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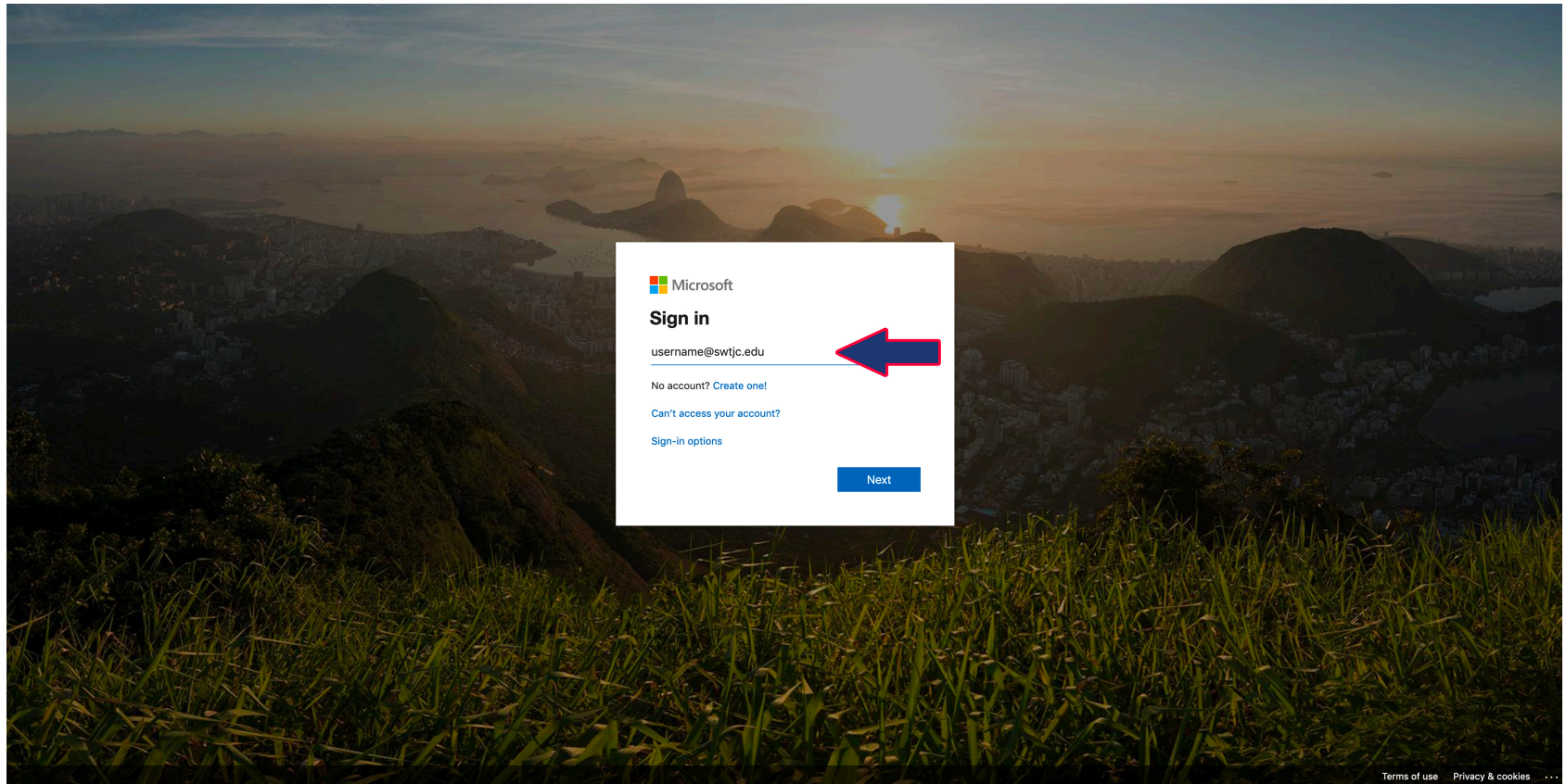
A full suite of Microsoft Office 365 applications are available for download by active students, staff and faculty along with access to the full range of Office 365 online apps.

