

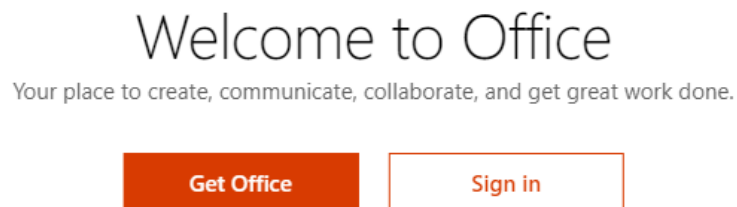
How to use the Office365 collaboration universe in browser

You can access the online Office365 collaboration universe through your browser and your Office365 account. It offers all the same functionalities as the desktop version.

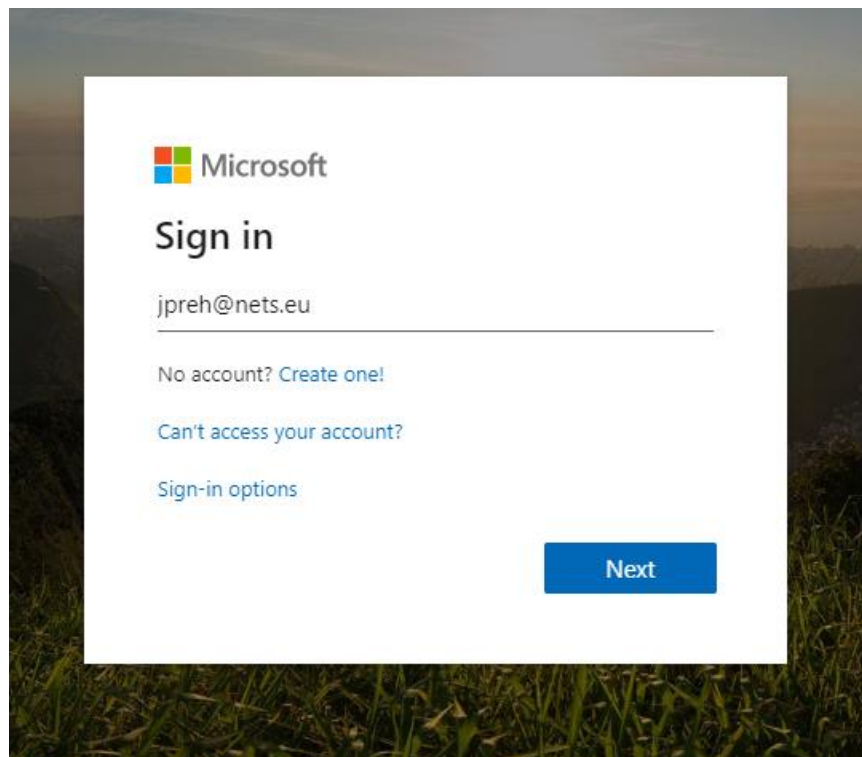
1. To access these functionalities, go to the following web-page:

<https://www.office.com/>

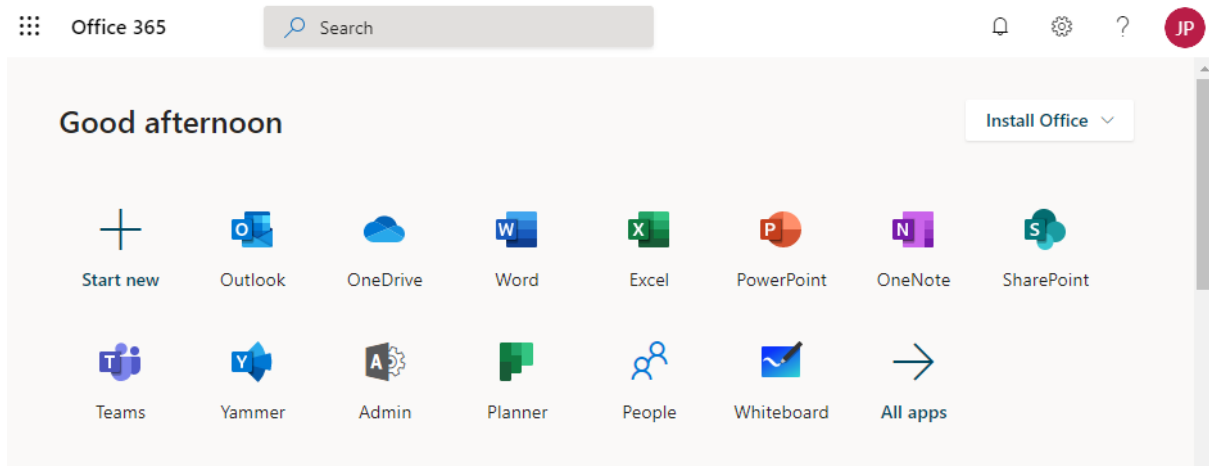
2. And press the sign-in button:



3. When signing in, use the address that you normally use to access your Office365:

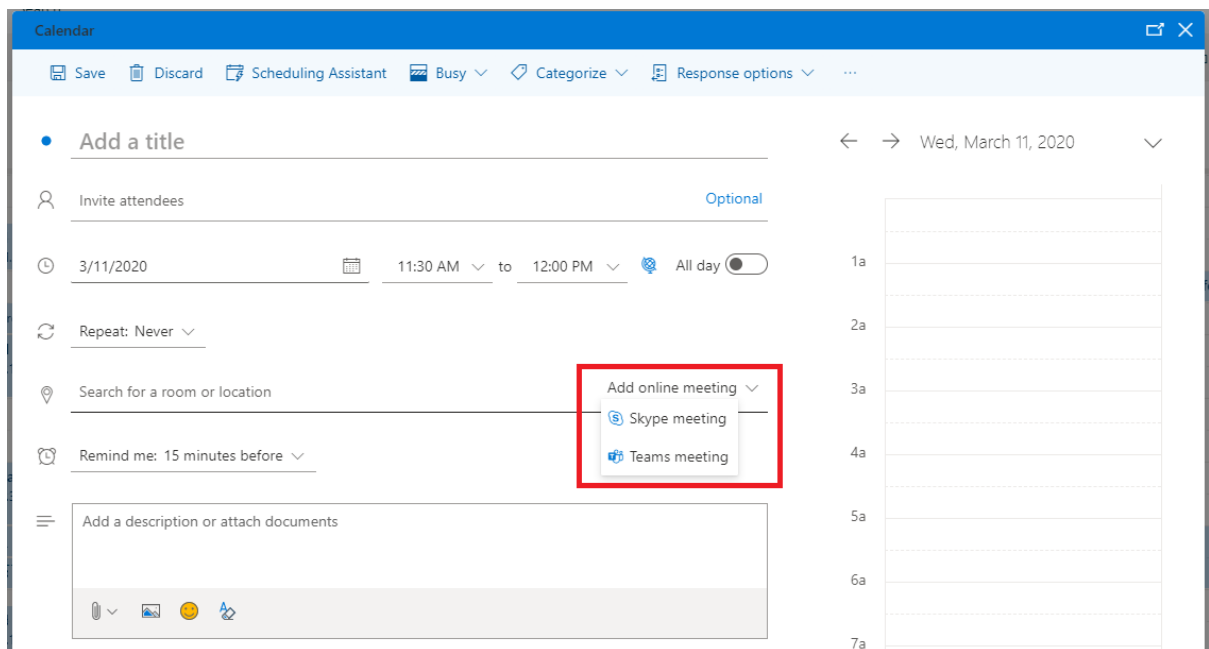


4. You will then be presented with the option of using any of the Office365 tools currently available:



5. The tools function looks almost exactly like on your desktop, with the only notable exception being the meeting booking functionality in Outlook.

Notice that you must press the “add online meeting” button to add the Teams meeting option. After pressing this button, the meeting will contain a link for the Teams meeting, allowing all your attendees to join either through their Teams client, or through a web browser.



6. Easy access to the most frequently used Office365 functions can be had by putting the name of the function in front of the address:

<http://www.teams.office.com/>

<http://www.outlook.office.com/>

<http://www.powerpoint.office.com/>