

Microsoft Office 365 For Faculty & Students

Hello Everyone,

Starting **February 18, 2020**, all students and faculty members will have access to Microsoft Office 365 applications, which includes: **Outlook, Word, PowerPoint** and **Excel**.

You will all possess your very own **NYSID Inbox** which all your emails will now go to as opposed to your personal emails.

We have created instructions on how to go about utilizing these applications.

New Log-In Credentials

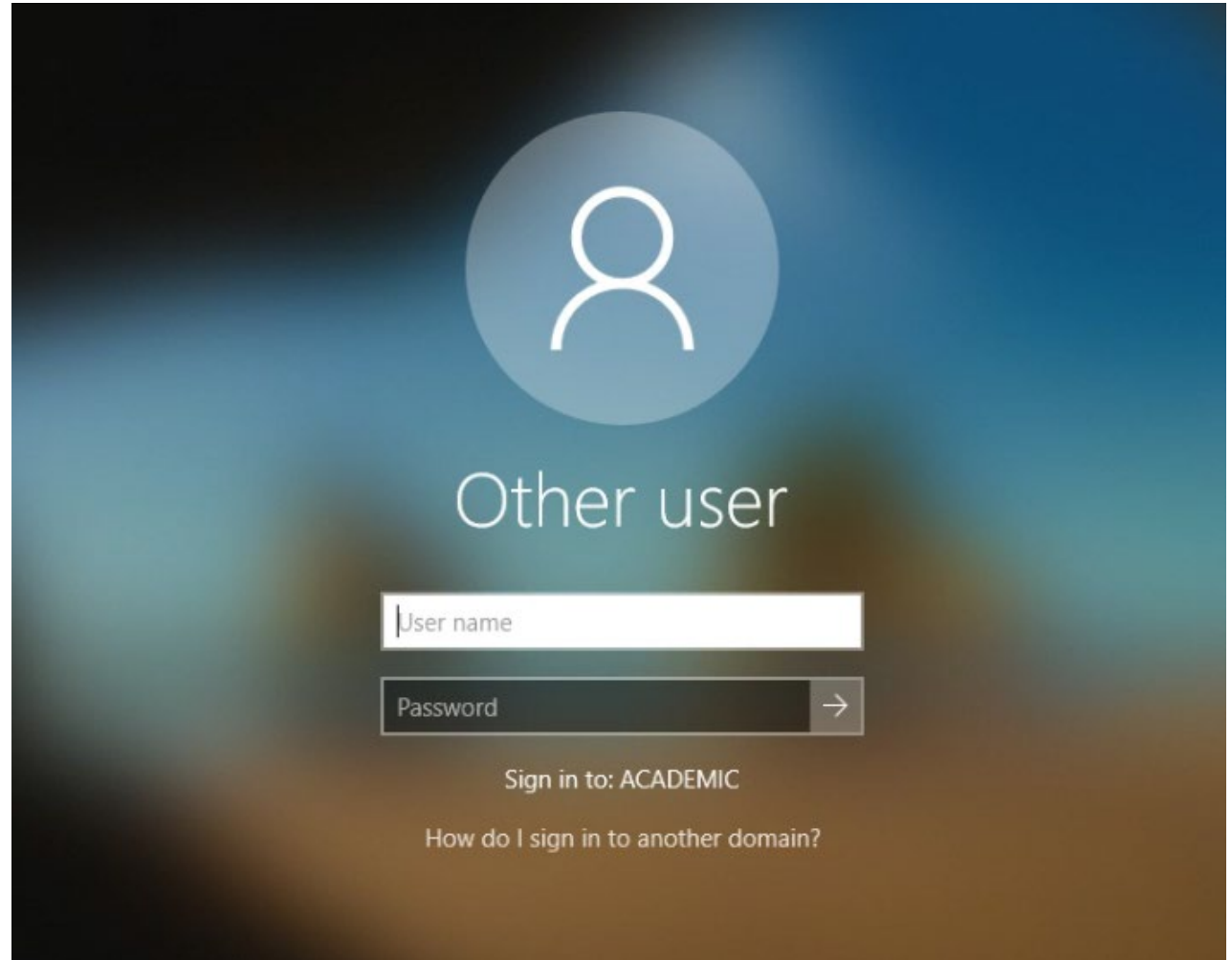
- Everyone will now have to log-in the same way they do with **Adobe sign-in**, which is with their: [firstname.lastname@nysid.edu](#)

(**NOTE:** Username is not case-sensitive, so it does not matter about capital letters)

- For example: if your first name is **John** and your last name is **Doe**, you will sign in as: [John.Doe@nysid.edu](#)

- (NOTE: Remember to add the “.” between your first and last name)

- Your password will remain the same as it has been thus far.

