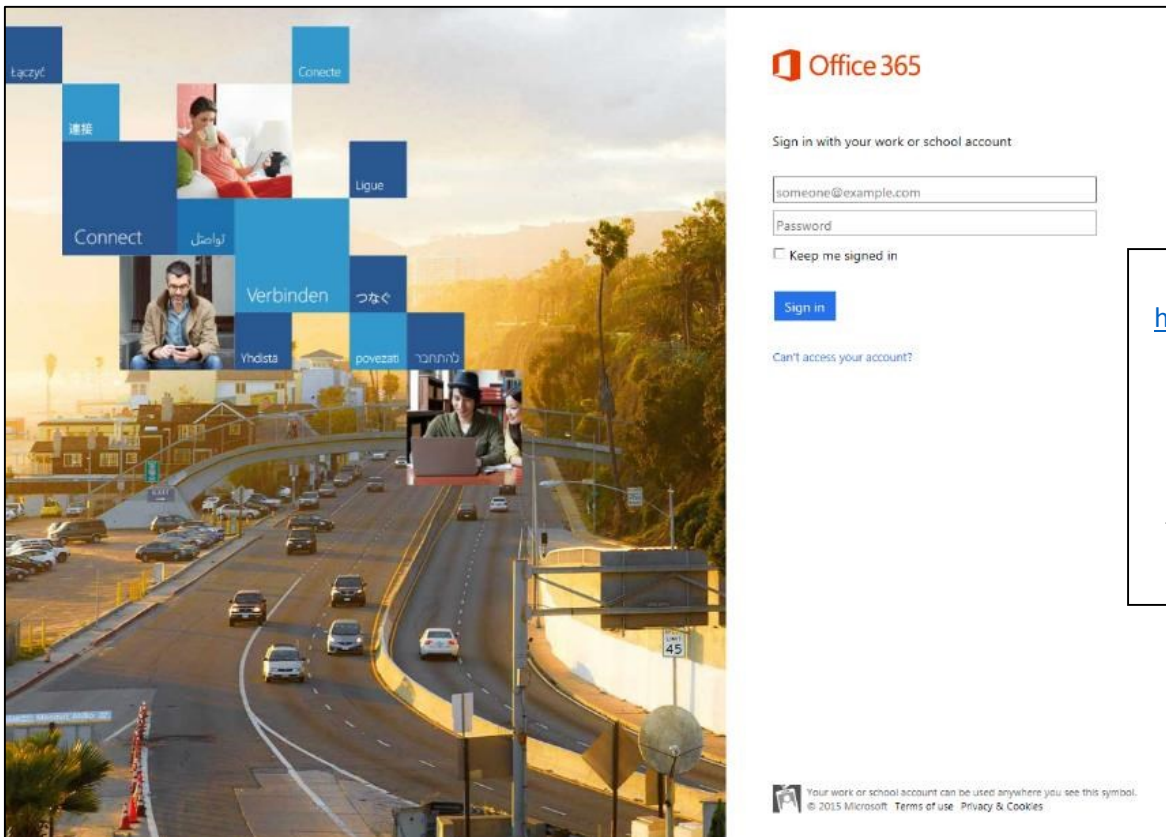# Logging in to the Microsoft Office 365 Portal at UMB

Office 365 (O365) for Education is a cloud-based collection of common suite of essential business applications. The core applications provided by Office 365 are:

- OneDrive for Business
- Skype for Business
- SharePoint Online
- Office Online
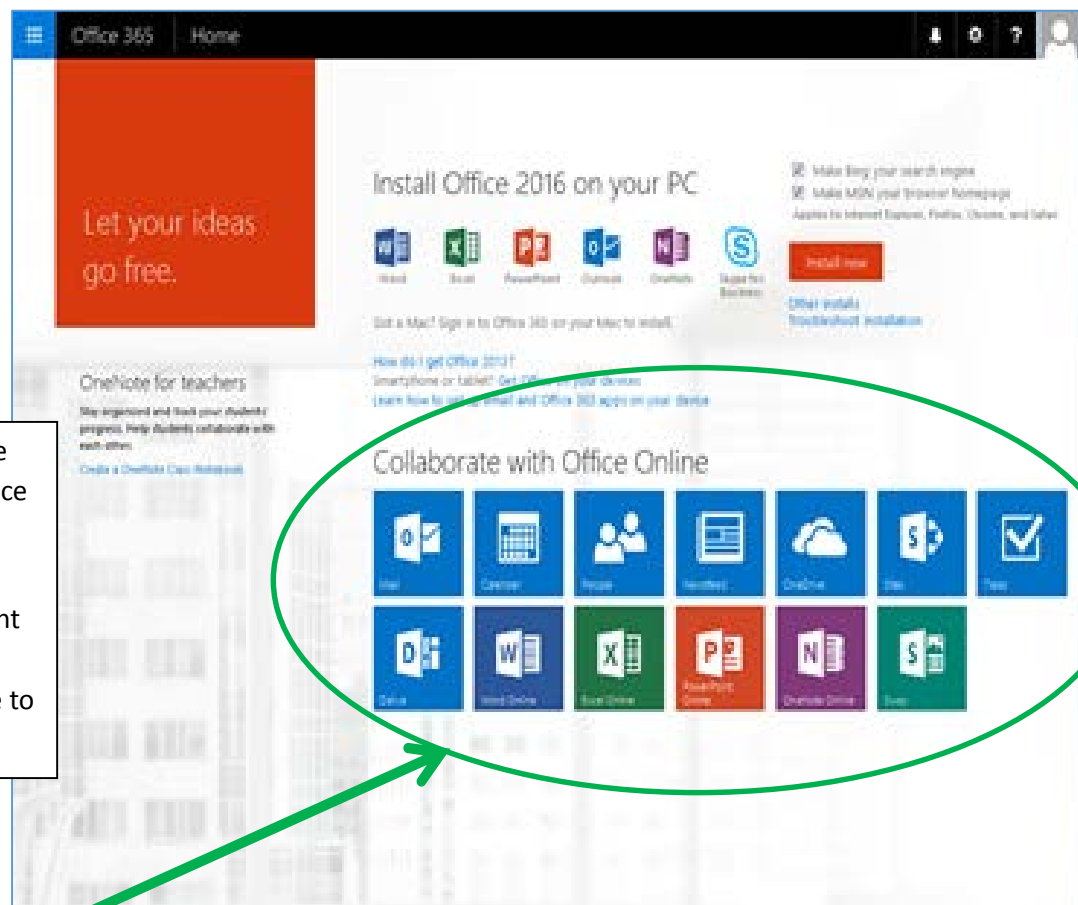- Office 365 Pro Plus
- Exchange Online

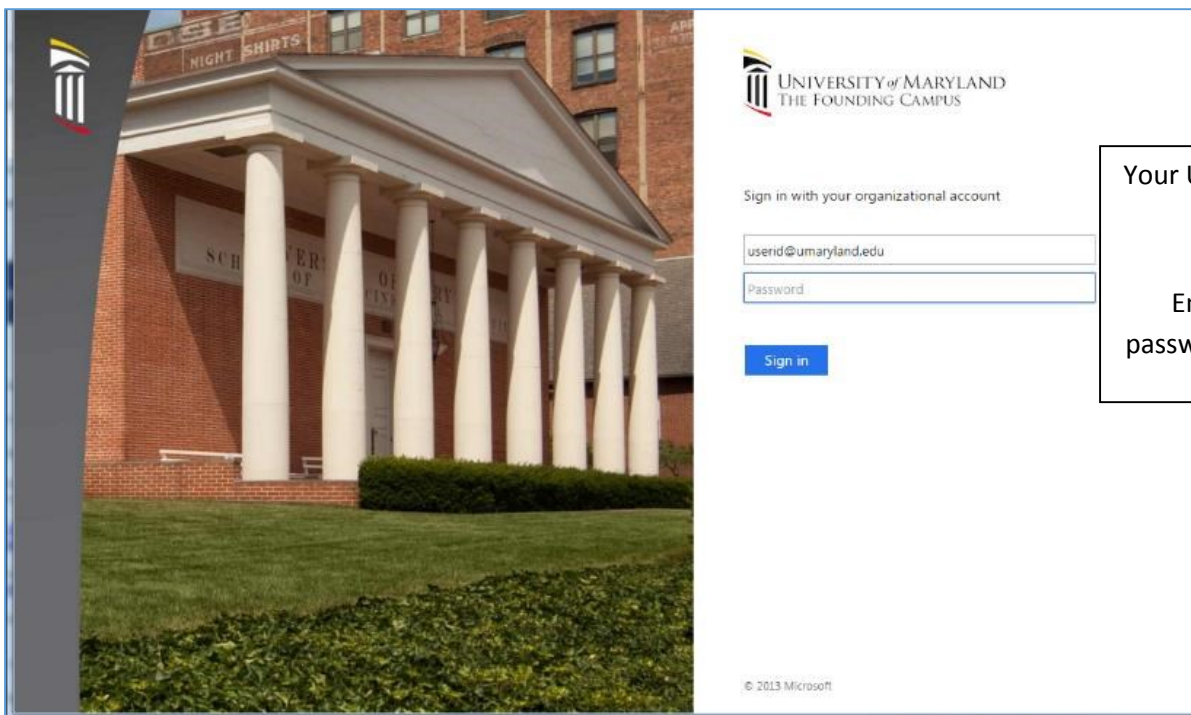**How do I log in to the Microsoft Office 365 Portal?**

