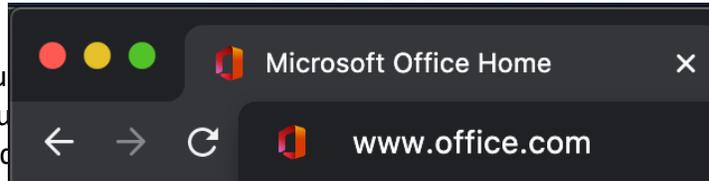


How to log into office/Office 365 overview

1. Open a web browser on your device
 - a. examples: google chrome, firefox, safari, Microsoft edge, internet explorer etc.
2. Go to www.office.com
3. Log in using your vanguard u
 - a. StudentID@thevangu
 - b. your password is Stud



4. Let's orient ourselves with the office home page

“the waffle”
use this to navigate between office apps

Outlook = your Vanguard email

This is the user account you are logged into.
Click this button if you want to log out/change users.

Click here to download the office apps to your desktop.

Good morning

Office 365 Search Camille Newsom CN

Start new Outlook OneDrive Word Excel PowerPoint OneNote

SharePoint Teams Sway Forms Stream All apps

Install Office

Teams: where all your classes and assignments live.
You must submit assignments through Teams (NOT Class Notebook)

Your storage space for documents, photos, assignments etc.

OneNote = Class Notebook
THEY ARE THE SAME!

Note. You can access all the office apps through either the **web version** (by clicking on the icons in yellow outline above) or the **desktop app version** (by downloading them to your desktop using the “install office” button).