Login to MS Office 365

➢ Access all your Diné College web links and apps from any device; desktop computer, laptop, tablet, iPad, and mobile phone, from MYDCPORTAL or via the new mobile apps for Android and Apple devices.

➢ A web link for MS Office 365 is found at MYDCPORTAL

➢ The MYDCPORTAL has a tile called Office 365, this link takes you to your Microsoft Office 365 cloud account. Your cloud account includes access to your Outlook email, calendar, MS Office document suite (Word, Excel, PowerPoint, OneDrive, Teams, OneNote, SharePoint, and many new free additional apps you may add like Whiteboard, Power BI, Class Notebook for students and teachers.) Additional premium apps like Projects and Access Database can be requested and authorized with supervisory or faculty approval and a subscription add on.
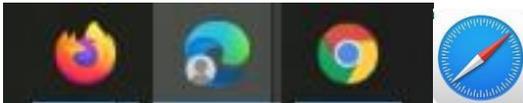
➢ Internet access is required.

1. Log into MYDCPORTAL

2. Click on the Office 365 icon > go to step 5

3. *Or,* you may also login directly from your internet browser. Open your default internet browser:Firefox, Microsoft Edge, Google Chrome, or Safari:

4. Go to this URL https://portal.office.com/ or type in **portal.office.com** on your internet browser. This will take you straight to the Microsoft Sign in page:

5. Student will enter in their DC email and password: EX: exampleat@dinecollege.edu Password: 12345#dc

Microsoft

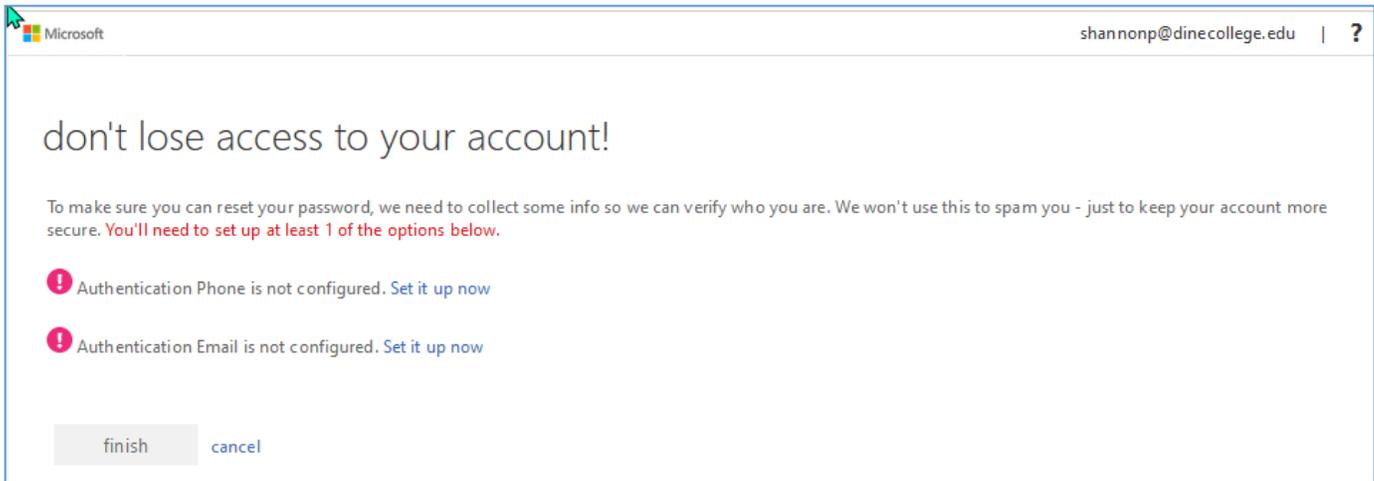# Sign in

Email, phone, or Skype

No account? Create one!

