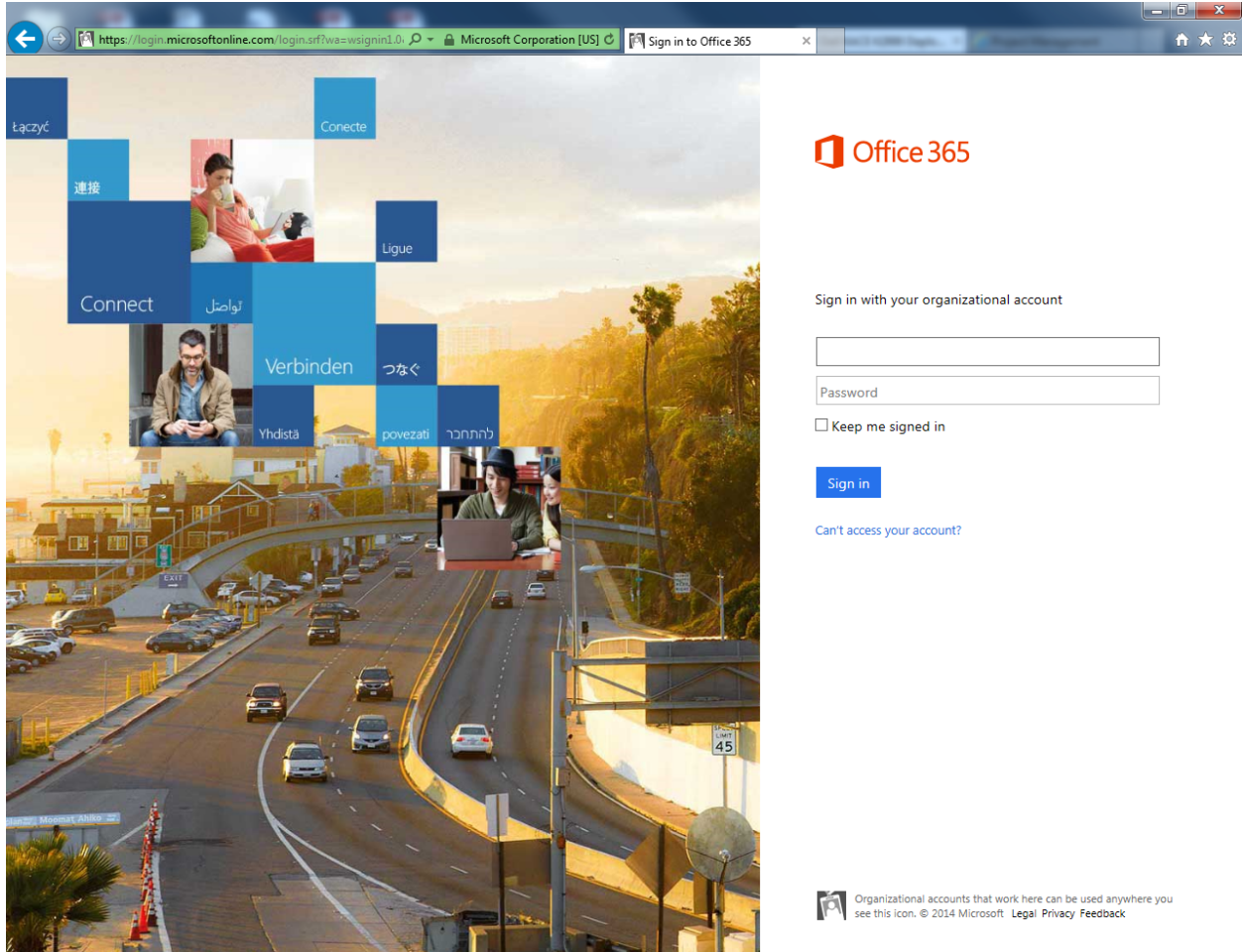Office 365 Portal

Below is the Office 365 online portal. It can be reached by going to portal.office.com

You can sign into Office 365 by using your email address (jdoe@enfield.org) and your Enfield domain password.

