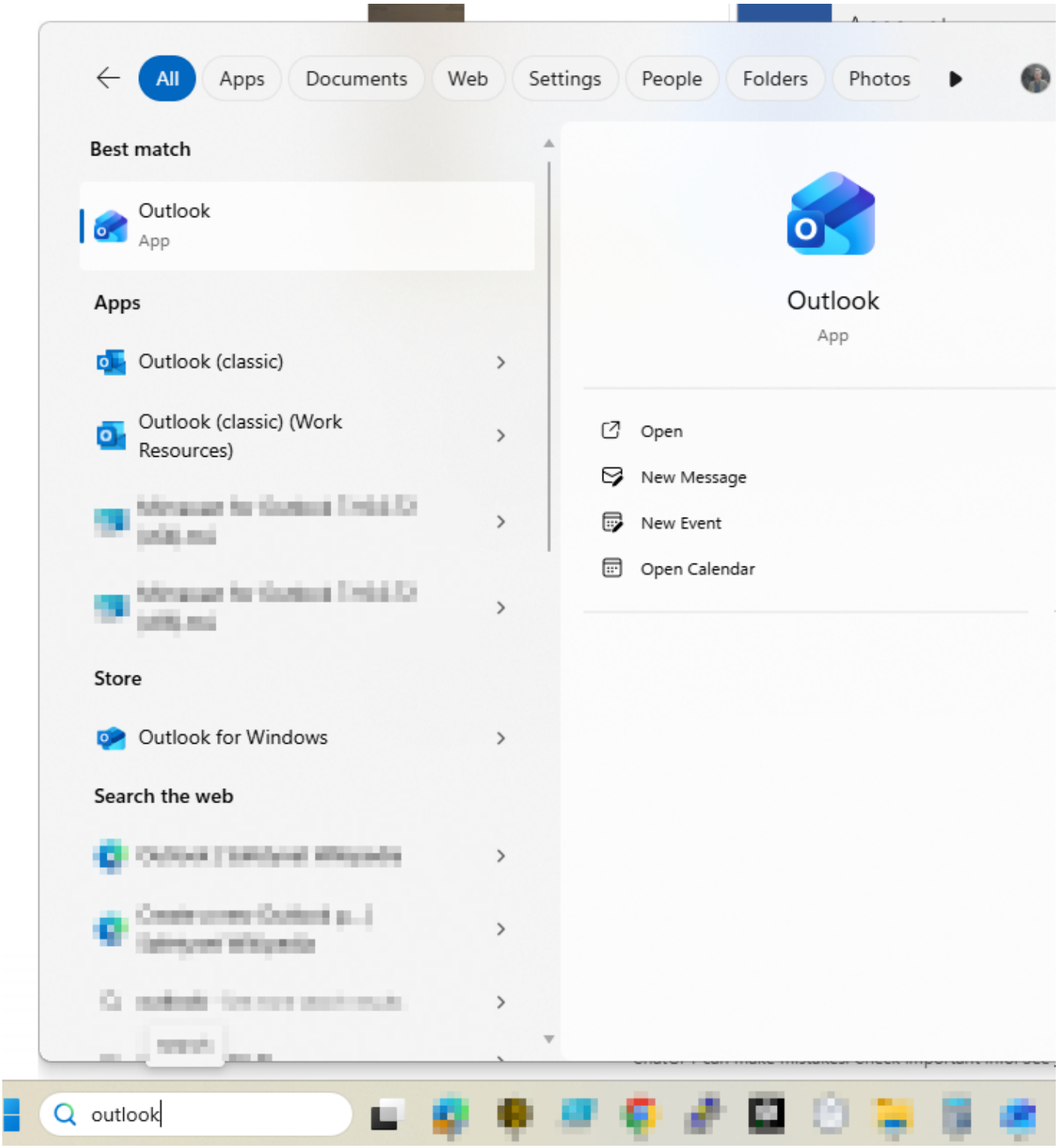
Opening and Logging into Office Apps (desktop)

Microsoft 365 includes several desktop apps **if you have the correct licence**, which means your **company Microsoft account** gives you access to apps like Outlook, Word, Excel, and Teams.

