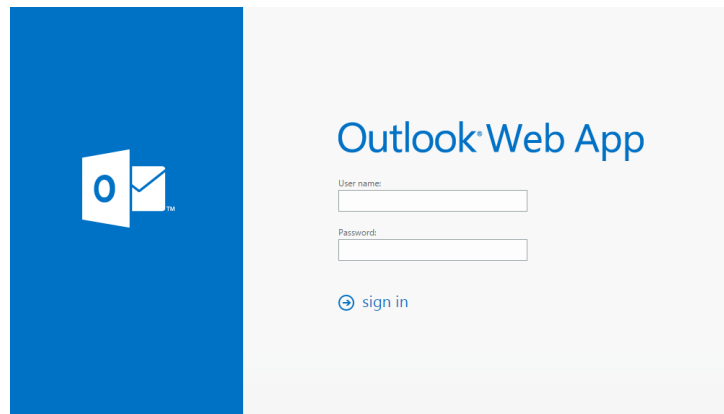# Office 365 Quick Guide

1. To determine if you are on the new Office 365 portal, Click Walsh Email on the Walsh home page at www.walsh.edu
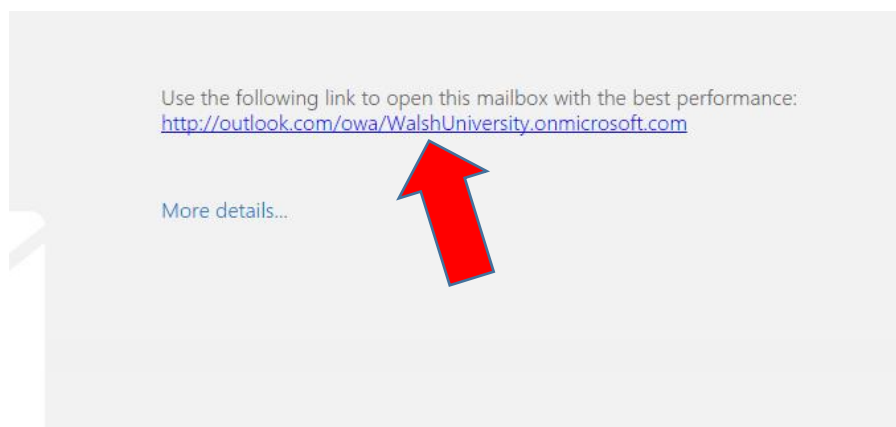

2. The web Outlook page will open, Enter your Walsh Username and password.

3. If you have been converted to Office 365, the following page will appear. Click the link to continue.

   If you are directed to your email and do not see this page, your account has not been converted to Office 365.

