



# ACCESSING THE OFFICE 365 SUITE

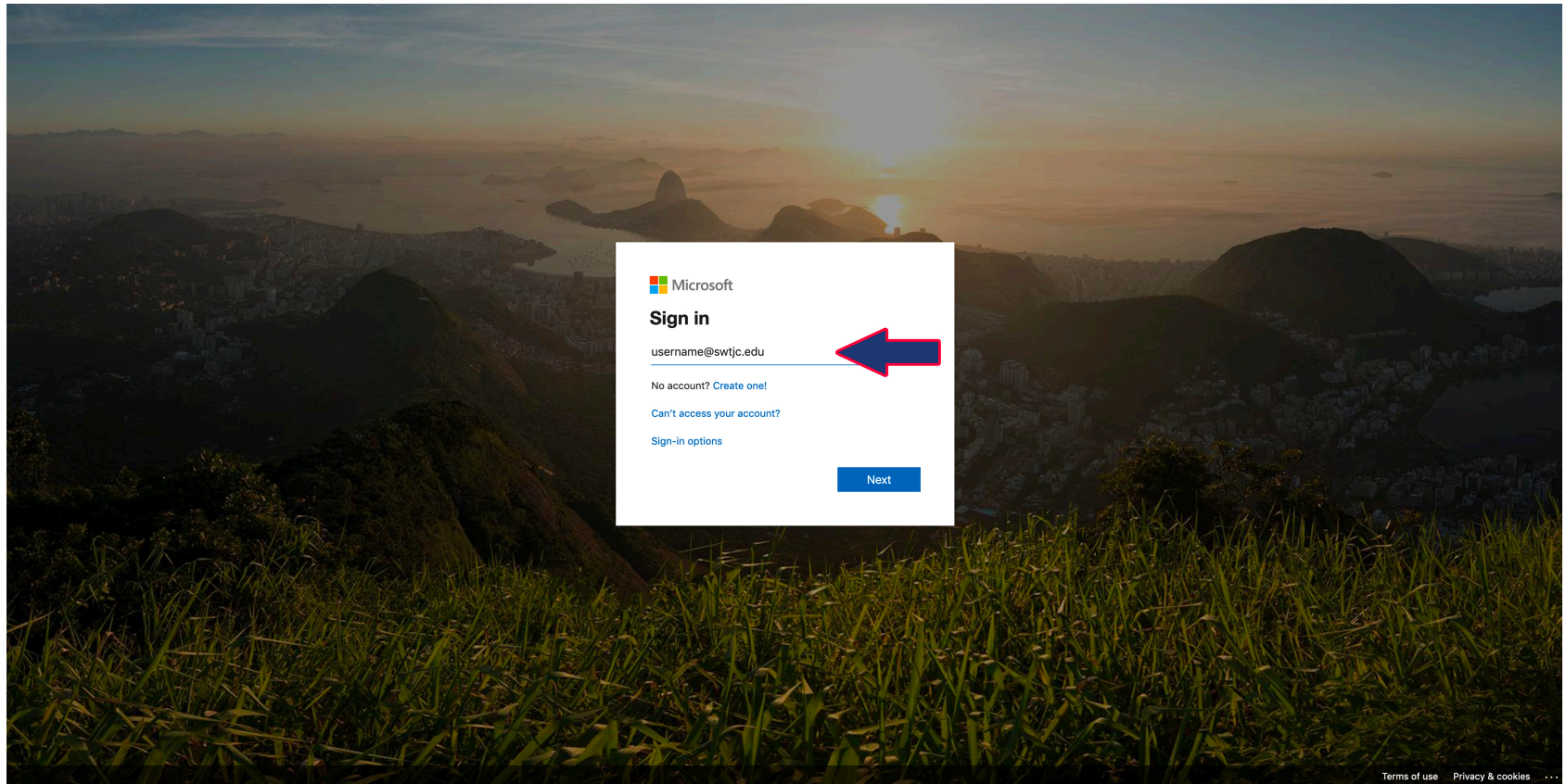
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A full suite of Microsoft Office 365 applications are available for download by active students, staff and faculty along with access to the full range of Office 365 online apps.

