access' section, which contains buttons for 'All', 'Recently opened', 'Shared', and 'Favorites'. To the right of these buttons are 'Upload' and 'Grid View' icons. Below the 'Quick access' section, a document titled 'Project 1' is shown with a 'Just now' timestamp and a 'You edited this' notification. A 'Feedback' button is located in the bottom right corner of the document view.

Resources

- [List of Office Apps](#)
- [Office Quick Starts](#)
- [Office Cheat Sheets and Guides](#)

tags : its, its-services, microsoft, office365