



**SYSTEMAGIC**  
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HOW TO

# ACCESS MICROSOFT 365 APPS THROUGH

**YOUR BROWSER**



# Introduction

Some clients will prefer being completely cloud-based and will want to use Microsoft 365 apps directly through their browser.

The guide will walk you through the process of logging in and the basics of using the software.

## Step 1: Office.com

Open your web browser of choice (this could be Google Chrome, Firefox or Safari) and in a new tab, go to [www.office.com](http://www.office.com).

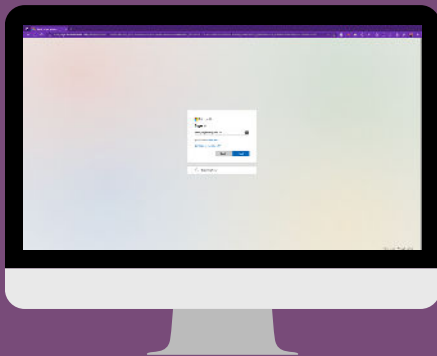
Once the webpage loads, click the 'sign in' button located at the top right of the page.



## Step 2: Log In

Now enter your work email address and click the blue 'next' button.

On the following page, enter your password and click the blue 'sign in' button.



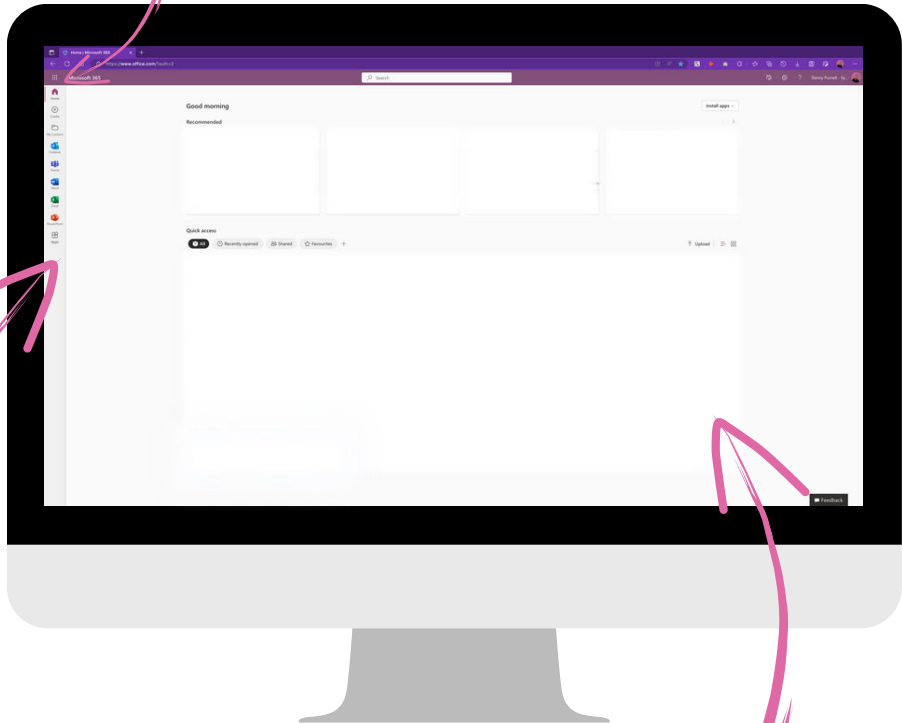
## Step 3: MFA

If you have Multi-Factor Authentication enabled, you will need to confirm your login.



## Step 4: Dashboard & App Launcher


The 9 dots at the top left of the screen is your app launcher. This opens a wider variety of apps including Sharepoint, OneDrive, Planner and OneNote



This is your quick access menu containing the apps you're likely to use the most, including Outlook, Teams and Word.

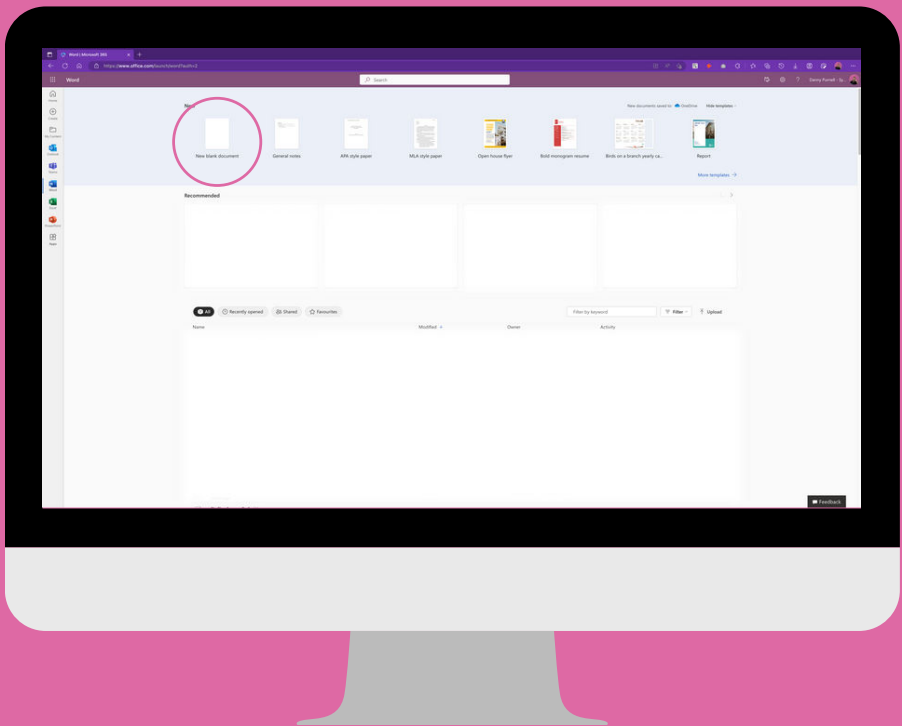
The 'quick access' and 'recommended' sections contain files that you have recently worked on or that have been shared with you.

