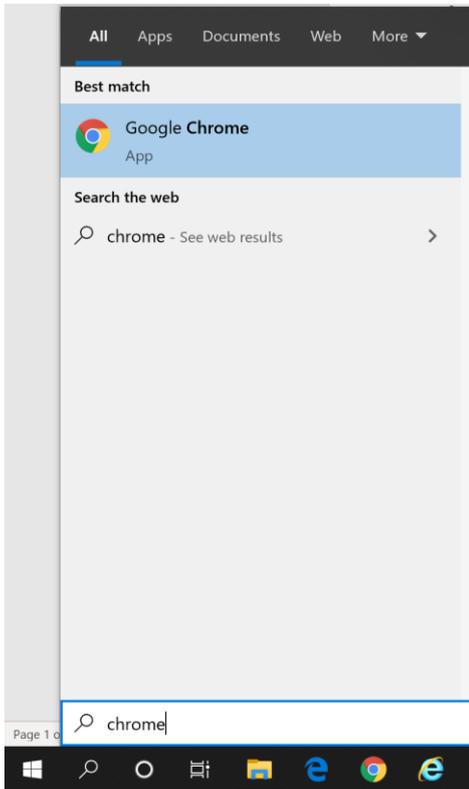


Accessing Office 365 through a Web Browser

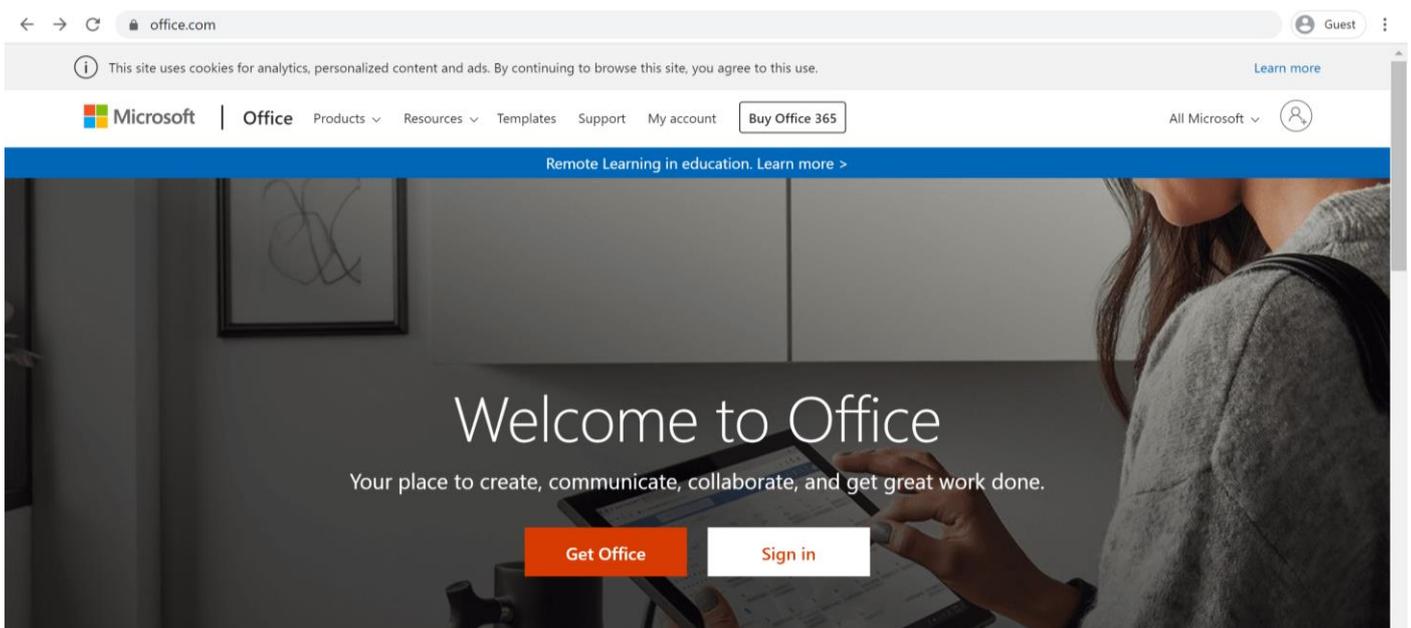
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NOTE: We recommend that you use Google Chrome for access to Office 365

Open Google Chrome from the start menu – by clicking on the start button and typing Chrome, then open the application.



In the address bar navigate to www.office.com and Click on Sign in.



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Enter your full NRC email address then click Next.



Sign in

theo.dunlop@nrc.ac.uk

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Enter your NRC password and Click Sign in.



← theo.dunlop@nrc.ac.uk

Enter password

.....

[Forgot my password](#)

Sign in

To increase security as you may not be the only user on the computer tick "Don't show this again" and select NO. This will ensure that you must enter your password each time you login.



theo.dunlop@nrc.ac.uk

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

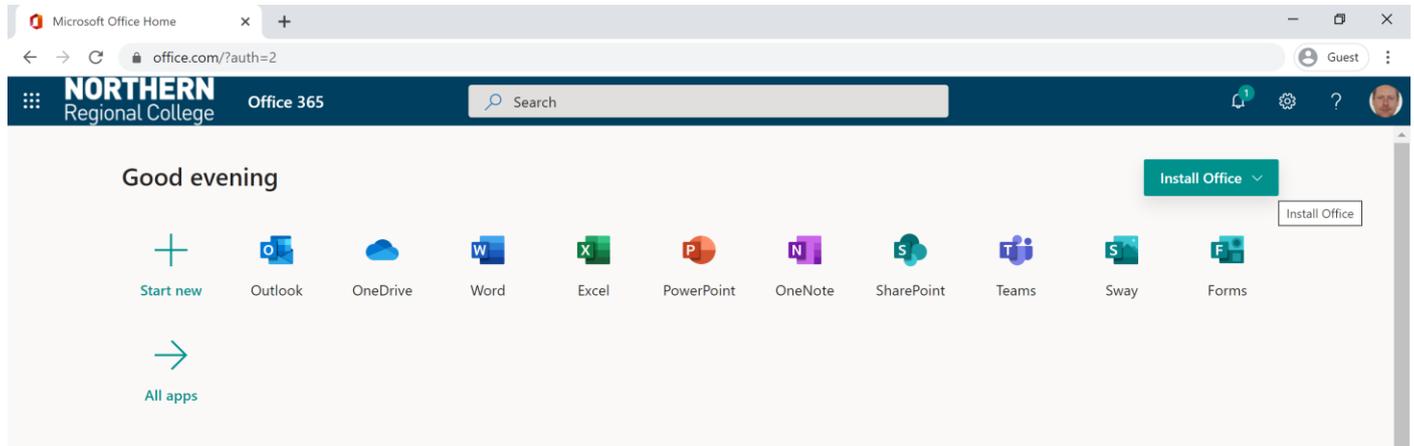
No

Yes

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Now you will have access to the Office 365 Portal, where you can access your Email (Outlook), OneDrive (File Storage), Teams, Online versions of Word, Excel, PowerPoint to name a few. You can also install Office on your home computer by Clicking the link “Install Office”.



If you have any issues with above please log a call with servicedesk@nrc.ac.uk.