## Using Office 365 for Employees

1. Click the link for Office 365 on the COD Faculty & Staff portal



or use a browser to log into Portal.office.com.

2. Enter your College of the Desert email address

Sign in						
TestEmp@collegeoft	×					
No account? Create one!						
Can't access your account?						
Sign-in options						

3. If you have more than one eligible account, you may be asked to "Pick an account"

Microsoft	It looks like this email is used with more than one account from Microsoft. Which one do you want to use?				
TestEmp@collegeofthedesert.edu	Work or school account Created by your IT department rmckay@collegeofthedesert.edu				
rmckay@collegeofthedesert.edu :   + Use another account	Created by you rmckay@collegeofthedesert.edu Tired of seeing this? Rename your personal Microsoft account.				
	Back				

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4. Login screen will change to myCOD logo. Enter your College of the Desert network password (the password you use to get into your computer)

← testemp@collegeofthe	desert.edu
Enter password	
•••••	
Forgot my password	<u>Sign in</u>
If you are having trouble lo help at 760.636.7970 or vis Records office in the Crave Center.	ogging in, please contact it the Admissions and m's Student Services

5. A screen with the Apps that are available to you will open. Your name will be listed on the top-right corner. The question mark (?) can be clicked at any time for help. You can run any of these apps directly from this page if you are using a shared computer or if you don't want to install them, you will, however, need to stay connected to the internet to use them this way.

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