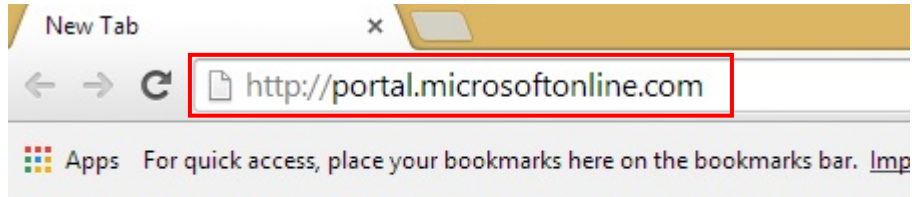


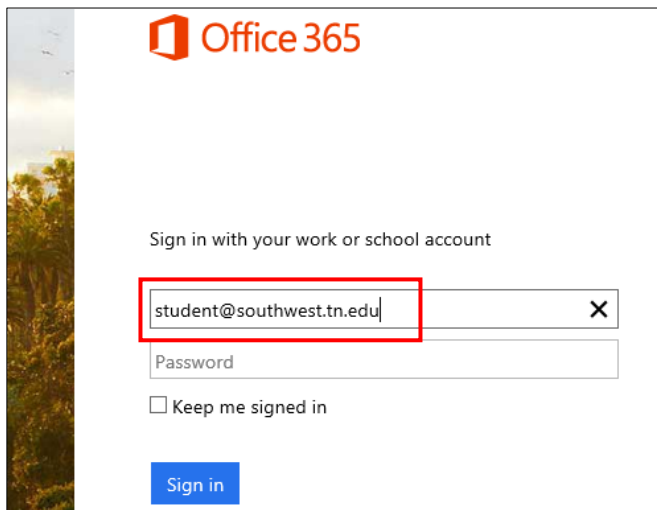
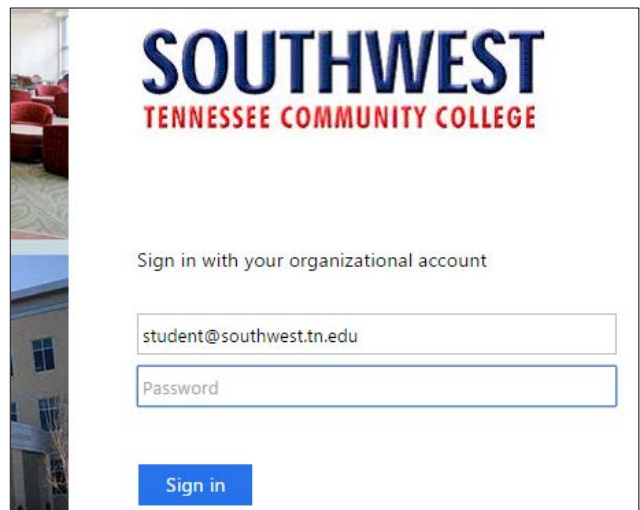
## How to access your Office 365 account

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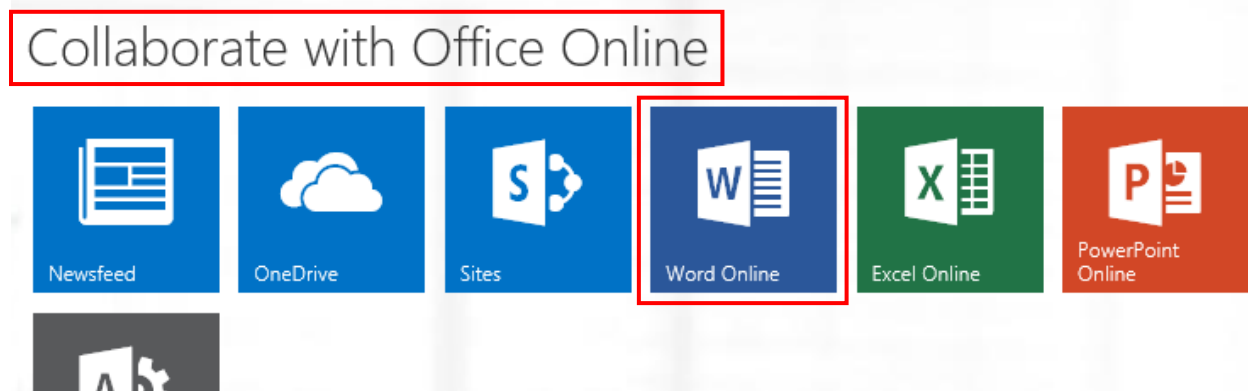
**Step 1:** To access your Office 365 account, visit <http://portal.microsoftonline.com>.



**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.

A screenshot of the Office 365 login page. The page features the Office 365 logo at the top left. Below the logo, the text "Sign in with your work or school account" is displayed. There are two input fields: the first contains the email address "student@southwest.tn.edu" and is highlighted with a red rectangular box; the second is labeled "Password". Below the password field is a checkbox labeled "Keep me signed in". At the bottom of the form is a blue "Sign in" button.A screenshot of the Southwest Tennessee Community College login page. The page features the Southwest Tennessee Community College logo at the top. Below the logo, the text "Sign in with your organizational account" is displayed. There are two input fields: the first contains the email address "student@southwest.tn.edu"; the second is labeled "Password". At the bottom of the form is a blue "Sign in" button.

**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.