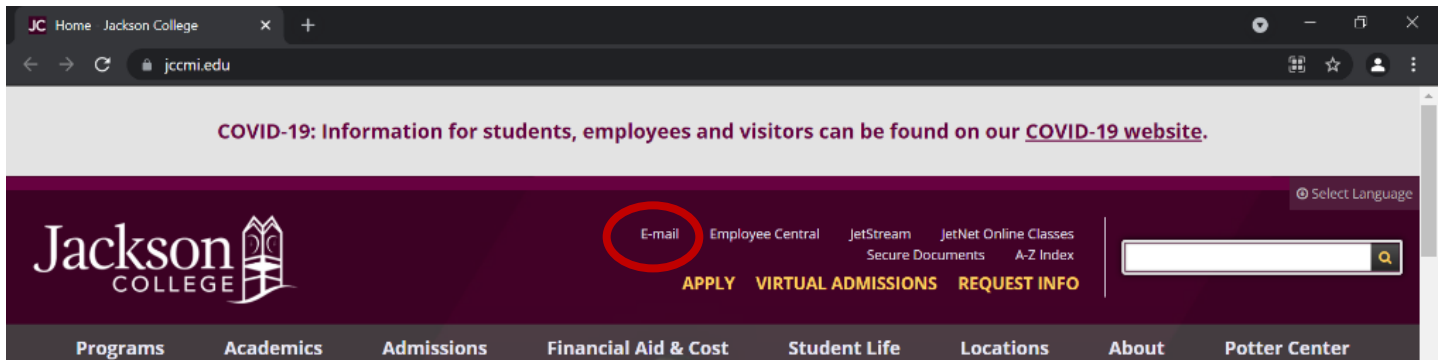
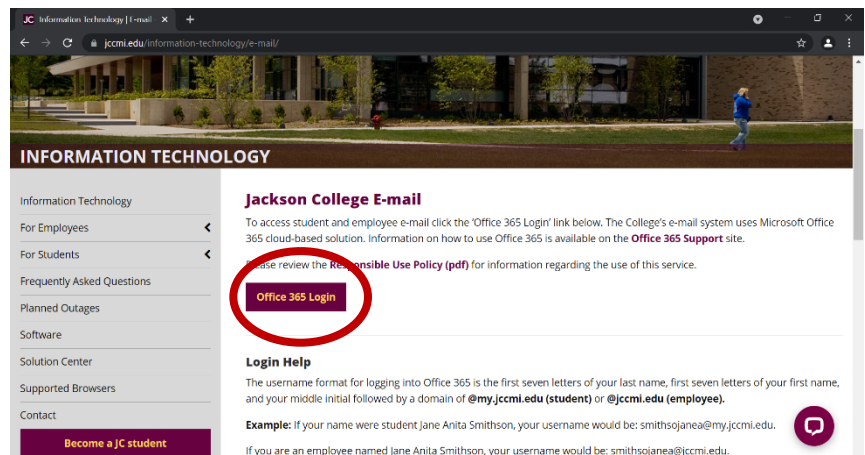


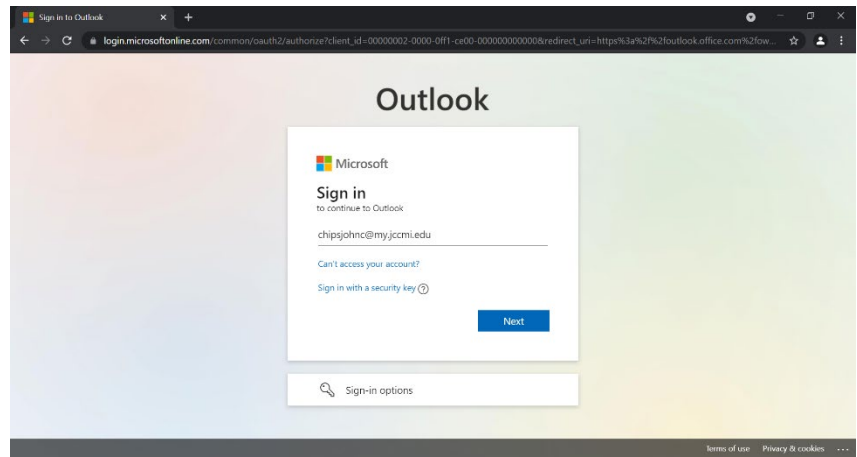
1. To access the Microsoft Office apps online, you must first go to the school's homepage (<https://www.jccmi.edu/>) and click on "E-mail".



