

HOW-TO GUIDE

Microsoft 365: Accessing Microsoft 365 Portal and Apps

Step 1: Open your web browser

Use any modern web browser such as Microsoft Edge, Google Chrome, Mozilla Firefox, or Apple Safari.

Step 2: Go to the Microsoft 365 Portal

In the address bar, type <https://portal.office.com> and press **Enter**.

Step 3: Sign in to your Microsoft account

A. Enter your email address associated with your Microsoft account (e.g., yourname@company.com). Click **Next**.

B. Enter your password and click Sign in.

If requested, approve your login through the multi-factor authentication (MFA). You may be prompted to verify your identity using a secondary method (e.g., a code sent to your phone or an authentication app).

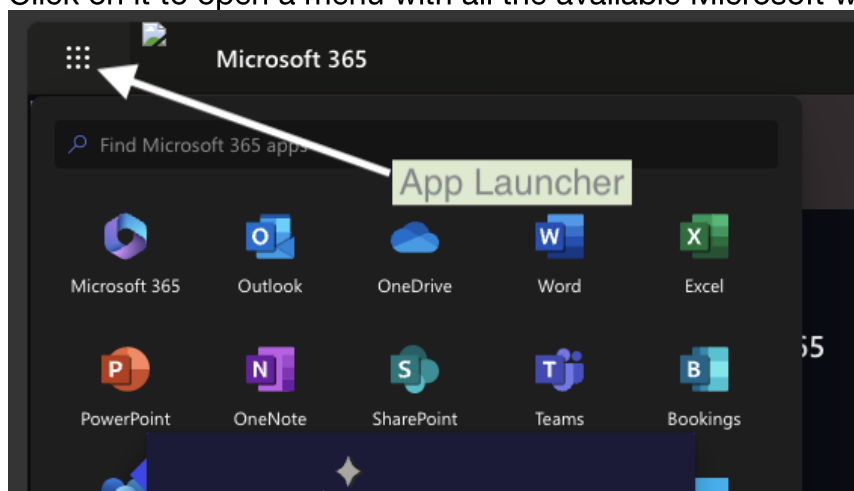
Step 4: Access the Microsoft 365 Apps

A. Once signed in, you'll be taken to the Microsoft 365 homepage.

Here, you'll see a dashboard with various Microsoft web apps available to you.

B. Locate the App Launcher (the grid icon) in the top left corner of the page.

1. Click on it to open a menu with all the available Microsoft web apps.



C. Select the app you want to use:

- a. Word: For creating and editing documents.
- b. Excel: For spreadsheets and data analysis.
- c. PowerPoint: For creating presentations.
- d. Outlook: For email and calendar management.
- e. OneDrive: For cloud storage and file sharing.
- f. Teams: For collaboration and communication.
- g. SharePoint: For accessing shared sites and document libraries.

D. Click on the app you want to use.

The app will open in a new tab or window.

If CyberGuru can be of assistance in any way, please feel free to contact us on 0488 80 GURU (4878) or email cyberguru@cyberguru.com.au.