# Step 5: Opening an App

In this scenario, we will open Microsoft Word. To do this, simply click on the Microsoft Word logo  located in the 'quick access' menu located on the left of the screen.

On the next screen, you will be presented with your Microsoft Word dashboard.

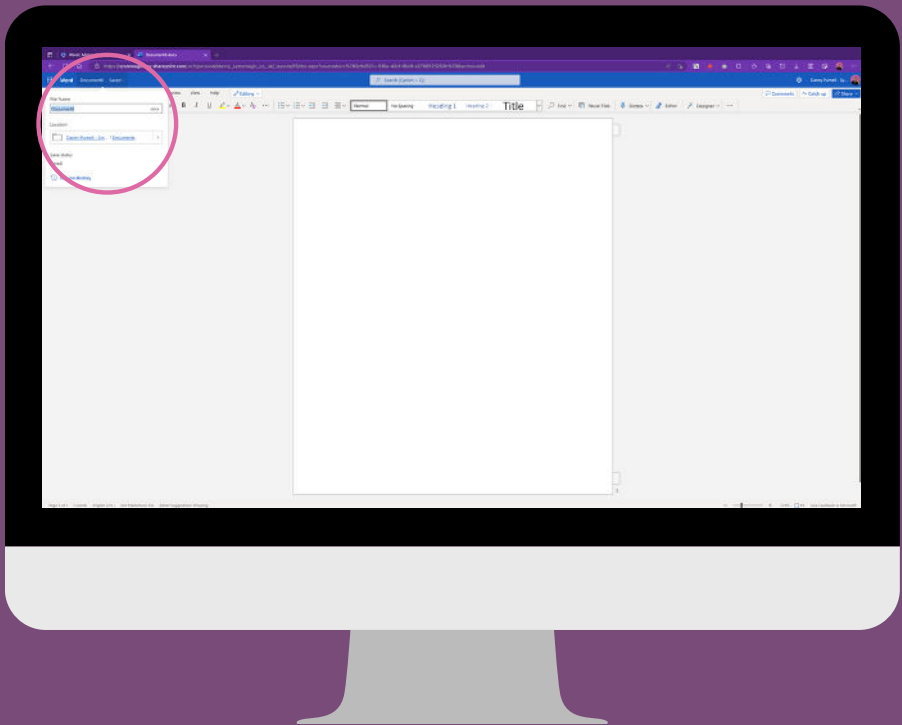
To open a new, blank document, simply click the 'New blank document' button circled below.



## Step 6: Creating and Editing

Your blank document will open in a new tab and you can create and edit as you wish. Microsoft Word Online has the same layout as the desktop version, making it super easy to use.

One benefit of using Microsoft Word online is that your document is automatically saved, even down to a single keystroke - so if you're suddenly disconnected from your document, you don't have to worry about your work being lost.



By clicking the 'Document - Saved' link in the top left (circled), you can change the document's name and its save location.

By default, your document will be saved in your personal OneDrive.

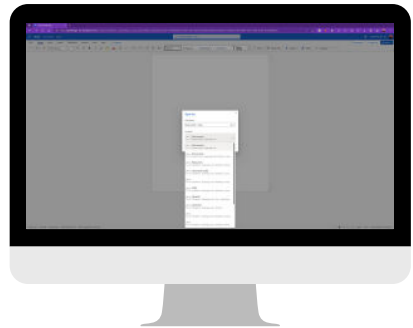
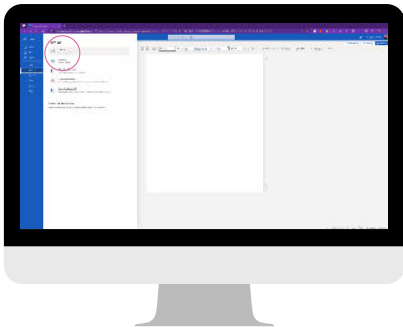
## Step 7: Saving Your Document

To save your document in a different location, click 'File' and then 'Save As'

You can then choose the folder you would like to save to from the dropdown menu.

If your desired save location doesn't appear in this list, scroll down to the bottom and click 'More Save Locations'.

This will open a box with all OneDrive and Sharepoint locations you have access to.



## Notes

To open, create, edit and save an Excel or PowerPoint file, please follow the same steps for Microsoft Word, but choose either Excel/PowerPoint from your 'Quick Access' menu.


If you're editing a document and you're happy for it to be saved in your personal OneDrive, simply close the tab once you have finished as your document will be saved automatically.

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