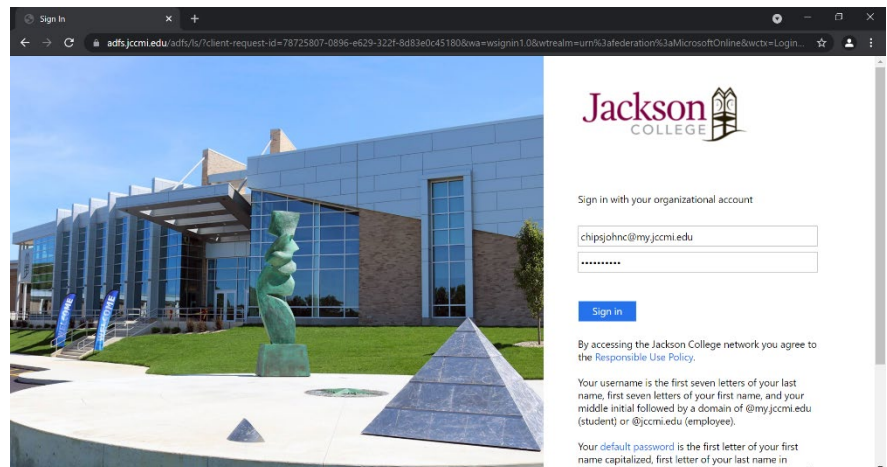
2. You will then want to click "Office 365 Login".



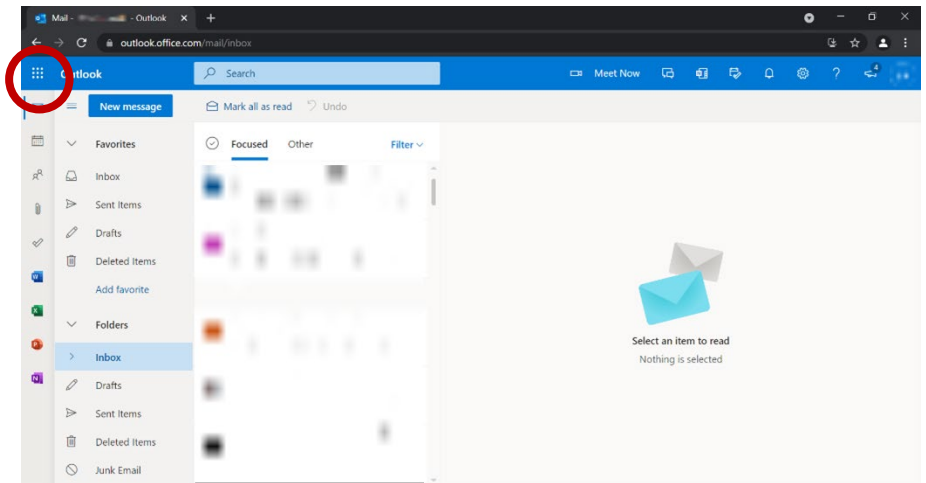
3. You will then be redirected to a page where you will be asked to enter your email, you will want to enter your JC email here (including the @my.jccmi.edu or @jccmi.edu). When entered, click “Next”.