Now that you are in you'll see what is now available to you. You could access you email and calendar and also use office applications if they aren't available to you on the device you are working on.

You also notice the install link under the applications. This allows you to install a local version of Office 2013 on your device. You can do this on up to 5 devices. (This is only available if you have been applied a higher level license)

You can always get back to this screen by clicking the Office 365 logo at the top left.
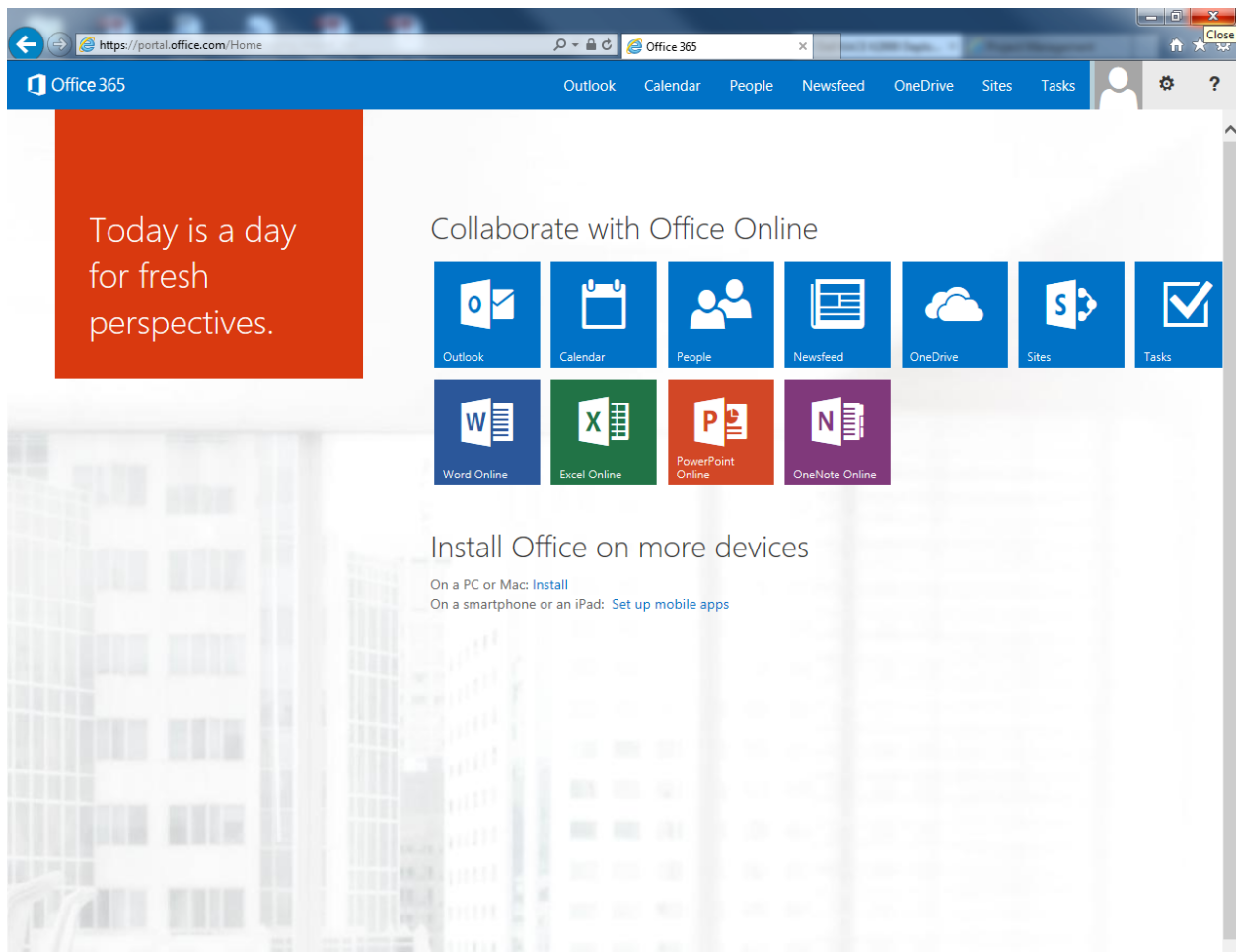
Opening the Outlook icon brings you into your email. Email functions via the online web app the same way it does in your local version of Outlook.

Along the top you see links to other applications such as your Calendar and OneDrive.

When opening your calendar you will see all of your appointments that you also have in your local version of Outlook.

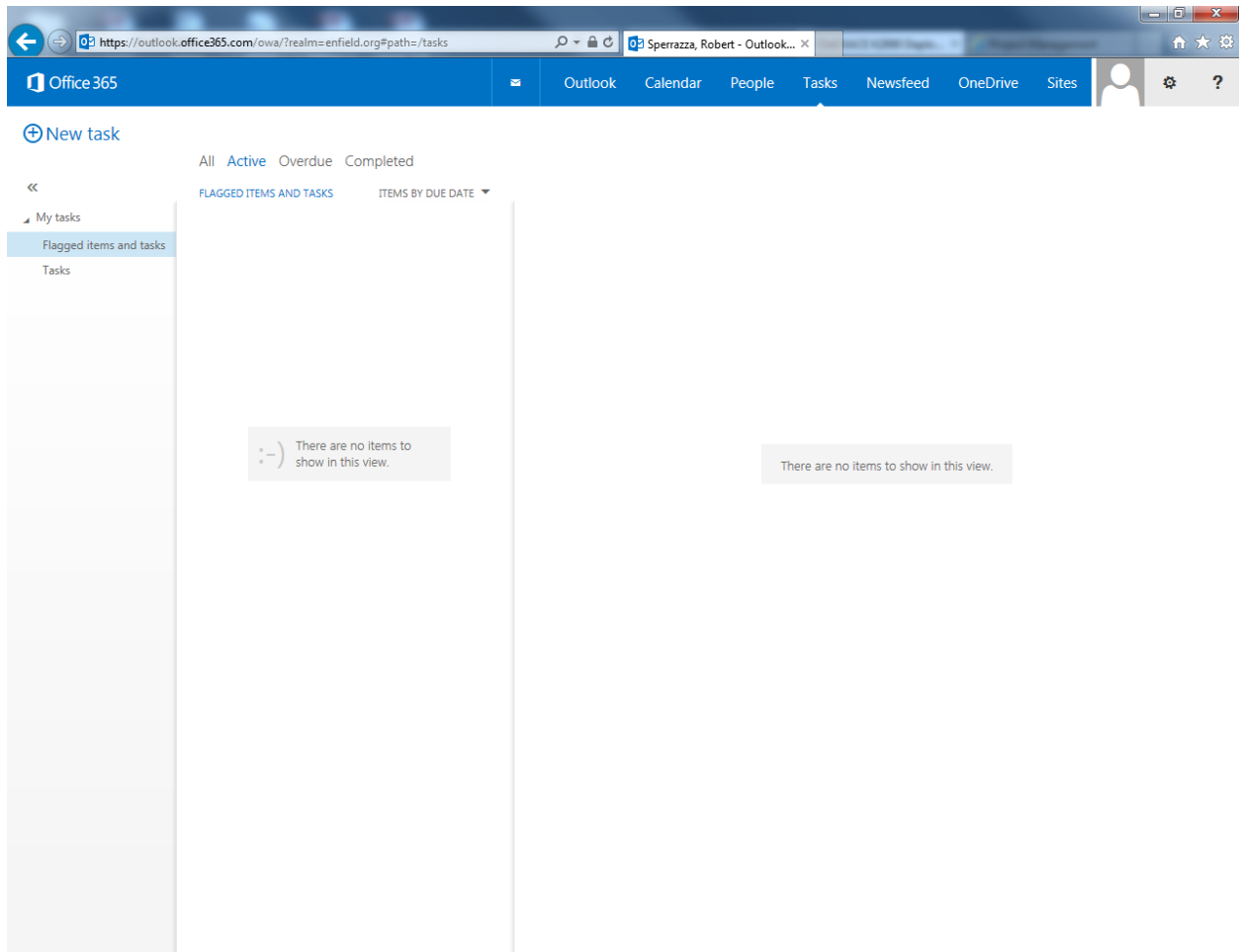The Tasks option at the top will bring you to any Outlook tasks you have setup and you can manage them like you can in Outlook.

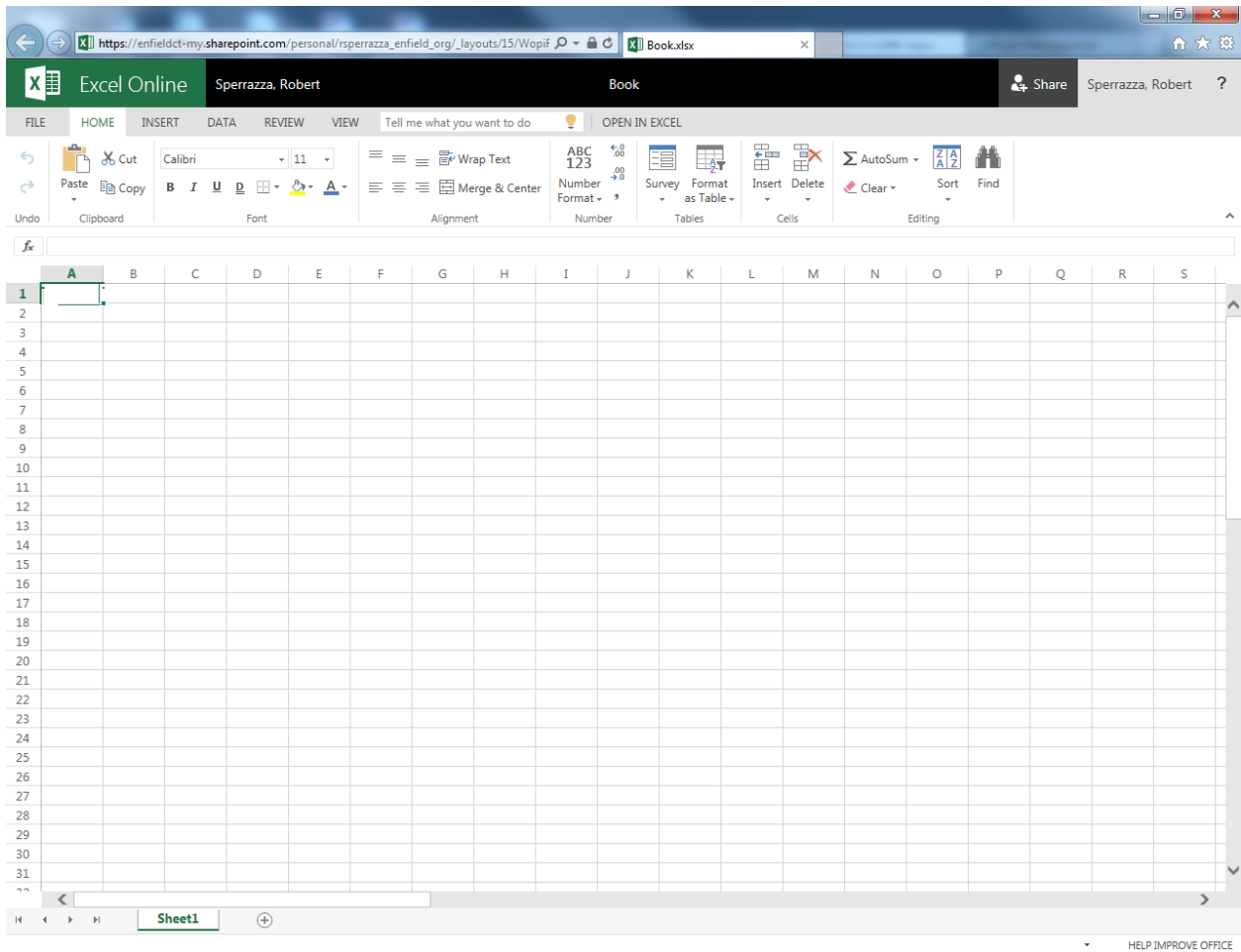When selecting the online apps such as Word, you will get most of the same functionality you have in the local version of the application. When working in a document using Word Online it is automatically saved in your OneDrive file storage.
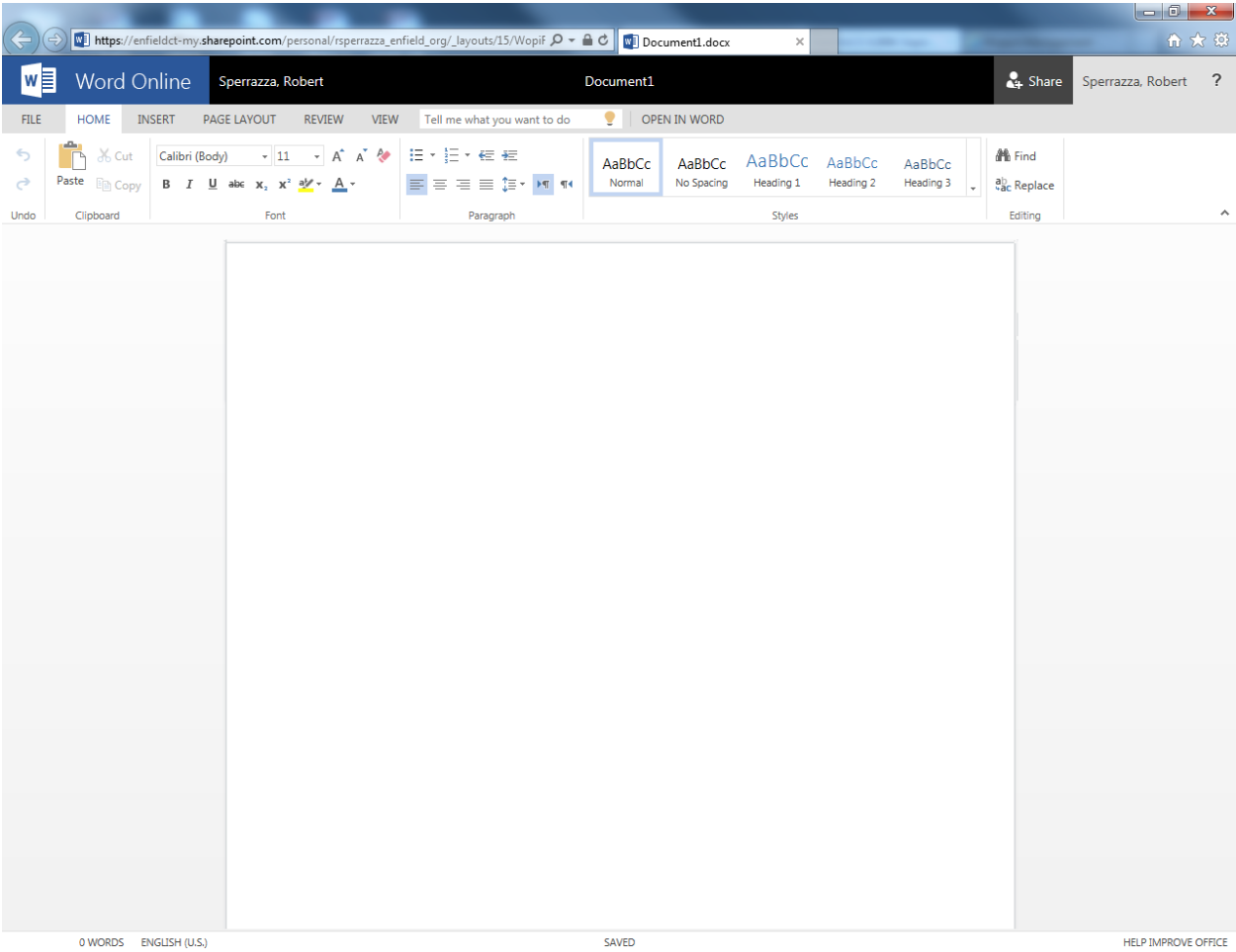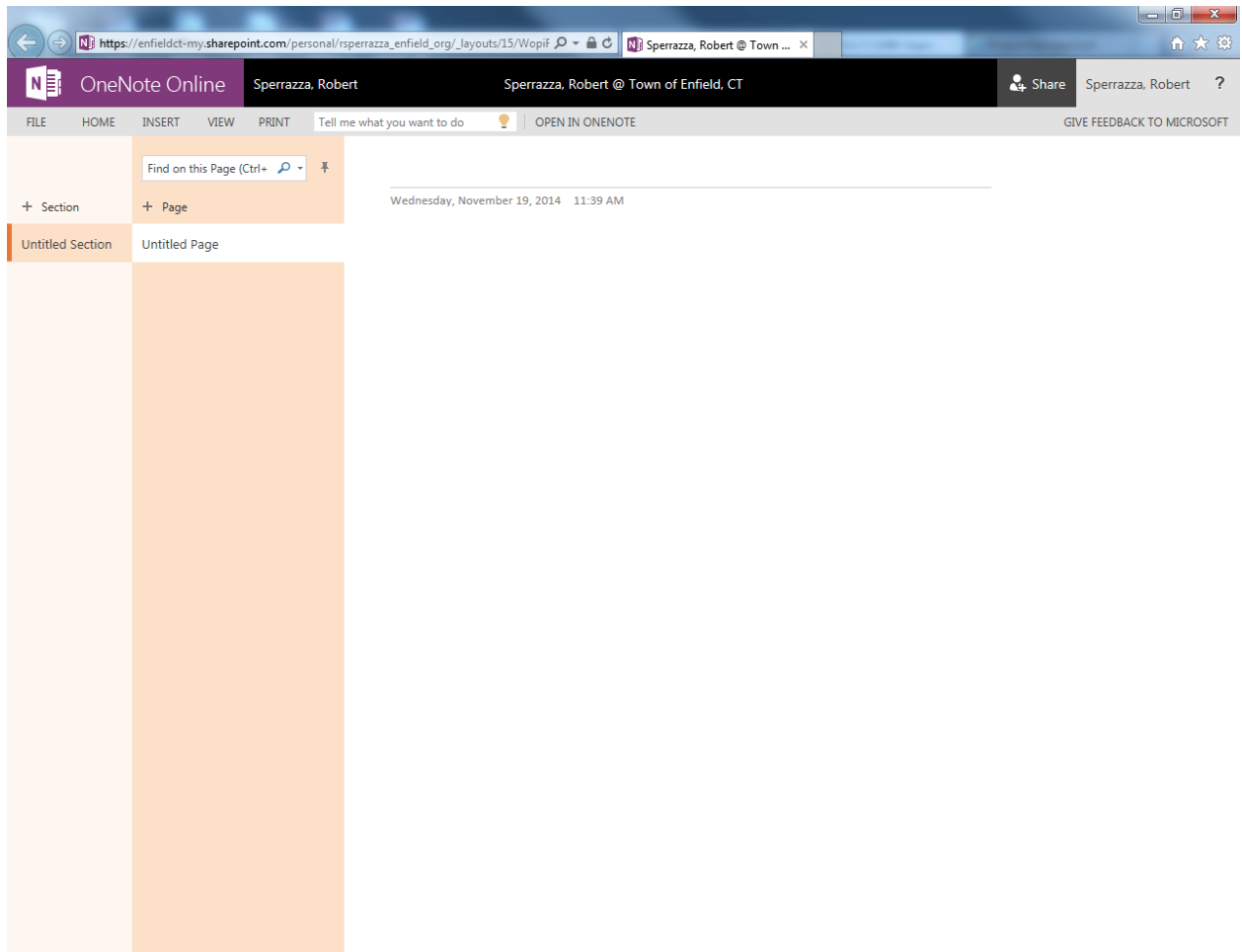
The same as Word you can use Excel Online and do all of your normal Excel functions.

And the same for PowerPoint Online.

And the same for OneNote Online.

You can access your account settings by going to the cog at the top right and clicking on it to see your options.

In your Office 365 settings you can change your Theme, where Office 365 starts when you login and manage which devices that you have Office 2013 installed on.