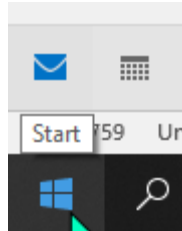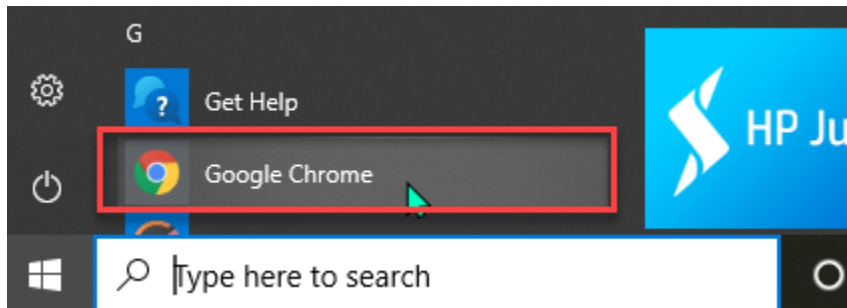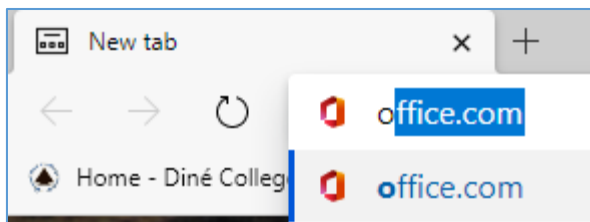# ACCESSING MS (MICROSOFT) OFFICE 365 FOR STUDENTS & FACULTY

1. From your START menu:

2. open your default internet browser, Microsoft Edge, Google Chrome, or other internet browser:

3. Type in Office.com in the browser bar:

4. Type in your Diné College email address on, follow the Get Started Prompt

Get started with Office 365 for free

Students and educators at eligible institutions can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. Use your valid school email address to get started today.

Enter your school email address

[   ] **GET STARTED**

Office 365 Education

5. Select the appropriate "Student" or "Teacher" icon & enter your Windows credentials:

Office 365 Education

Are you a student or a teacher?

Office 365 Education includes Microsoft Teams and other tools you need for your online classroom. Teams allows students and teachers to chat, work on assignments, and co-create documents. If you're an IT admin, sign up your school.
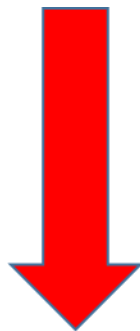
I'm a student ⊕   I'm a teacher ⊕

■■ Microsoft

sparrish@dinecollege.edu

Enter password

[..........]

Forgot my password

Sign in with another account

Sign in

6. 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**.
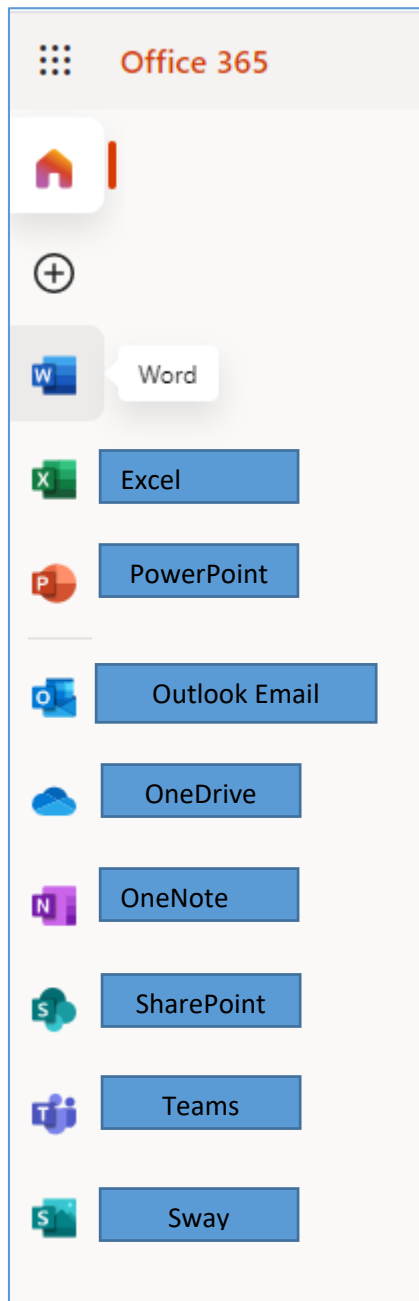

These applications are all cloud based; meaning that you **do not** have to be on the local school network. Office 365 is available on any internet connection, on your mobile Android or Apple devices, laptops, & tablets.
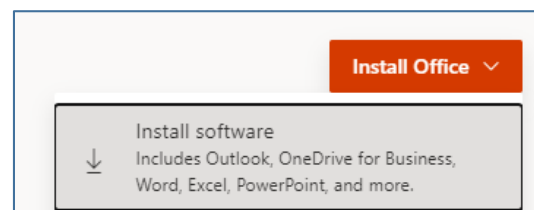
7. You also have the option to download the software onto your device; however, if you have a school issued device, it will require IT administrator installation. Installing on your own device will not require IT support.