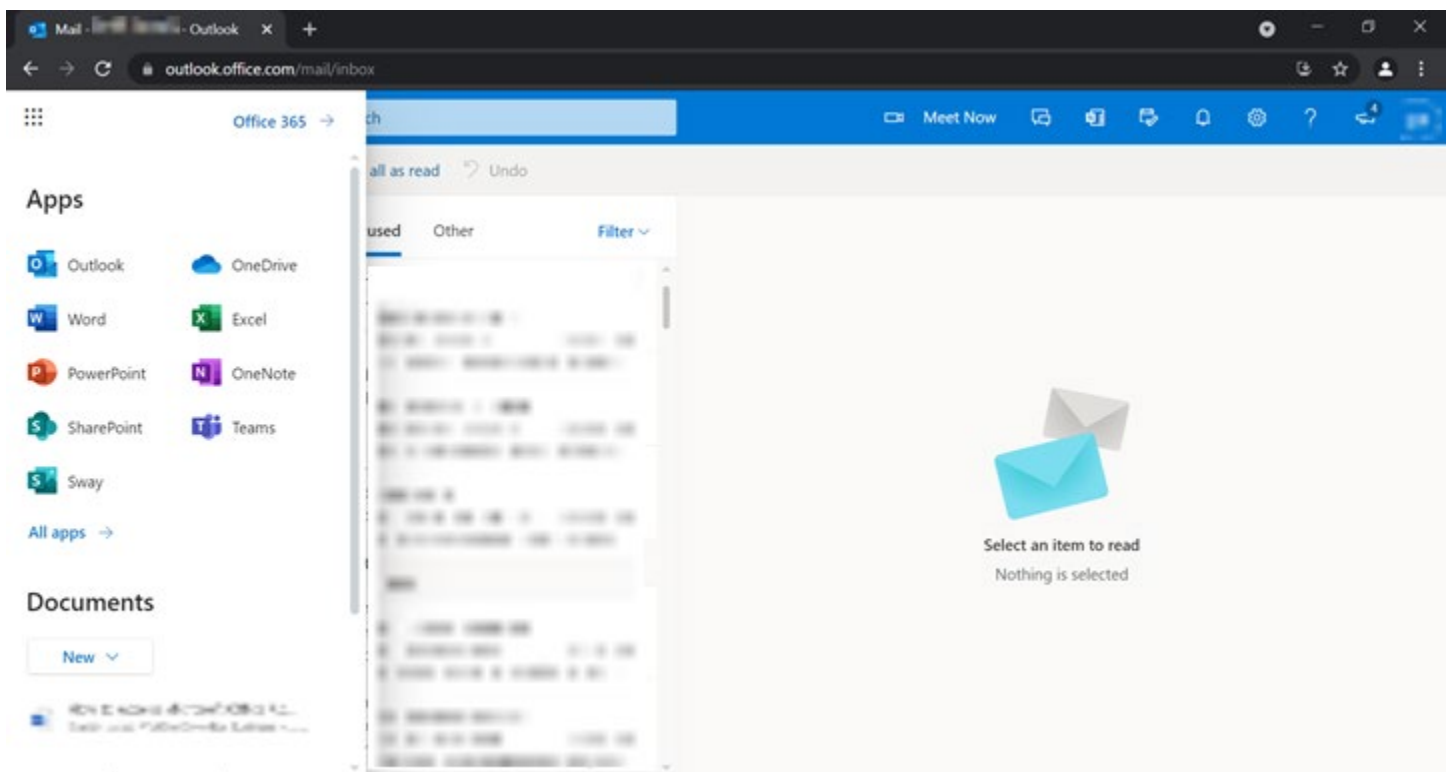
4. From there, you will be directed to another login screen where you will be prompted to enter your JC email (which should be carried over from the previous screen) and your JC password. Once entered, click “Sign in”.



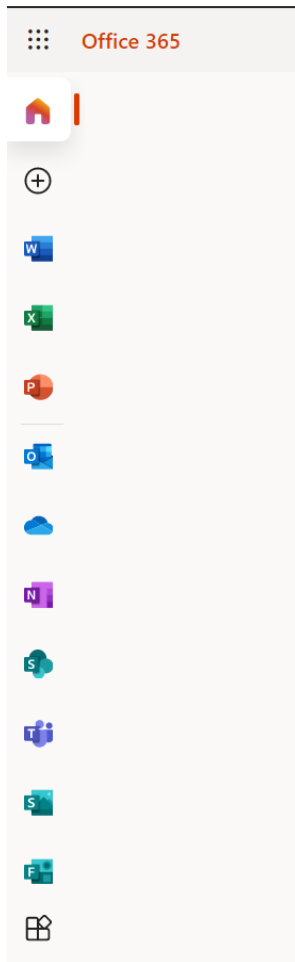
5. Once signed in, you will see nine dots forming a square in the top left corner, click there.



6. After clicking the nine dots in the upper left-hand corner, a menu with Microsoft apps will pop up. You can access them by clicking on the desired app, but we recommend clicking on "Office 365" at the top of the menu to access all apps available for your account. Alternatively, you can select the "All apps" option to display other apps you can access.



7. Commonly used Microsoft 365 apps will be located in the ribbon on the left side of the screen, see screenshot below. To access all available apps, click on the icon shown to the right, which is located at the bottom of the apps ribbon. You can also access this page directly in the future by logging into [portal.office.com](https://portal.office.com).



8. You can now access Microsoft Office apps online, if you would like any Microsoft training guides for any of their applications, visit <https://support.microsoft.com/en-us/training>. If you need further help or run into an issue, contact the Solution Center at 517-796-8639 or at [jcsolutioncenter@jccmi.edu](mailto:jcsolutioncenter@jccmi.edu).