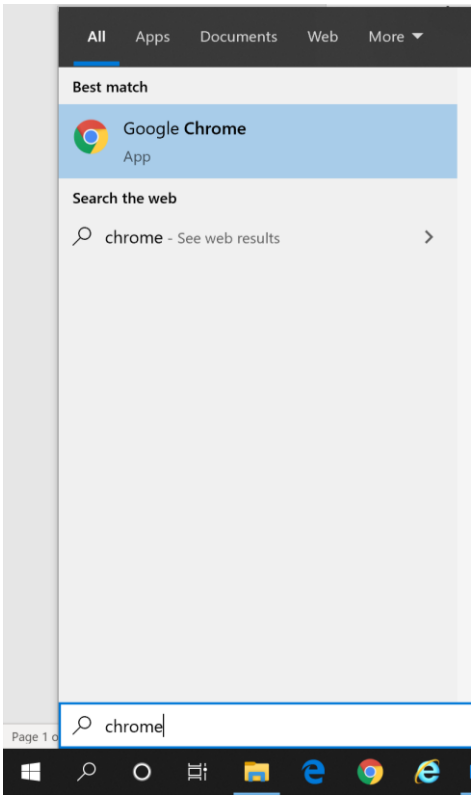
Accessing Office 365 through a Web Browser

MARCH 2020

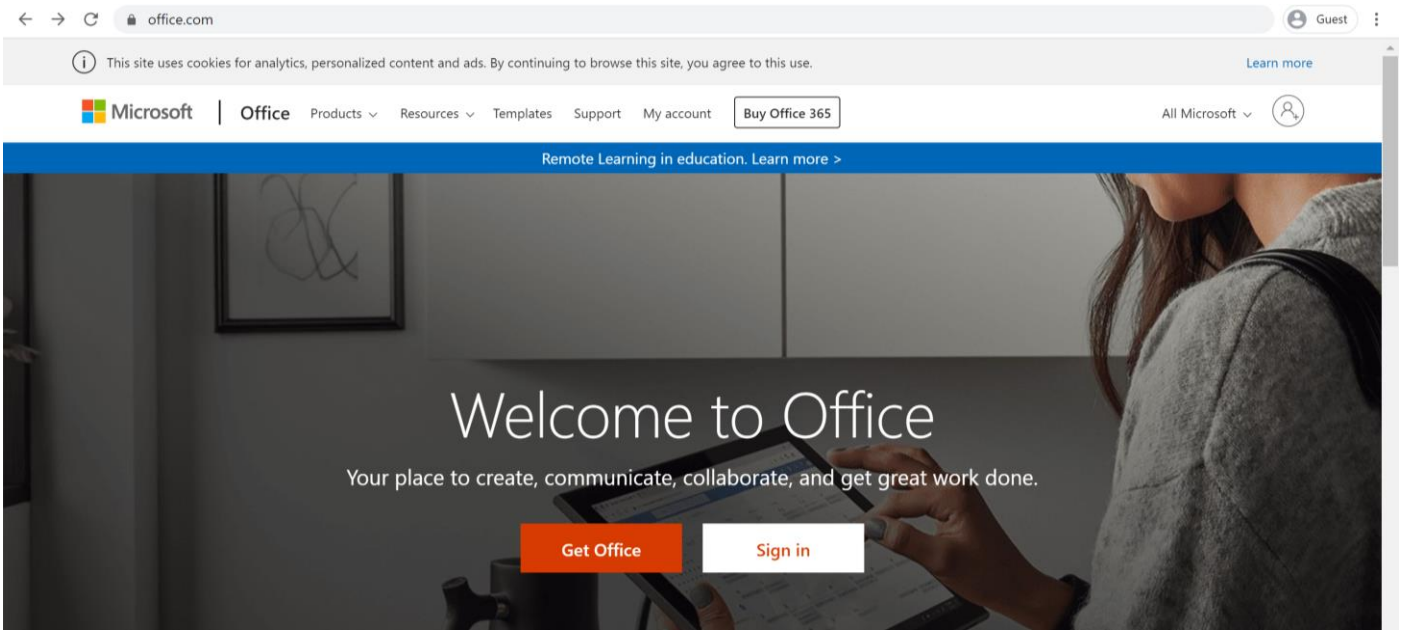
servicedesk

NOTE: We recommend that you use Google Chrome for access to Office 365

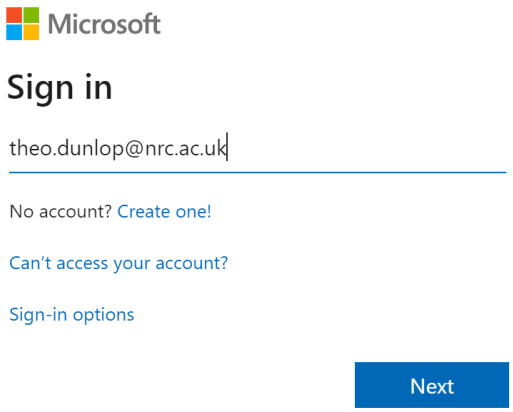
Open Google Chrome from the start menu – by clicking on the start button and typing Chrome, then open the application.



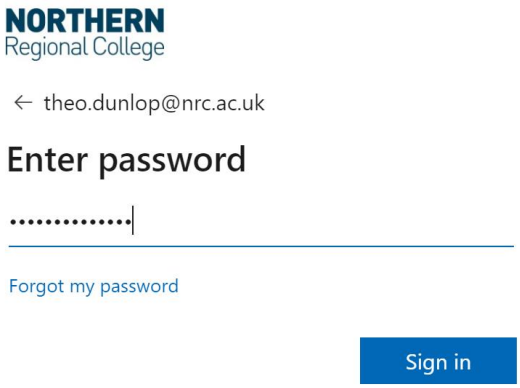
In the address bar navigate to www.office.com and Click on Sign in.



Enter your full NRC email address then click Next.



Enter your NRC password and Click Sign in.



To increase security as you may not be the only user on the computer tick “Don’t show this again” and select NO. This will ensure that you must enter your password each time you login.

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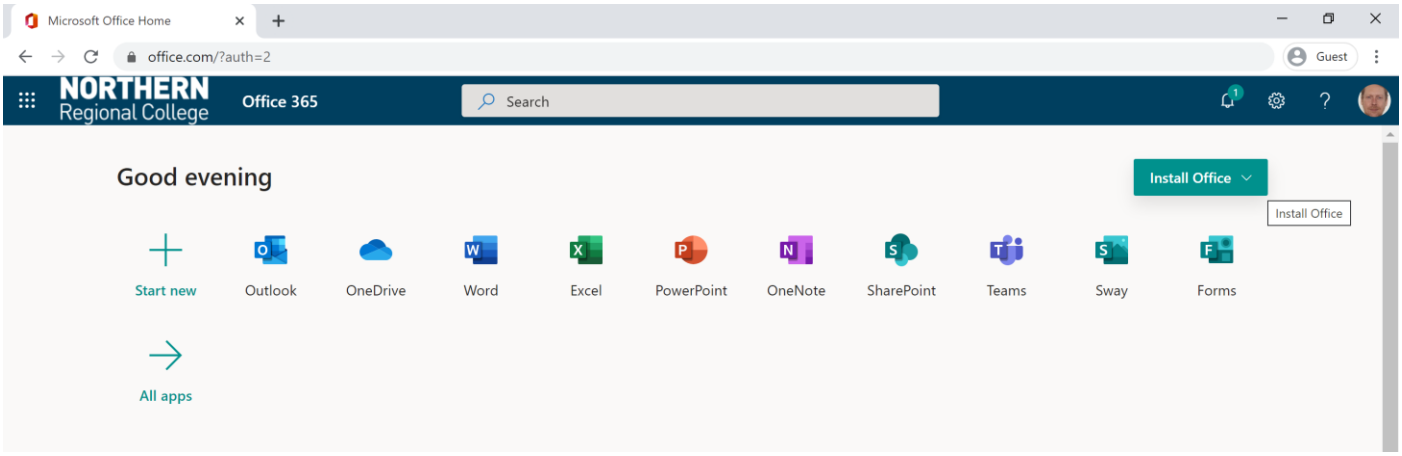
Now you will have access to the Office 365 Portal, where you can access your Email (Outlook), OneDrive (File Storage), Teams, Online versions of Word, Excel, PowerPoint to name a few. You can also install Office on your home computer by Clicking the link “Install Office”.



If you have any issues with above please log a call with servicedesk@nrc.ac.uk.