From any web browser, enter **portal.office.com**.

To begin, navigate to
http://portal.office.com

Enter your **UMB email address**. You will be immediately to sent to the UMB log in page to enter your password.

UNIVERSITY of MARYLAND
THE FOUNDING CAMPUS

Sign in with your organizational account

userid@umaryland.edu

Password

Sign in

© 2013 Microsoft

Your UMB email address is already filled in.

Enter your UMB portal password and click Sign in.

Office 365   Home

Let your ideas go free.

Install Office 2016 on your PC

☑ Make Bing your search engine
☑ Make MSN your browser homepage
Applies to Internet Explorer, Firefox, Chrome, and Safari

Install now

Other installs
Troubleshoot installation

Got a Mac? Sign in to Office 365 on your Mac to install.

How do I get Office 2013?
Smartphone or tablet? Get Office on your devices.
Learn how to use email and Office 365 apps on your device.

OneNote for teachers

Stay organized and track your students' progress. Help students collaborate with each other.

Create a OneNote Class Notebook

Collaborate with Office Online

This is the Home page for the Microsoft Office 365 portal.

This is the launch point for all of the Office Online tools available to you.

Collaborate with Office Online provides access to each of the Office 365 tools.

What Do These Tools Provide?

- **OneDrive for Business** – Store your work files in a 'cloud-based' network space. You can update these files from anywhere you have access to the internet. You can also sync your files to a local (C:) hard drive and work offline too. OneDrive makes it easy to share files with other individuals if necessary.

- **Skype for Business** – Web/video conference and instant message with colleagues. Skype for Business facilitates online collaboration and sharing of documents, your desktop, and programs.

- **Office Online** – A collection of web-based versions of Word, Excel, PowerPoint and other applications for quick viewing and editing documents without the need for a locally installed, full versions of these Microsoft Office programs.

- **Exchange Online** – The Outlook Web Access you know has received an upgrade! Now with 50 GB of storage while still allowing you to access your email from anywhere, with a web browser.

- **Office 365 Pro Plus** – Is a subscription based version of Microsoft Office. Office 365 Pro Plus allows you to install Microsoft Office on up to 5 personal devices such as tablets, phones, home computers, etc.

   Your office computers already has Microsoft Office, as provided by your school or department's IT administrators. **Do not install Office 365 Pro Plus on your UMB office workstation.**

What is Coming Soon?

- **SharePoint Online** – Team Sites for document sharing and collaboration. A very useful tool for long-term project teams, departments with shared documents and resources and other uses where a common document a resource repository is needed. This service is similar to Vibe here at UMB.

Training guides, how-to videos, and answers to frequently asked questions can be found on the campus Microsoft Office 365 web site: http://www.umaryland.edu/office365