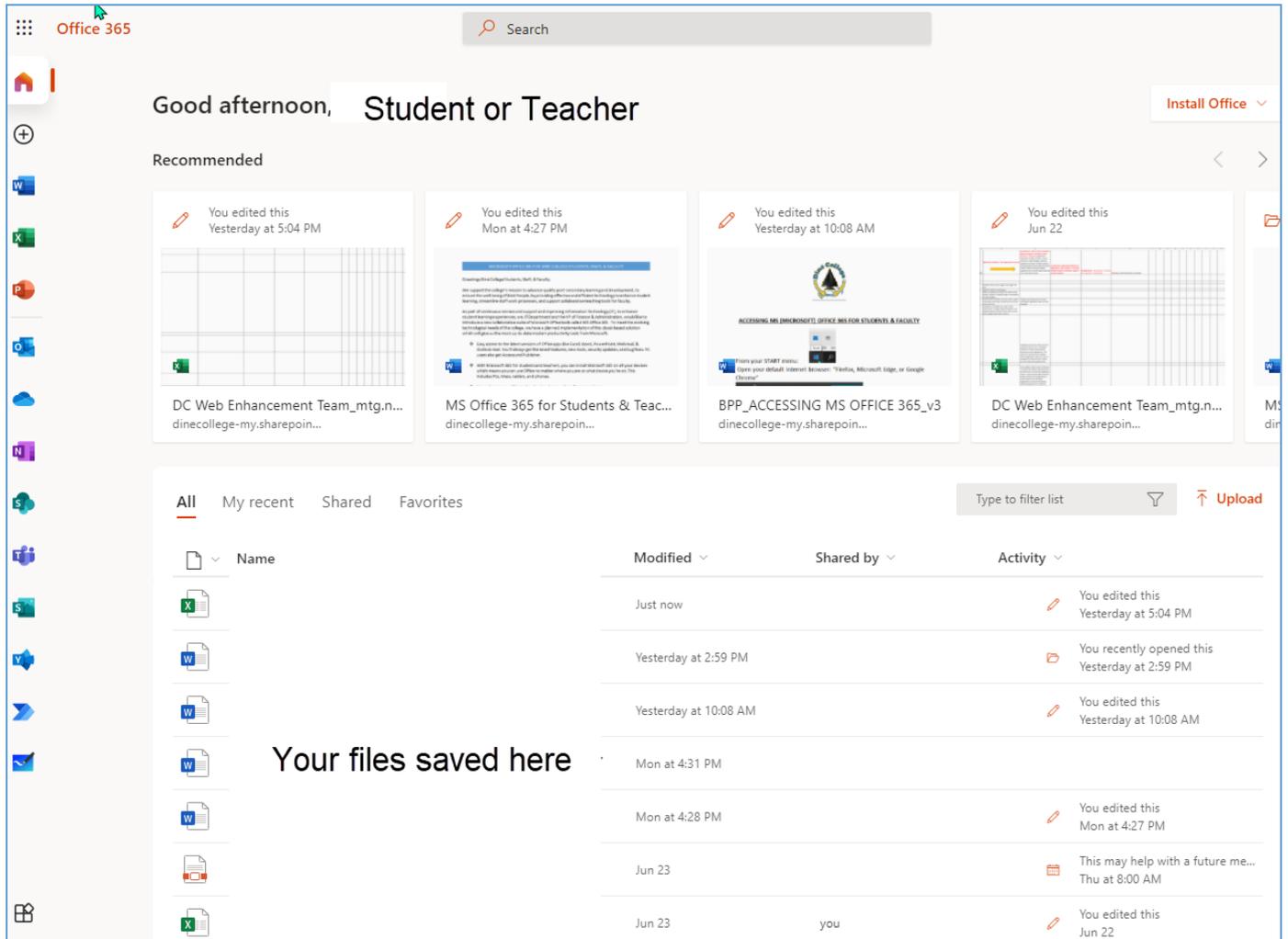Can't access your account?

Next

Sign-in options

6. The student will need to setup their recovery back-up accounts. You may use either your phone number or a secondary email account, or both.
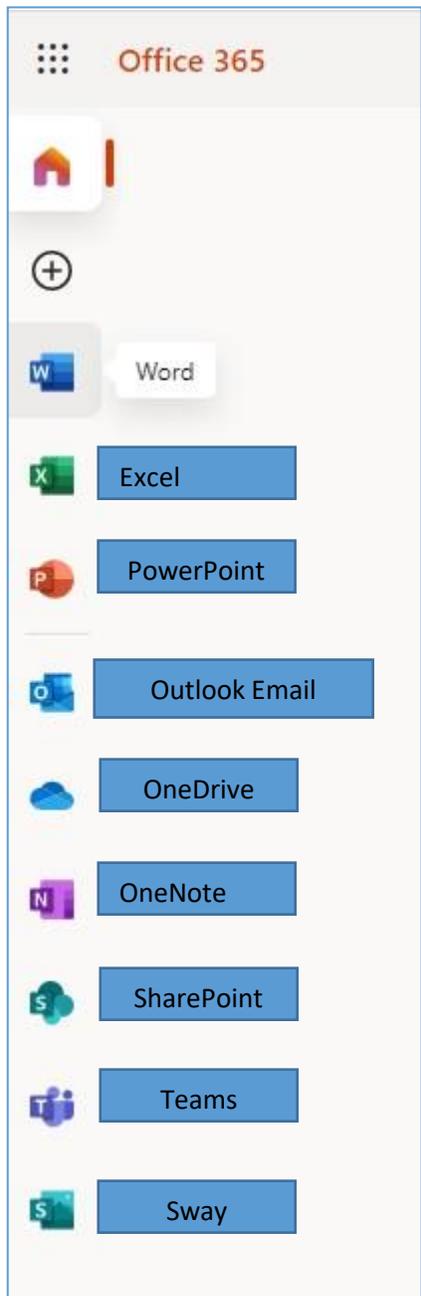

7. After the student logs in, it will load as shown below:

8. Upon successful login, you will be directed to the Office 365 application and now have access to Create, Import, Edit, and Share Word, Excel, PowerPoint, & One Note documents. You also have access to your Outlook email. A file cloud storage application, OneDrive. Collaboration applications, SharePoint and Microsoft Teams. A professional publishing application, Sway.

- Here is a link to step by step guides and videos for *everything* Microsoft Office 365. Here you will learn how to use each application:
Microsoft 365 Training

These applications are all cloud based; meaning that you **do not** have to be on the local school network. Office 365 is available on any internet connection, on your mobile Android or Apple devices, laptops, & tablets. So long as you save your current and new documents in **OneDrive**, you can access them from any device.

Office 365

Word

Excel

PowerPoint

Outlook Email

OneDrive

OneNote

SharePoint

Teams

Sway

- **FAQS**
- Will my email address stay the same? **YES**
- Does my same password work? **YES**
- Will I lose access to my current email? **NO**
- How will I access my new email? **Office 365 Outlook Email**

- Can I forward my Diné College email to another email account? **YES**
- Will I still be able to access my MS Office apps like Teams and Business Intelligence (BI) Reporting? **YES. All licensed features are also migrated over.**

9. If you experience password problems with logging in, or would like additional assistance, please submit a ticket to DC IT-Helpdesk. Our administrators will have to reset your password for you.

   a. To submit an IT Helpdesk ticket, go the DC Main web page and click on MYDCPORTAL.

10. Enter your username only, **NOT YOUR EMAIL ADDRESS**, and password:

11. Click on the IT Help tile to submit a ticket: