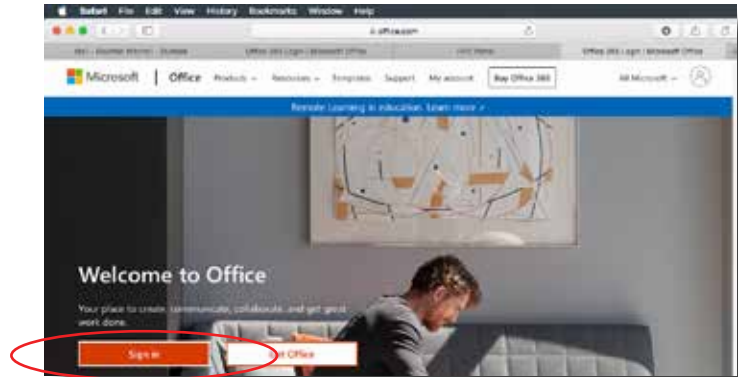# Office 365
Accessing Office 365 off Campus

Office 365 is a web-based version of Microsoft Office, thus making it possible to work remotely. All current students at Henry Ford College have access to Office 365 as part of their tuition, and accessing it is easy!
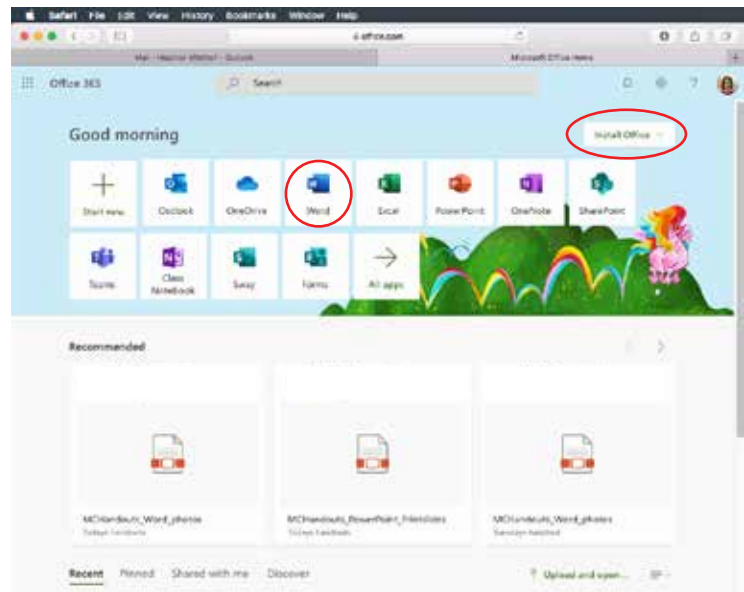
Step One:

Visit Office.com and sign in using your Hawkmail account.

Step Two:

Here, you will find the option to install or use the online versions of the software. Should you choose to work remotely, select the appropriate software. Here, we will use Word.

Note that all recent files you have created using the online version will be listed here for easy access.

Step Three:

If your document appears to be frozen, or "uneditable", you are most likely not logged in properly despite the screen showing your account being active. This sometimes happens on computers where Office has been installed. If this happens to you, simply sign out, and sign back in.