1. Open any web browser and go to https://portal.office.com. You will be sent to the login page below:
2. In the login fields, type your full email address and password (jdoe@chapman.edu and yourpassword). The page will refresh to a Chapman designed login page:
3. Once logged in, you will be able to see tiles for all the applications you have access to. Once you click on one of the tiles, the application will open up in another tab in your web browser.
Word opened in another tab within the browser: