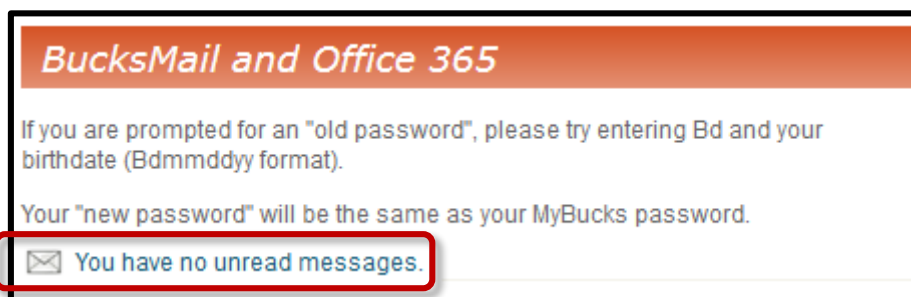


Using your Student Office 365 Account

Bucks students are granted access to Office 365 which offers email, cloud storage, online Office applications, and desktop Office installation.

1. To access your Office 365 account, visit MyBucks, <https://portal.bucks.edu/> and sign in with your Bucks username and password. Once you are on MyBucks, click the “**You have unread messages**” link on the left.



2. After signing into your student email, click the icon in the upper left corner. This will launch the toolbar with all available tools to your student account. You have access to the following features:
 - a) Online versions of Word, Excel, PowerPoint, and OneNote.
 - b) OneDrive cloud storage with 1 TB of storage.
 - c) Calendar, People, Tasks which will sync with your student Outlook email.
3. If you wish to install the desktop version of Office on your PC or Mac, click the **Office 365** link in the upper left corner.