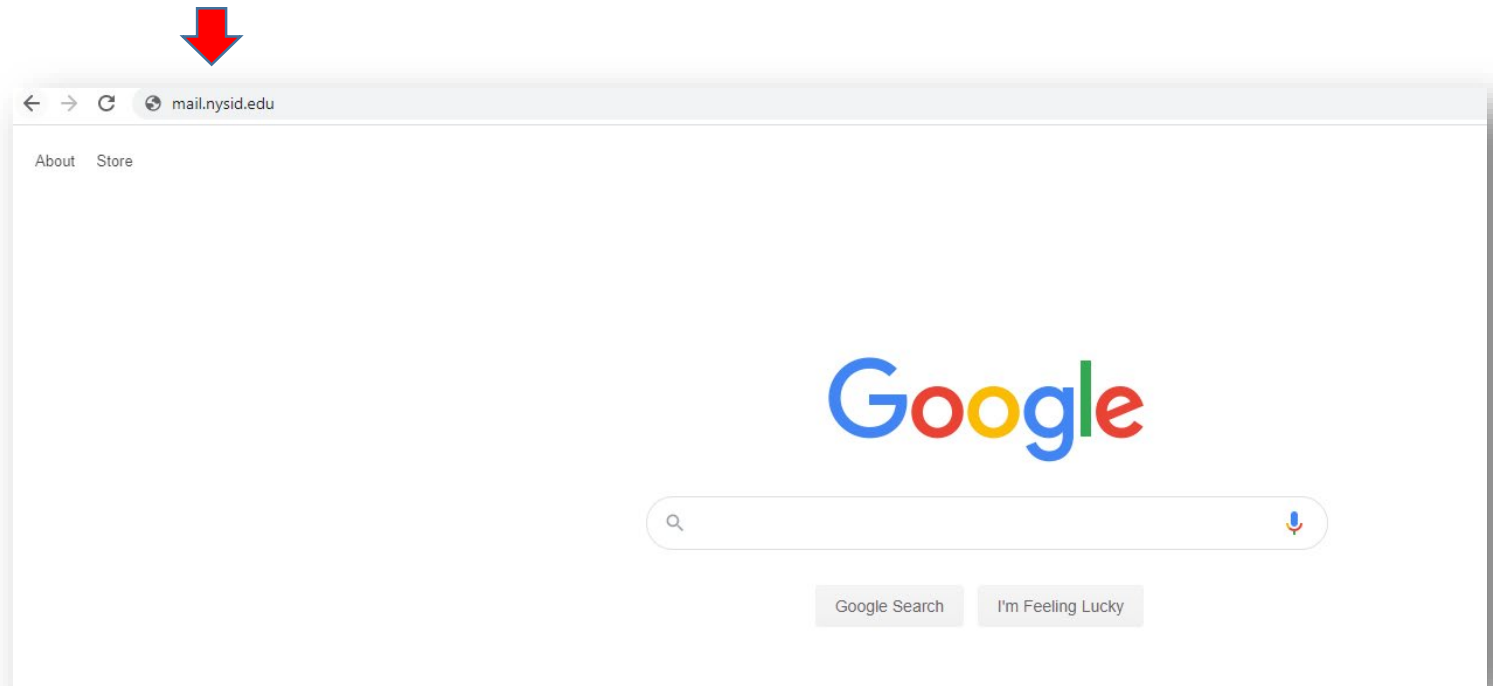


HOW TO SIGN INTO YOUR NYSID EMAIL

- Open up a browser (Chrome, Firefox, Internet Explorer, etc.) and copy and paste this link in your url:

mail.nysid.edu

- This will take you directly to your NYSID mailbox

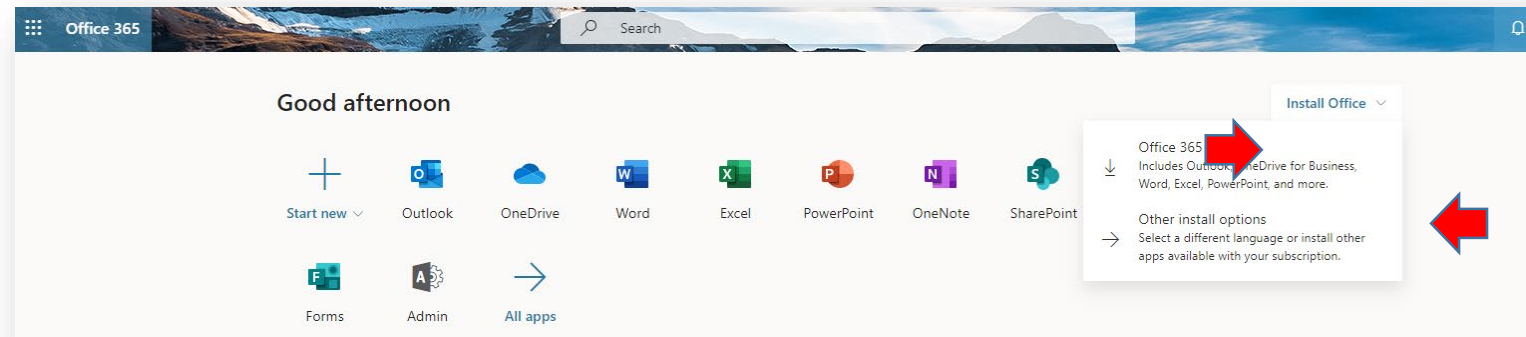
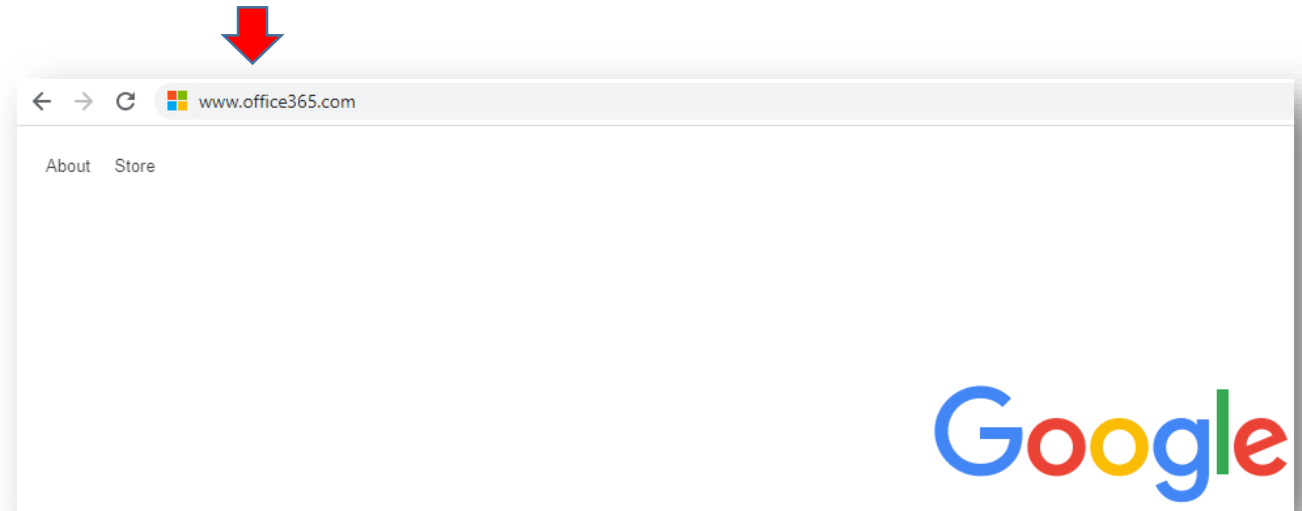


HOW TO ADD OFFICE APPLICATIONS TO YOUR PERSONAL/PRIVATE COMPUTER

- Open up a browser (Chrome, Firefox, Internet Explorer, etc.) and copy and paste this link in your url:

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

- You will have access to download these **4 applications: Outlook, Word, Excel and PowerPoint**. To download them to your computer, first click on **“Install Office”** and choose **“Office 365 apps.”**



HOW TO ADD OFFICE APPLICATION TO YOUR PERSONAL/PRIVATE COMPUTER (Cont.)

- Once it has downloaded, click on the file to “**Run**” the application.
- Say “**Yes**” to install.
- After installation, sign in with the account you use for Office 365: `firstname.lastname@nysid.edu`
- You will now be able to use these applications on your personal/private computer.