Accessing Microsoft Office 365 Suite

First enter your username@swtjc.edu
You will be redirected to our log in page

Enter your password

SWTJC
Southwest Texas Junior College

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
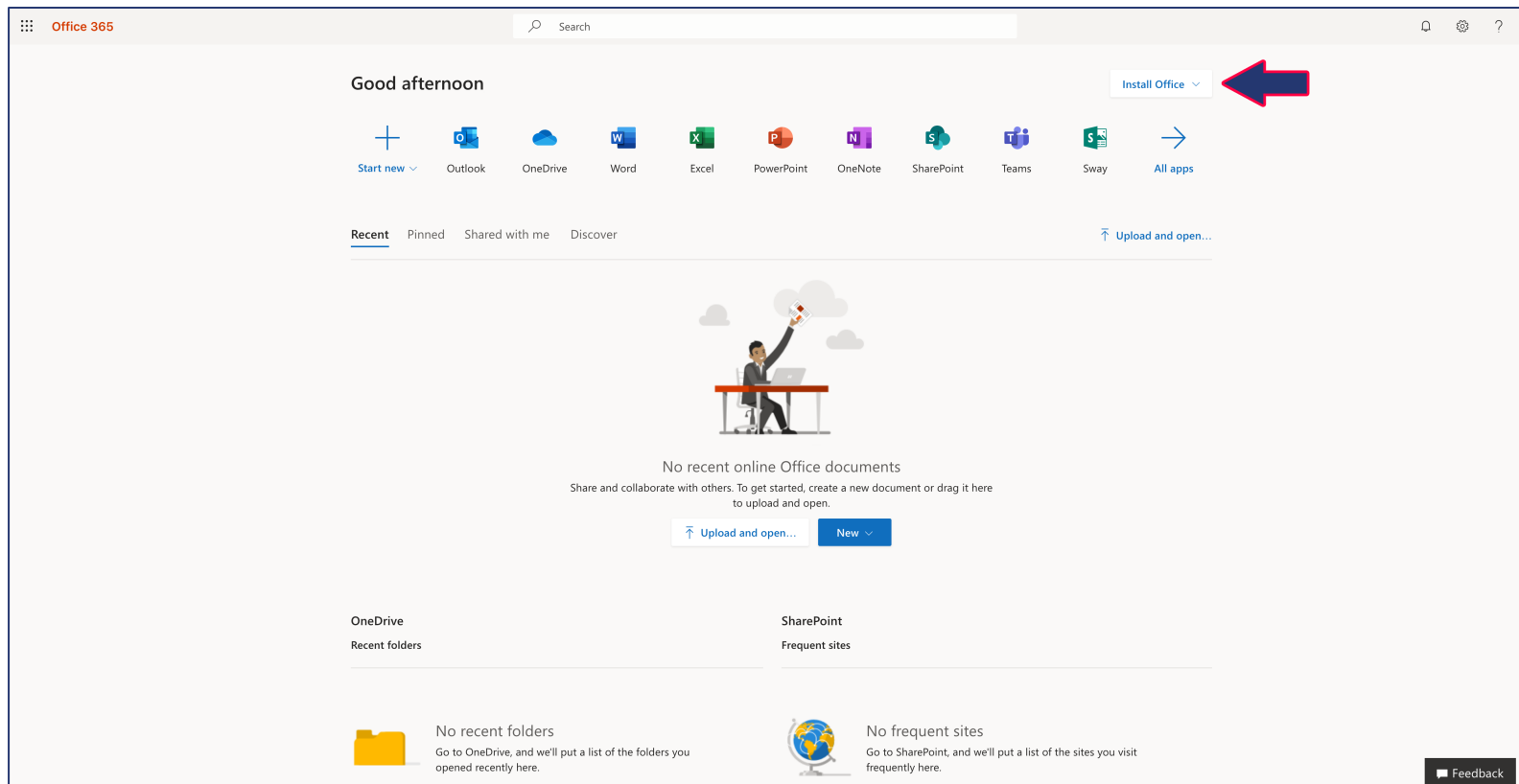
Your login for the Portal and WebAdvisor are the same.

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

© 2013 Microsoft   Home   Help Desk

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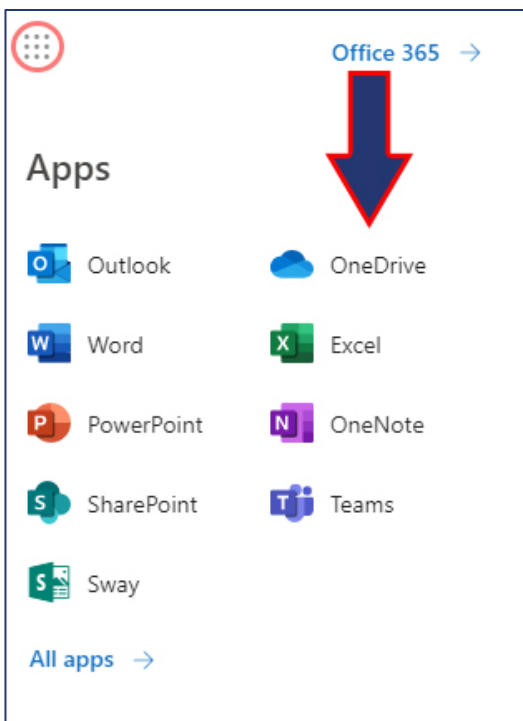(NOTE: Office 365 will not install over an existing, older version of Office, it will install beside it and assume all defaults. If you are satisfied with your install, then you should uninstall the older version).

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 or (830) 591-7323 if you need any assistance.