# Accessing Microsoft Office 365 Suite

The image shows a screenshot of the Southwest Texas Junior College (SWTJC) website. The top navigation bar is dark blue with white text for 'Future Students', 'Current Students', 'Faculty & Staff', 'Alumni', and 'Parents'. A search icon is on the right. Below this is a white bar with the SWTJC logo (a star with 'SWTJC' text) and 'Southwest Texas Junior College' text. A dark blue navigation menu is open, listing 'About', 'Admissions & Aid', 'Academics', 'Campus Life', and 'Login'. The 'Office 365' option is highlighted with a red arrow. Other options in the menu include 'Canvas', 'eCashier', 'WebAdvisor', and 'Time Permits'. Below the navigation is a red banner with 'WELCOME' text. The main content area features a photograph of a stone wall with 'SOUTHWEST TEXAS JUNIOR COLLEGE' engraved on it, with a building in the background. Below the photo, the text reads 'Great Beginnings Start Here' and 'An Excellent Education Close To Home'. At the bottom, there are two buttons: 'APPLY NOW' and 'SCHEDULE A TOUR'.

First enter your [username@swtjc.edu](#)  
You will be redirected to our log in page



# Enter your password



Sign in with your organizational account

username@swtjc.edu  
Password



Sign in

Please make sure you logged into WebAdvisor and updated your password before attempting to log into the Portal. [Reset Password](#)

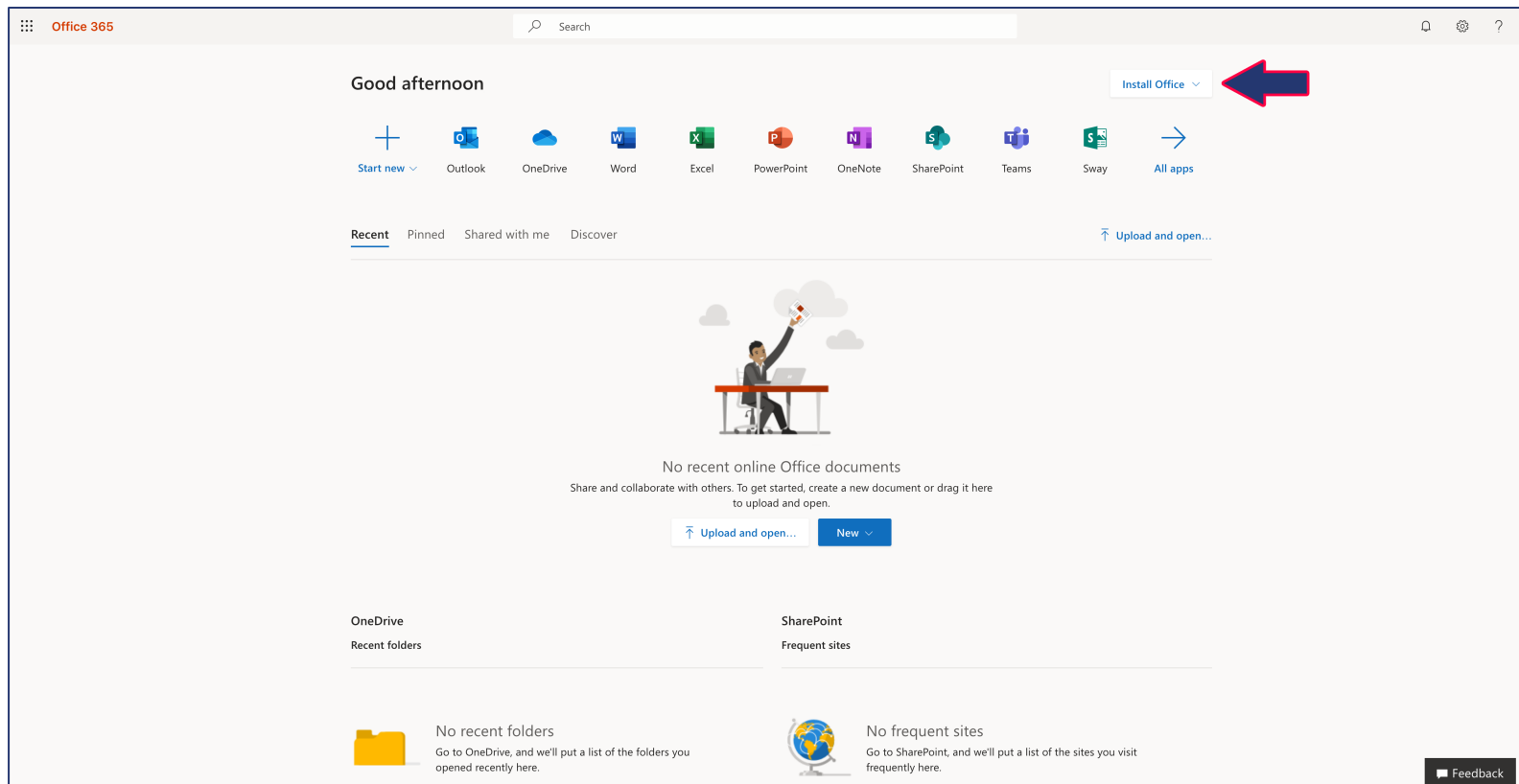
Your login for the Portal and WebAdvisor are the same.

