

# Accessing Office 365 Online



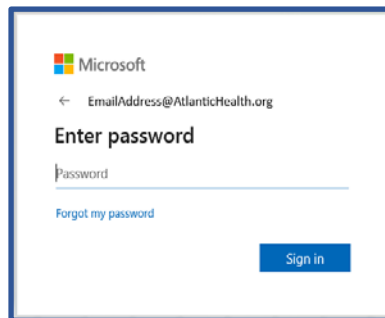
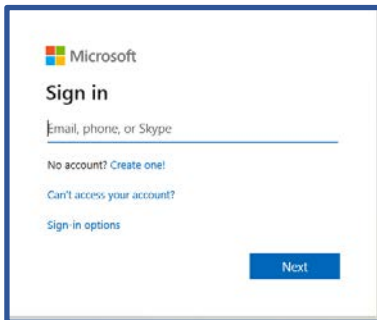
1. From your AHS desktop, click the Office 365 icon.
  - If you do not have the Office 365 icon on your desktop, it may be inside the desktop folder labeled AHS



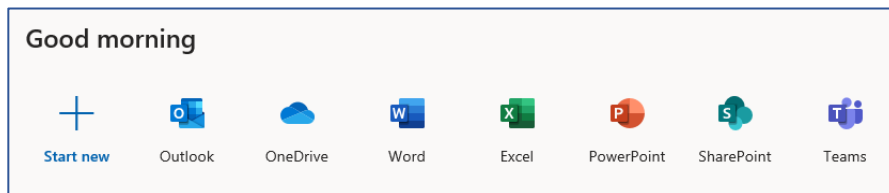
Shortcuts.

- Alternatively, access Office 365 online by going to: <https://portal.office.com>

2. Log in. If you are not on the AHS network, you will need to enter your AHS network user ID and password.



3. Once you are logged in, you will see your available applications. Click an application's icon to open it.



You can also use the App Launcher to find your recently used applications and documents. Click the Office 365 button (nine dots in a square) in the upper left corner of the page to open the App Launcher.

