

Microsoft Office 365

Version 4

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About

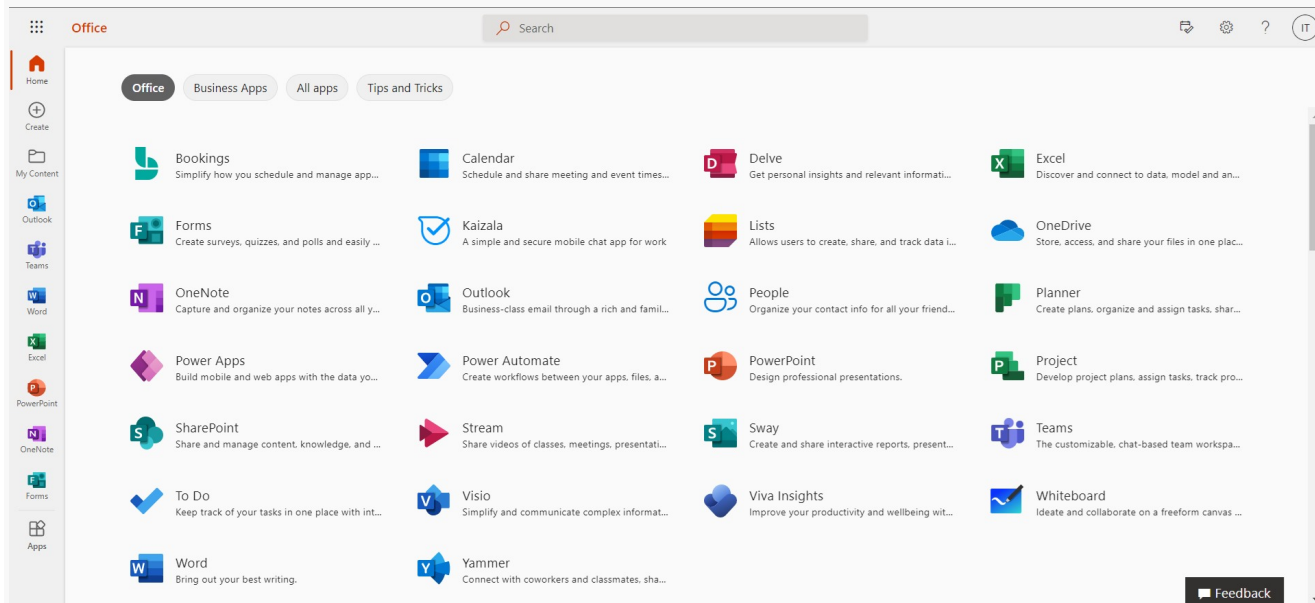
Microsoft 365 (formerly Office 365) is a modern suite of tools for productivity, communication and collaboration. Seneca's Microsoft 365 license includes Word, Excel, PowerPoint, [OneDrive](#), [Teams](#) and more.

License

All students with an active Seneca email address have access.

Option 1 - Access on the web

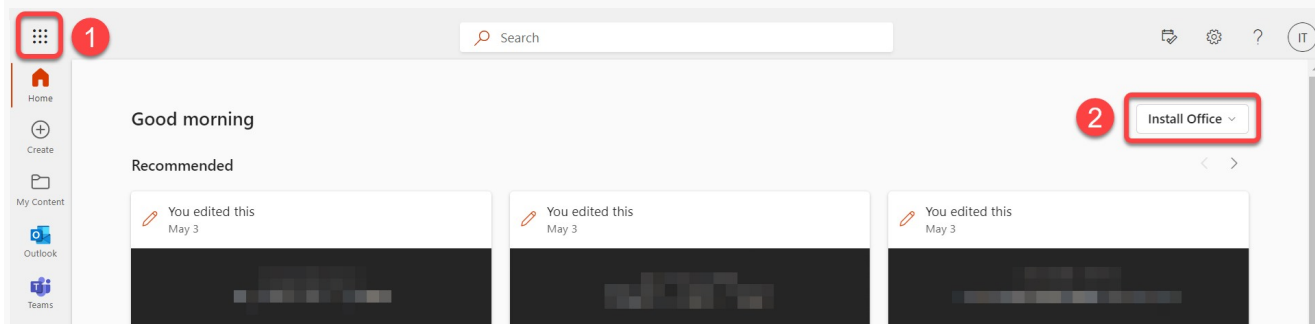
- Go to [office.com](#) and click "Sign In". Enter your Seneca email and password.
- The homepage offers several ways to access tools, recent and shared files.
- To view all apps available: Click the app launcher at the top-left corner. Click "All apps" and then "Explore all your apps".



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.



Word

Excel

PowerPoint

OneNote

Apps

Due DATE: Beginning of class 5

Project 1

Due DATE: Beginning of class 6

Project 2

Due DATE: Beginning of class 7

Project 3

Quick access

All

Recently opened

Shared

Favorites

+

Upload

Project 1

Just now

You edited this

Feedback

Resources

- List of Office Apps
- Office Quick Starts
- Office Cheat Sheets and Guides

tags : its, its-services, microsoft, office365