

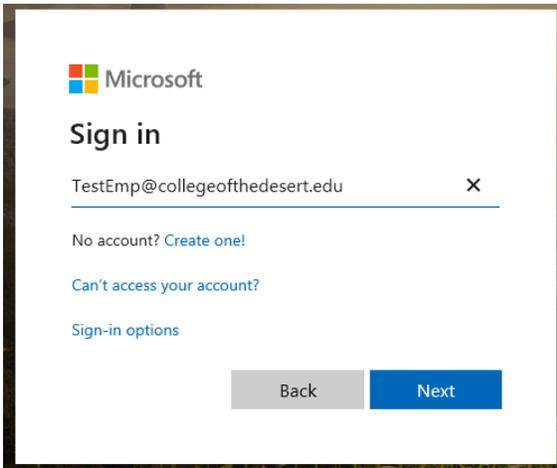
Using Office 365 for Employees

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

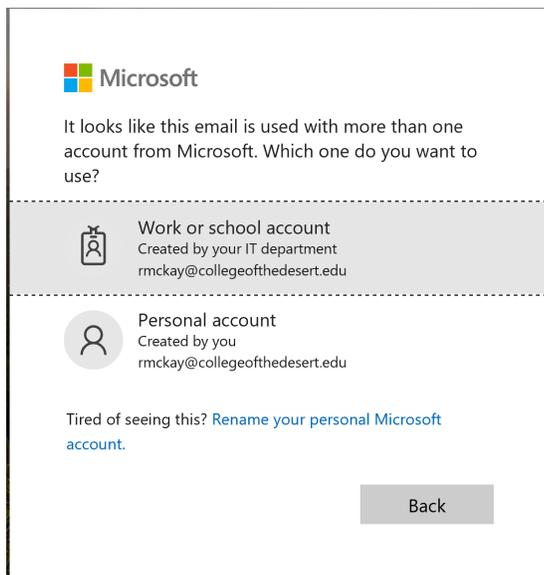
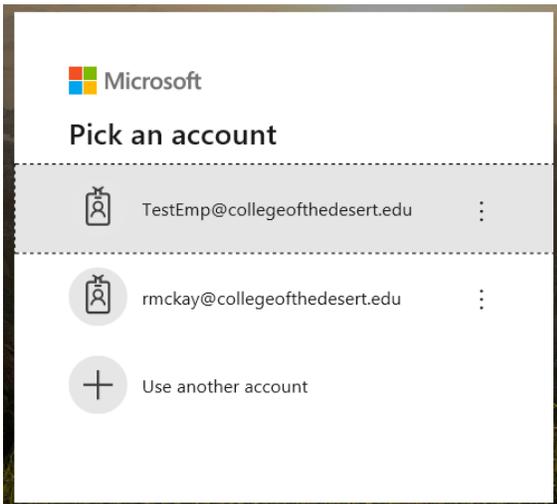


or use a browser to log into [Portal.office.com](https://portal.office.com).

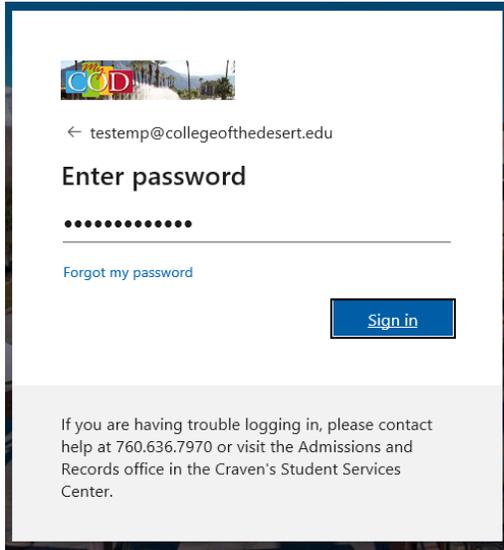
2. Enter your College of the Desert email address



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



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)



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.