If you are still having trouble, please call or email the Help Desk and have your Student ID # ready. 830.591.7323 or helpdesk@swtjc.edu



This is the Office 365 home screen, to download and install the Microsoft Office 365 apps to your PERSONAL COMPUTER, select the Install Office button. Depending on which browser you are using, Office 365 will appear in the Downloads area. Double-click to begin. A dialog box will appear, click Run. (These applications are already installed on all SWTJC campus computers.)

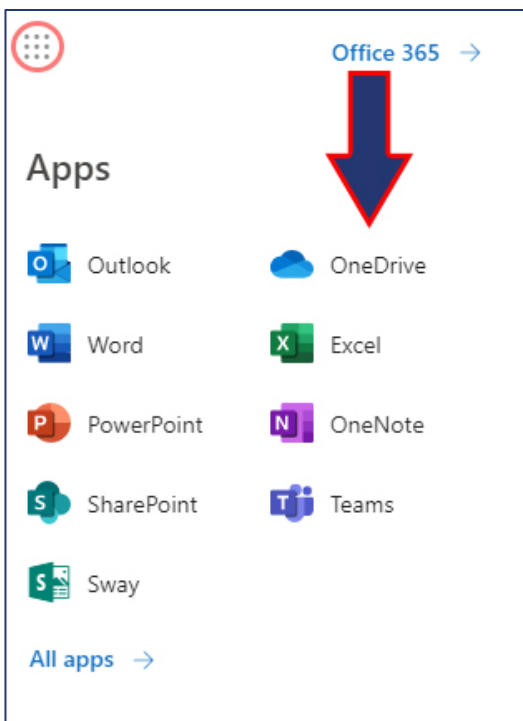
(NOTE: Office 365 will not install over an existing, older version of Office, it will install beside it and assume all defaults. If you are satisfied with your install, then you should uninstall the older version).



The screenshot shows the Office 365 home screen. At the top left, it says "Office 365" next to a search bar. Below the search bar, there's a greeting "Good afternoon" and a row of application icons: Start new, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, and All apps. To the right of these icons is a button labeled "Install Office" with a dropdown arrow. A red arrow points to this button. Below the icons, there are tabs for "Recent", "Pinned", "Shared with me", and "Discover". The main content area shows a message: "No recent online Office documents" with a sub-message: "Share and collaborate with others. To get started, create a new document or drag it here to upload and open." Below this message are two buttons: "Upload and open..." and "New". At the bottom, there are sections for "OneDrive Recent folders" (showing "No recent folders") and "SharePoint Frequent sites" (showing "No frequent sites"). A "Feedback" button is in the bottom right corner.

# Accessing Your Office 365 Online Suite

Your Microsoft Office 365 Online Suite can be found by clicking on the “app launcher” cube at the top left of the Office 365 homepage. A fly-out menu with all of your Office 365 Online application choices will appear.



## Storing Your Files on Office 365 OneDrive

OneDrive for Business is the place to store and share your work documents in the cloud. All content you store in OneDrive for Business is private until you decide to share it with other people. View and edit Office documents in Office Online or open them for viewing or editing in their Office applications. Access OneDrive via your Office 365 homepage from any web browser or download the One Drive for Business app to your tablet or smartphone (iOS & Android) to easily access your OneDrive from any device!

Please contact the Help Desk at [helpdesk@swtjc.edu](mailto:helpdesk@swtjc.edu) or (830) 591-7323 if you need any assistance.