


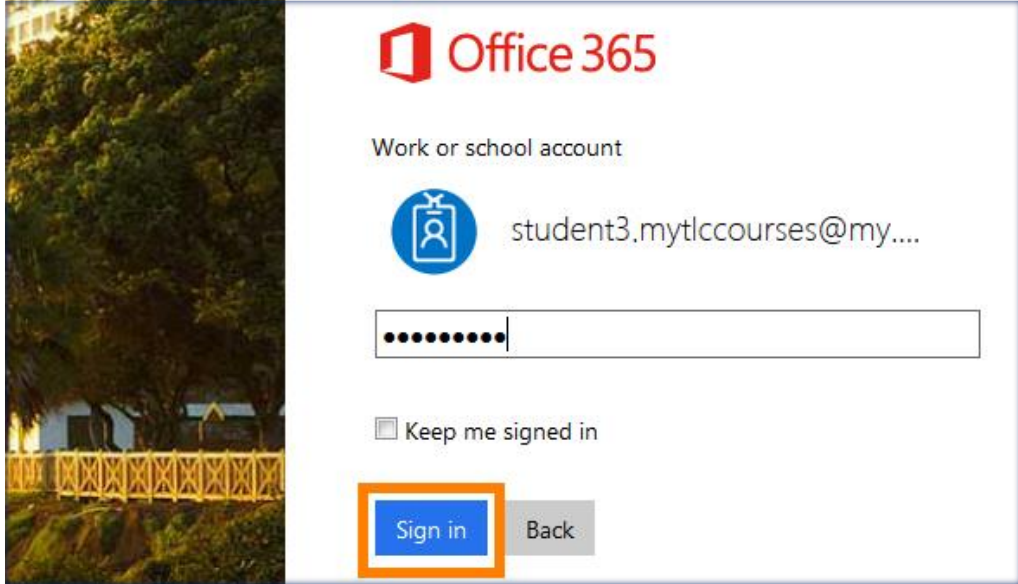
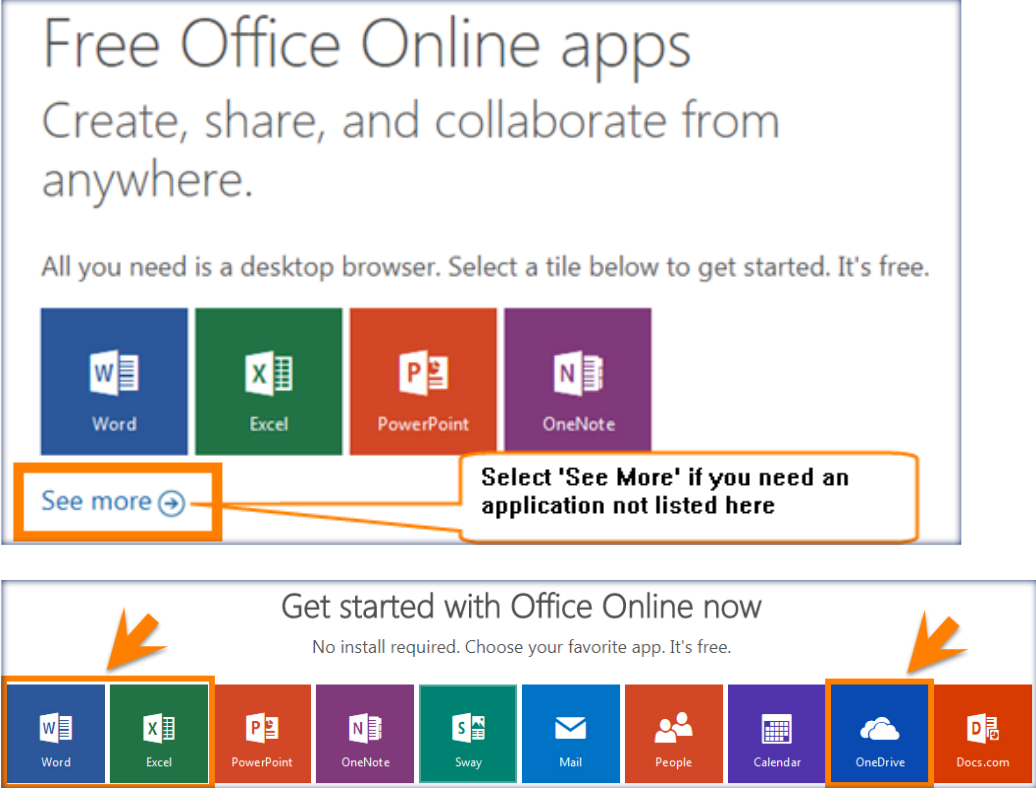
	Instructions	Office 365 – How to Access Office 365 applications Online (no download required to your computer)
<i>Information Overview</i>	For Computer systems that: <ul style="list-style-type: none"> ▪ Have no hard drive space to download Office 365 Suite OR ▪ that are designed to be used primarily while connected to the Internet, with most applications and documents living in the cloud (Chromebook is one example) 	<p>Tablets, Phones, Phablets and Chromebooks use applications rather than software installations.</p> <p>Example: Chrome OS designed for web applications and not software downloads. This means that to install Office 365 applications, you have to download applications versus a laptop that uses a Windows operating system and software download. This also means that Chromebook uses a smaller amount of hard drive space so best practice would be to save your files to Cloud Storage like Microsoft OneDrive. </p>
<i>MS Support</i>	Office Online browser support	https://support.office.com/en-us/article/Office-Online-browser-support-AD1303E0-A318-47AA-B409-D3A5EB44E452?ui=en-US&rs=en-US&ad=US
<i>Info</i>	MS Office System Requirements	https://products.office.com/en-us/office-system-requirements
Recommended Prerequisites	Activate your Microsoft OneDrive	Microsoft OneDrive  OneDrive is Cloud storage which is a cloud computing model in which data is stored on remote servers accessed from the Internet, or " cloud ."
<i>Process</i>		<p><i>Using MS Office 365 Online without downloading software to your computer.</i></p> <p><i>(this is an option for Chromebooks and/or if you do not have enough hard drive space to download all of the Office 365 Office Suite)</i></p>

<p><i>Step 1</i></p>	<p>Log onto On My TLC Portal: STUDENTS: select “Student email” link or go to URL: www.outlook.com/my.trident.edu</p> <p>Staff/Faculty: Select “Faculty email” or go to URL: webmail.trident.edu</p> <p>Students: www.outlook.com/my.trident.edu Staff/Faculty: www.outlook.com/trident.edu</p>	
<p><i>Step 2</i></p>	<p>Sign into your Trident University email account</p>	

<p><i>Step 3</i></p>	<p>Go to link on the right, select the software you want to use.</p> <ul style="list-style-type: none"> ▪ Select program you need like Word, Excel or program you want to use. ▪ Then you can save your file to OneDrive (Cloud Storage) ▪ Activate using your Trident email and password. 	<p>https://products.office.com/en-US/office-online/documents-spreadsheets-presentations-office-online</p> 
<p><i>Version</i></p>	<p>Published: 21 July 2017</p>	<p>Office 365 – How to Access Office 365 applications Online for Mobile Devices and Chromebook_v1.0</p>