

## FAQ – HOW DO I ACCESS MICROSOFT 365 ONLINE?

### Purpose

- This guide goes over the steps necessary to access the Microsoft 365 (MS 365) online portal

### Requirements

- An active Wilkes account
- A device with internet connectivity

### Notes

- The MS 365 portal is used to access online versions of Microsoft Word, PowerPoint, Excel, OneDrive and OneNote

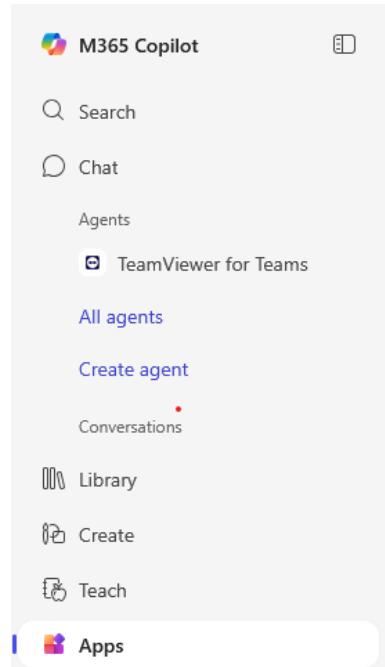
### Process

1. Browse to <https://portal.office.com> and sign in with your Wilkes email and password

The image consists of two side-by-side screenshots of a Microsoft sign-in process. The left screenshot shows the 'Sign in' page with a Microsoft logo, a 'Sign in' button, and a text input field containing 'firstname.lastname@wilkes.edu'. Below the input field are links for 'Create one!' and 'Can't access your account?'. A 'Next' button is at the bottom. The right screenshot shows the 'Enter password' page with a Microsoft logo, a text input field for 'Password', a 'Sign in' button, and a 'Forgot my password' link.

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- a. If this is your first time signing in, you will be greeted with the welcome box asking to provide a tour of the website. It can be disregarded by clicking the X at the top right of the window. If taken to the Copilot homepage, you can continue.
2. To access the applications, click the **Apps** section in the left-hand menu. Once there, the Office applications can be found at the top of the page. Select the desired app from the list



### Apps

