Login Page

*The website to access Office 365 is portal.office.com. Your login is your full Chapman email address and password.
Home Screen

*Upon logging onto Office 365 for the first time, you will see most of the apps available for use. In addition, toward the top right of the screen, you will be given the option to Install Office 2016 onto your device.
*At the top left of the page, in what looks like a dial pad icon, is the App Launcher. Anytime you’re not at the home screen, you can click this button to access and launch your apps.

("View all my apps" page)
Installing Office 365

*At the home screen, when installing you click on “Install Office 2016,” you can be given the option to install the software on your computer/laptop or phone/tablet.

Installing Office 365 (Office – for computer or laptop)
Installing Office 365 (Phone & Tablet – for your other mobile devices)

Choose your phone or tablet

Phone
- Windows Phone
- Windows 10 Mobile
- iPhone
- Android phone
- BlackBerry
- Nokia (Symbian OS)
- Other

Tablet
- Windows tablet
- iPad
- Android tablet

Installing Office 365 (Apple Device)

Choose your phone or tablet

- iPhone

Get the apps

- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- OneDrive
- Power BI
- Sway
- Drive

Access shared documents on your mobile device. Learn more
Get Office for iOS

Productivity on the go just got easier. The Microsoft Office Mobile apps have the familiar look and feel of Office with an intuitive touch experience designed for your iPhone®, iPad®, and iPad Pro™.

- View, edit, and create documents on the go.
- Get quick access to your documents in the cloud whenever you need them.
- Your Office documents maintain the same formatting across your PC and mobile devices.
- Easily share your documents with others by just emailing an attachment or a hyperlink.

Enter your phone number or email and we’ll send a download link.

Send sms  Send email
Installing Office 365 (Android device)

Choose your phone or tablet

Get the app

Android phone

Get app

Access shared documents on your mobile device. Learn more

Installing Office 365 (Android Device)