How to access your Office 365 account

Step 1: To access your Office 365 account, visit [http://portal.microsoftonline.com](http://portal.microsoftonline.com).

Step 2: Login using your Southwest email address. Once you enter your email address, the website will redirect you to our internal Office 365 homepage.
Step 3: Once logged in, you can access any of the cloud applications by following any of the icons under “Collaborate with Office Online”.

Step 4: You have the option of downloading and installing the latest version of Office on up to 5 personal computers and laptops by clicking “Install Now”. System requirements can be found on the “Frequently Asked Questions” link at http://its.southwest.tn.edu/office365.

If you have any questions about our Office 365 offerings, call the help desk at 901-333-(HELP) 4357.