

How To: Access Microsoft Office365 Resources

Microsoft Office 365

You can access all Microsoft products available at work (Word, Outlook, Excel, PowerPoint, OneNote, SharePoint, etc) on your computer at home or in the office. Microsoft products are designed with collaboration in mind to allow effective remote work for individuals and groups. For more information, visit [How can your team collaborate using Office 365](#).

To access Microsoft Office365:

- Browse to <https://www.office.com/>
- Click **Sign in**
- Enter your Lynn email address and password
 - If prompted, authenticate using your multi-factor authentication method

Helpful Hints

To keep your files available everywhere, make sure you save them on OneDrive.

- Visit [the OneDrive video training page for tutorials](#).

Microsoft Teams allows groups to collaborate and keep all documentation and materials in one place.

- To learn how to use Microsoft Teams, you can access free training [on the Instructor-led training for Microsoft Teams page](#).