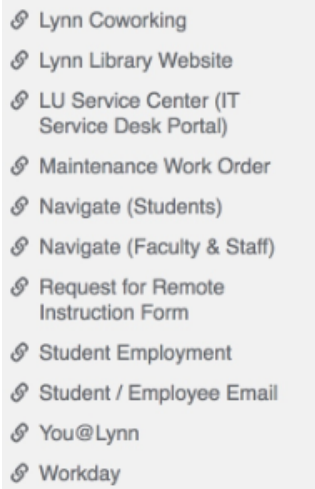


# Office 365 FAQs

## How to login to Office365

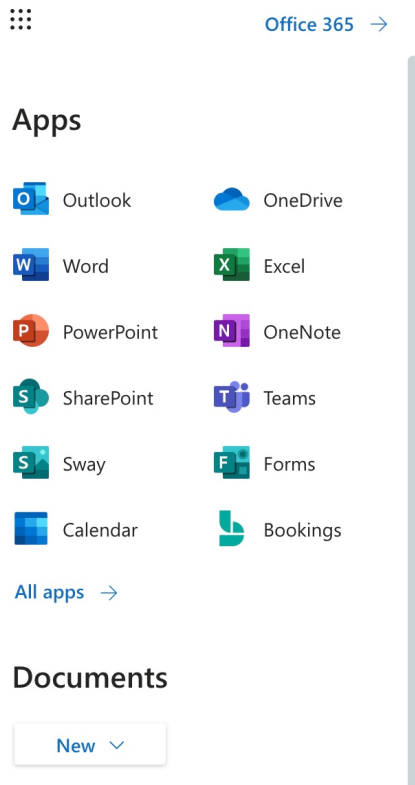
- Navigate to this link <https://office365.com>
  - Click Sign in at the top
  - Enter your Lynn email address and click Next.
  - When redirected to the Lynn Sign on page, enter your Lynn password and click Next.
    - If prompted, approve your Multi-factor authentication push notification.
  - You are now logged in to Office 365.
- 
- Another method is to log in through MyLynn. Once logged in to MyLynn, click on the Student/Employee Email link on the left menu pane.



## Resources available in Office365

### **\*Based on Employee Type: Outlook, OneDrive, MS Forms, Teams**

- To access all of the Office365 applications, click on the 9-dot box at the top-left corner.
- If you do not see your app, click on "All Apps" to see them all.
- Select the app you wish to open. It will appear in a new tab.



- Some of the apps available to all Employees include (Click on name of application for training resources)
  - [Outlook](#) - Application for accessing University email account.
  - [OneDrive](#) - Application for cloud-based file storage and sharing functionality
  - [Word](#) - Application for creating documents
  - [Excel](#) - Application for creating spreadsheets
  - [PowerPoint](#) - Application for creating presentations
  - [OneNote](#) - Application for creating notes
  - [SharePoint](#) - Application for creating shared spaces for groups
  - [Teams](#) - Application for working with teams (Instant Messaging, Video Meetings, Shift Schedules)
  - [Forms](#) - Application for creating fillable forms to share
  - [Bookings](#) - Application for creating a site for users to book appointment/services

**How to request additional resources, access, etc.**

- To request additional resources and access, please put in a ticket in the LU Service Center.
- Or contact IT Support Services at 561-237-7979.