

## 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 <u>MYDCPORTAL</u> 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 <u>https://portal.office.com/</u> or type in **portal.office.com** on your internet browser. This will take you straight to the Microsoft Sign in page:



 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.

Microsoft	shan nonp@dine college. edu	?
don't lose access to your account!		
To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you secure. You'll need to set up at least 1 of the options below.	- just to keep your account mo	re
• Authentication Phone is not configured. Set it up now		
• Authentication Email is not configured. Set it up now		
finish cancel		

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.

Office 365		✓ Search			
<ul> <li>■</li> <li>■</li> </ul>	Good afternoon, Student or Teacher				~
**************************************	You edited this Yesterday at 5:04 PM	You edited this Mon at 4:27 PM	You edited this Yesterday at 10:08 AM	You edited this Jun 22	B
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<b>4</b> <b>5</b>	All My recent Shared Favor	ites		Type to filter list $ extsf{T}$ Upload	d
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<b>1</b>	<ul><li>Your files saved here</li></ul>		Yesterday at 2:59 PM Yesterday at 10:08 AM	You recently opened this Yesterday at 2:59 PM You edited this	_
<b>a</b>			Mon at 4:31 PM	Yesterday at 10:08 AM	
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 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: <u>Microsoft 365 Training</u>



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.

- 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:

