

Accessing Microsoft Office 365

As a Seneca College student, you have access to Microsoft Office 365 Pro Plus free of charge. This includes software such as Microsoft Word, PowerPoint, Excel, etc. You can install the software on up to five devices. To access the Microsoft Office applications, follow the steps below:

1. Go to: https://portal.office.com/account/

Sign in		
Email, phone, or Skype		
No account? Create one!		
Can't access your account?		
	Next	

2. You will have to login using your Seneca email and password. Once you input your Seneca email you will automatically be redirected to the My.Seneca login page. Enter your My.Seneca password there.



3. You will then be redirected back to the Microsoft Office page. Under 'Office apps & devices' click Install Office.

	My account			
	<			
ŵ	My account	eq Office apps & devices	□ Subscriptions	
8	Personal info	You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.	Verify what products and licenses you have.	
	Subscriptions	Install Office		
Q	Security & privacy	View apps & devices	View subscriptions	
A	App permissions			
⊻	Apps & devices	🛇 Security & privacy	App permissions	
ß	Tools & add-ins	Protect your account and adjust important privacy settings to your preference.	Apps with access to your data: 33 Manage which apps have access to your data. You can revoke permission whenever you want.	
		Manage security & privacy	Change app permissions	

4. Follow the installation instructions and you should then have access to Microsoft Office 365 Pro Plus

For more information or troubleshooting help please visit: <u>https://employees.senecacollege.ca/spaces/65/software/wiki/view/1559/office-365</u>