4. Sign in again with your Walsh email address (someone@walsh.edu) and Password. Click Sign in.
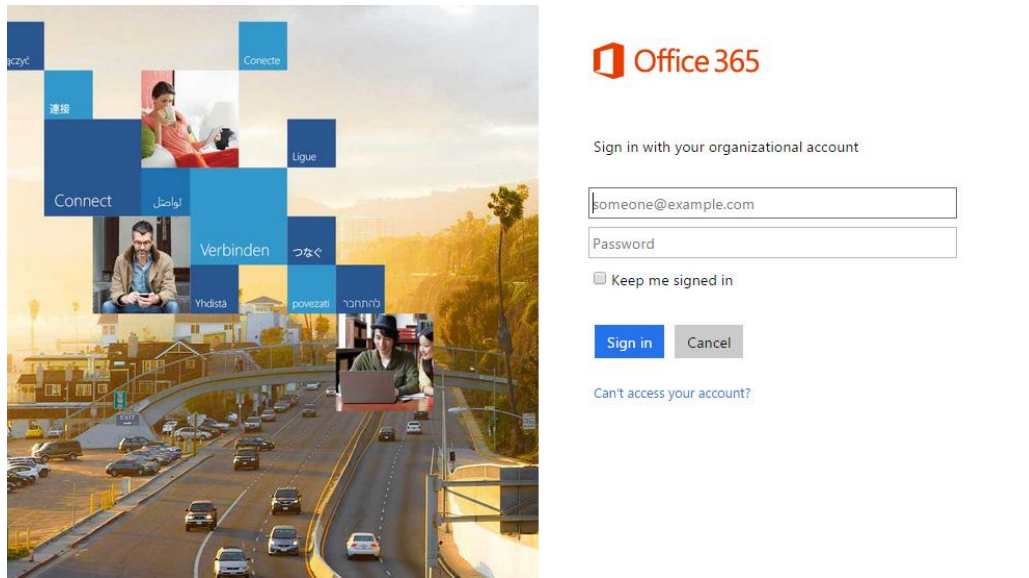
5. Your Walsh email will appear.
   To access the Office365 portal and use more features - online versions of Word, Excel, and Powerpoint. Click the Office365 logo on the top left.
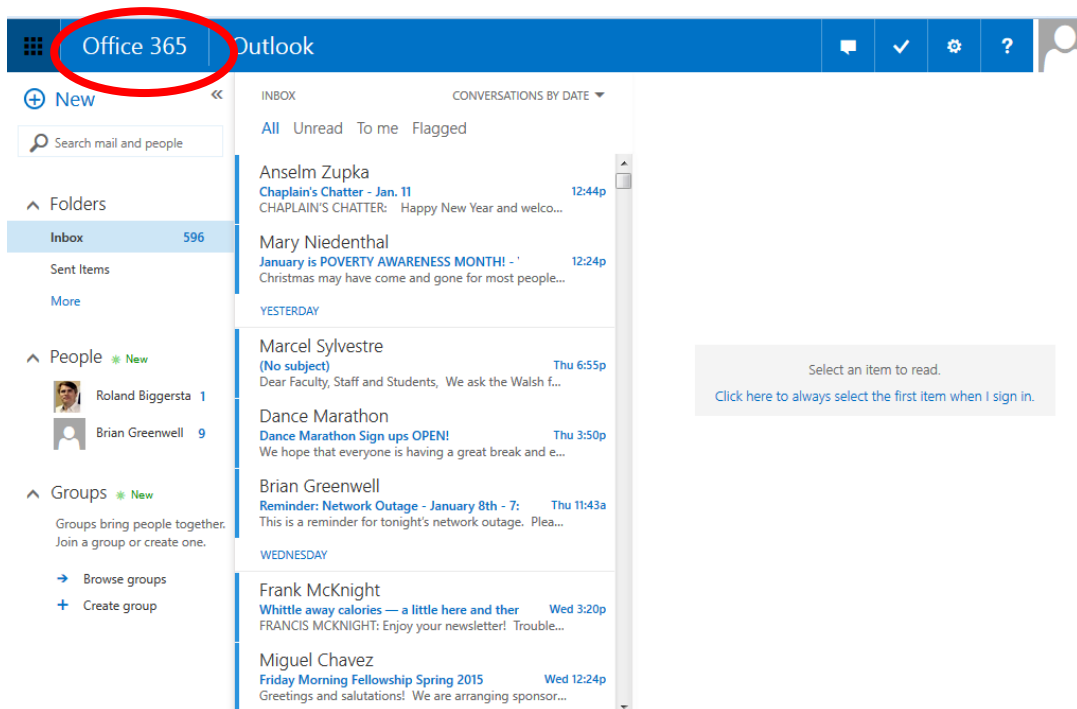
6. The Office365 portal includes online access to your Outlook email, tasks, calendar and contacts, as well as online versions of Word, Excel, Powerpoint, and OneNote.

    Features of Office365
    -   **MORE** email storage, 50 Gigabytes of space
    -   **MORE** file storage, 1 Terrabyte of space
    -   Use of OneDrive, an online storage space to store files and photos and access and share them from your phone, tablet, and computer.
    -   Create and access Word, Excel, OneNote or Powerpoint documents using a mobile device, just download the OneDrive app from your device store.