8. For additional support, please submit an IT Helpdesk ticket via your My Diné College webpage>Blackboard>Information Technology:
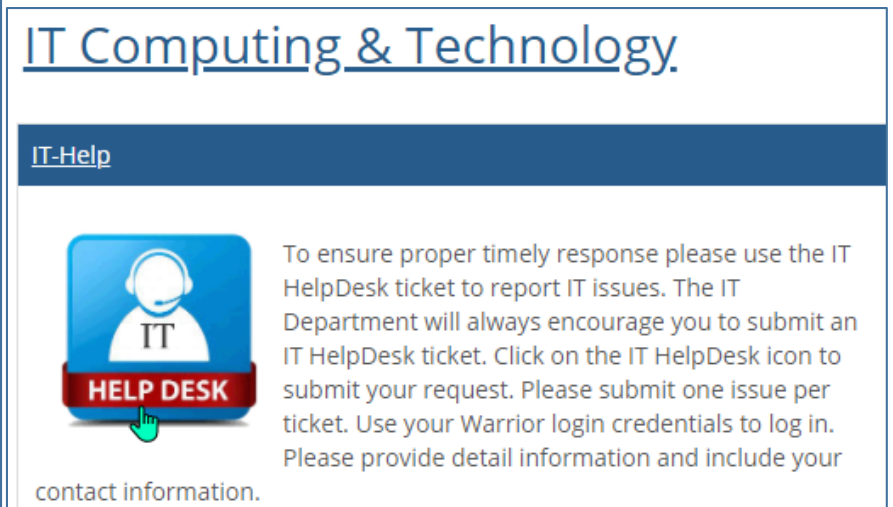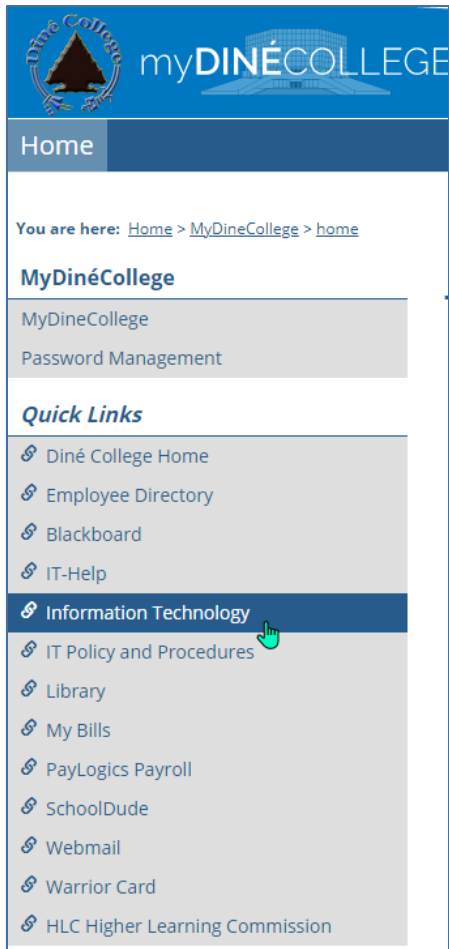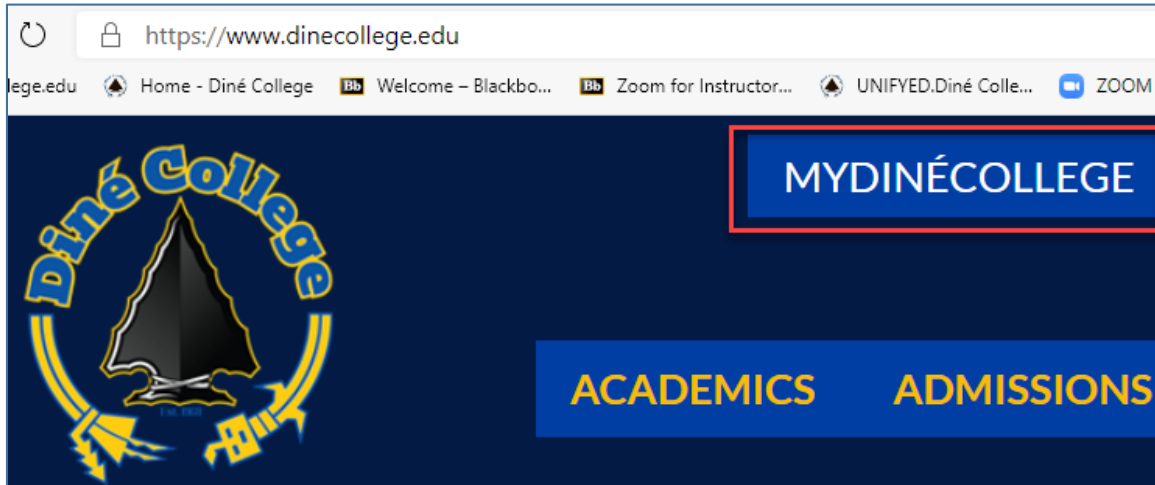
How Do I Contact Support

To ensure proper timely response please use the IT Help ticket to report IT related issues. The IT Department will always encourage you to submit an IT Help ticket. Click on the IT Help button to submit your request. Please submit one issue per ticket. Use your Warrior login credentials to log in. Please provide detail information and include your contact information. List the course id e.g. EDU 100 01 FA19.
Information Technology Policy (PDF Download)

Office Hours: 8 am to 5 pm Monday thru Friday
(Closed during lunch 12 pm to 1 pm)
Phone: 928-724-6675 or 928-724-6682
Remote Access - TeamViewer Quick Support