

Microsoft 365 Resources

Microsoft 365 provides a suite of cloud-based applications that complements educational and business environments. Many of the products are free of charge and similar to other no-cost product offerings. These products do not replace existing offerings but provide additional flexible, tools that are available online.

All products are available in the Microsoft portal at <https://www.office.com>.

To sign in:

1. Go to <https://www.office.com>.
2. To log in, enter your full A-State email address. (username@astate.edu or username@smail.astate.edu) Click Next
3. If prompted to choose a **Work or school account** or a **Personal account**, always pick the **Work or school account**.
4. You will be directed to authenticate with your University credentials. Enter your password and click Sign in or press ENTER.

Products can generally be accessed 24x7 using a computer, tablet, smartphone or other device with an Internet connection.

Resources

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- [Word for Windows Training](#)
- [Word Help](#)
- [Keyboard shortcuts for Word](#)
- [Word for Mac Help](#)
- [Download PDF: Word Quick Start Guide](#)

Excel

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- [Excel for Windows Training](#)
- [Excel for Mac Help](#)
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- [Outlook Training](#)
- [Outlook Help](#)
- [eBook: Outlook Tips & Tricks](#)
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- [PowerPoint Training](#)
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- [PowerPoint for Mac Help](#)
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- [OneDrive Training](#)
- [OneDrive Restrictions and Limitations](#)
- [OneDrive Help](#)
- [Download PDF: OneDrive Quick Start Guide](#)

OneNote

- [Quick Start Guide](#)
- [OneNote for Windows 10 Training](#)
- [OneNote Help Center \(all versions\)](#)
- [Download PDF: OneNote Quick Start](#)

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- [Quick Start Guide](#)
- [To Do Training and Help](#)

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