

## 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 displays two sequential screenshots of the Microsoft 365 online portal sign-in process. The first screenshot shows the 'Sign in' page with the Microsoft logo, the text 'Sign in', and a text input field containing the email address 'firstname.lastname@wilkes.edu'. Below the input field are links for 'No account? Create one!' and 'Can't access your account?'. A blue 'Next' button is at the bottom right. The second screenshot shows the 'Enter password' page with the Microsoft logo, a back arrow, the email address 'firstname.lastname@wilkes.edu', the text 'Enter password', and a text input field for the password. Below the input field are links for 'Forgot my password' and a blue 'Sign in' button.

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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

