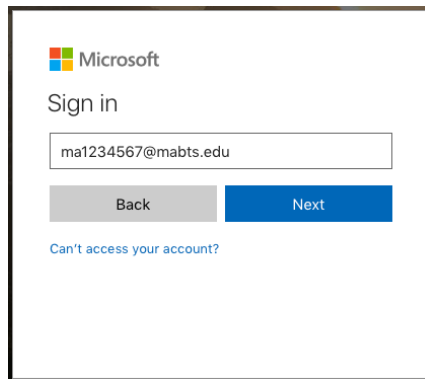


## Accessing the Office 365 Apps

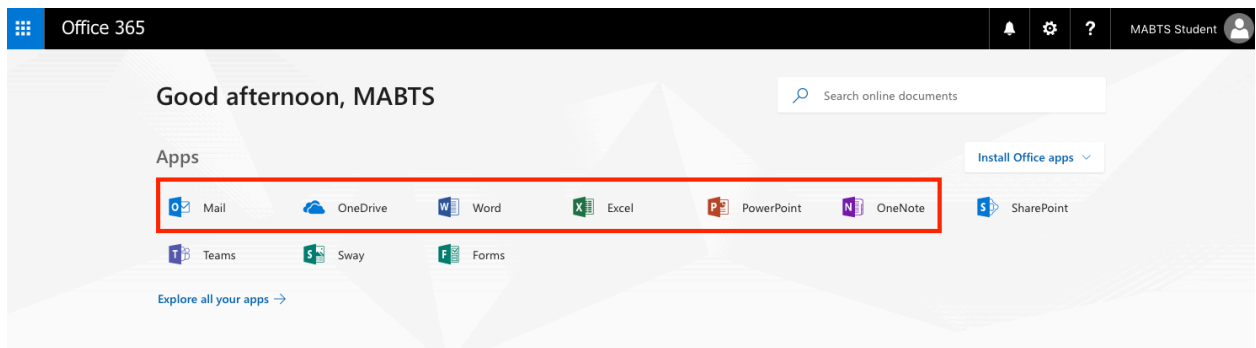
As a student of Mid-America, you have access to Microsoft Office 365 ProPlus apps online or installed on your personal devices. These apps include up to five (5) copies of Word, Excel, PowerPoint and Outlook for your PC's or Mac's and Android or iOS mobile devices.

### **To install the software on your PC or Mac:**

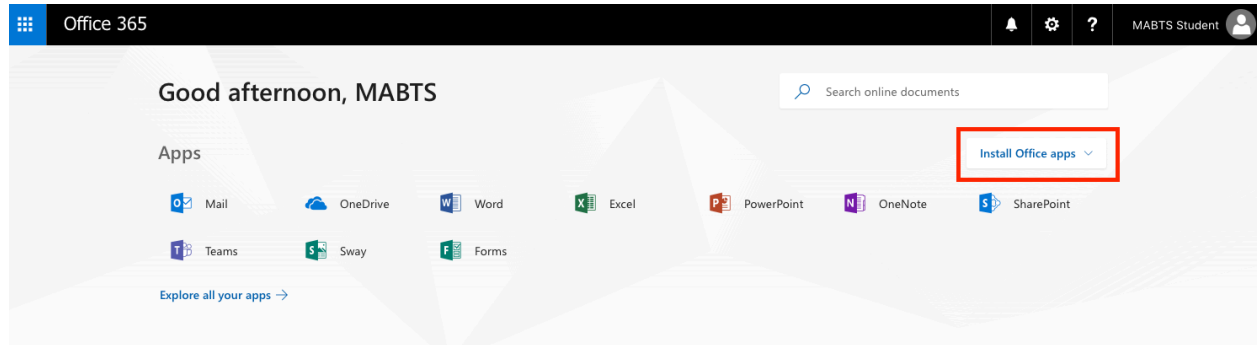
1. On your web browser, enter the web address <http://portal.office.com>.
2. If prompted for login information, use your MABTS credentials to access the site (same ones used to access your email):
  - In username field, type your StudentID@mabts.edu (e.g. MA1234567@mabts.edu; or mabtsne.edu for Northeast campus students)
  - For password, type your PIN



3. On the portal you can use the apps in the following ways:
  - a. Click on the apps and begin usage of the tool:



b. Or download and install the tools on your computer (up to 5 devices)



**To install the app on your mobile devices:**

1. Go to your App Store (iOS) or Google Play Store (Android)
2. Search for Microsoft Office 365 or the name of specific app (Word, Powerpoint, etc.)
3. Download and install the app

**Some very important notes to keep in mind concerning these tools:**

- Usage of the Office 365 apps (online or installed) are possible **only** while an active student at MABTS. Once you are no longer an active student (graduation, withdrawal, etc.), your MABTS Office365 account will be deactivated. Thus, you will no longer have access to the apps or any files you store in OneDrive.
- The purpose of making these apps available to our students is for fulfilling class assignments or other academic pursuits during your matriculation here at MABTS.
- Contact the MABTS Helpdesk for login issues at (901) 751-3057 or [helpdesk@mabts.edu](mailto:helpdesk@mabts.edu).
- Please make sure that you take the time to acquaint yourself with the technologies. MABTS Helpdesk will not provide support or training for installing or using the Office 365 applications. Many helpful videos and tutorials can be found online if you need support on using them.