□□ Step 1 — Open the App

1. Click the **Start Menu** (bottom-left corner of your screen).
2. Begin typing the name of the app — for example:
   - `Outlook` for email
   - `Word` for documents
   - `Excel` for spreadsheets
   - `Teams` for chat and meetings
3. When the app appears, click it to open.



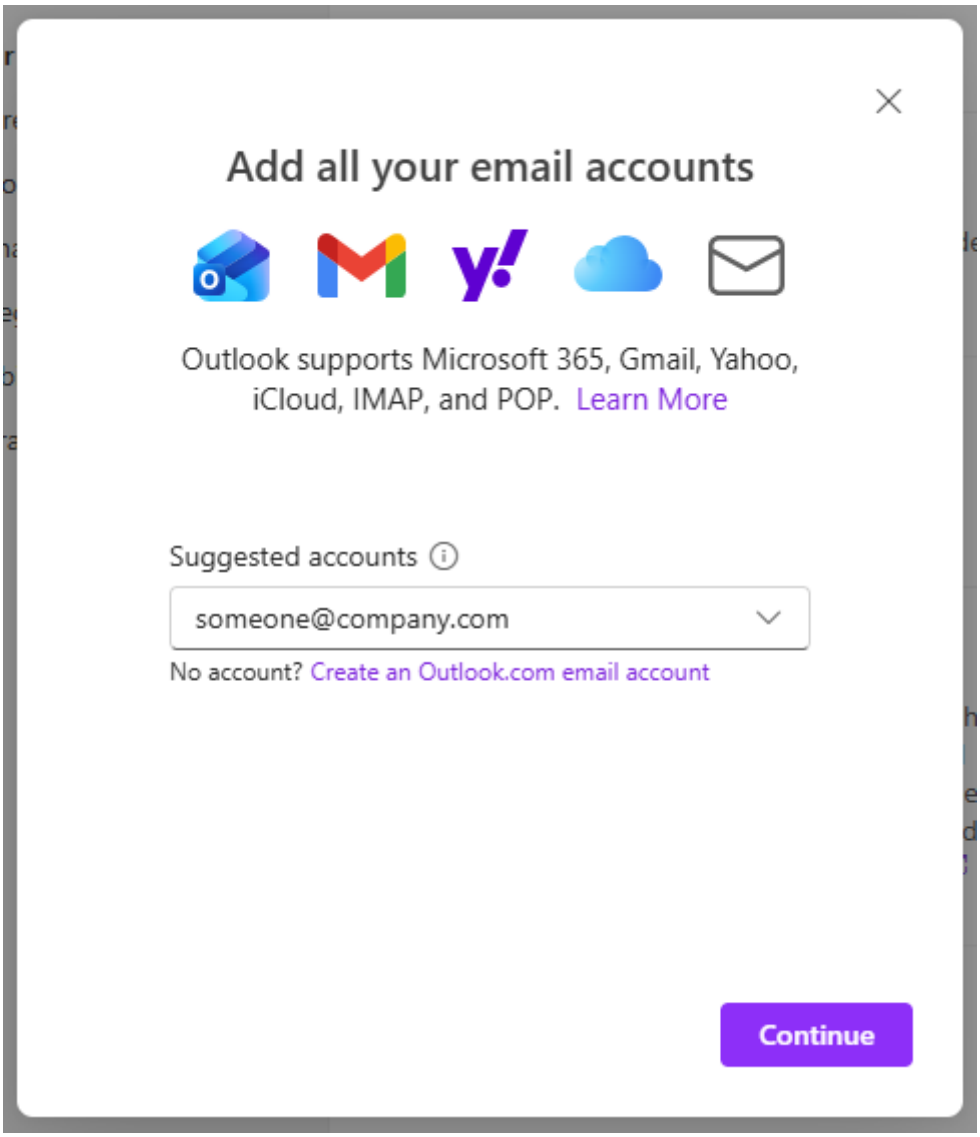
Step 2 — Sign In with Your Company Account

When the app opens for the first time, you'll be asked to **sign in**.

1. Enter your **company email address** (for example: `firstname.lastname@companyname.com`)
2. Click **Next** or **Connect**.

3. Enter your **password** when prompted.
4. If you're asked for **Multi-Factor Authentication (MFA)**, follow the instructions on your phone.
5. Once complete, the app will open and you're signed in.

Example: Outlook Sign-in page



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