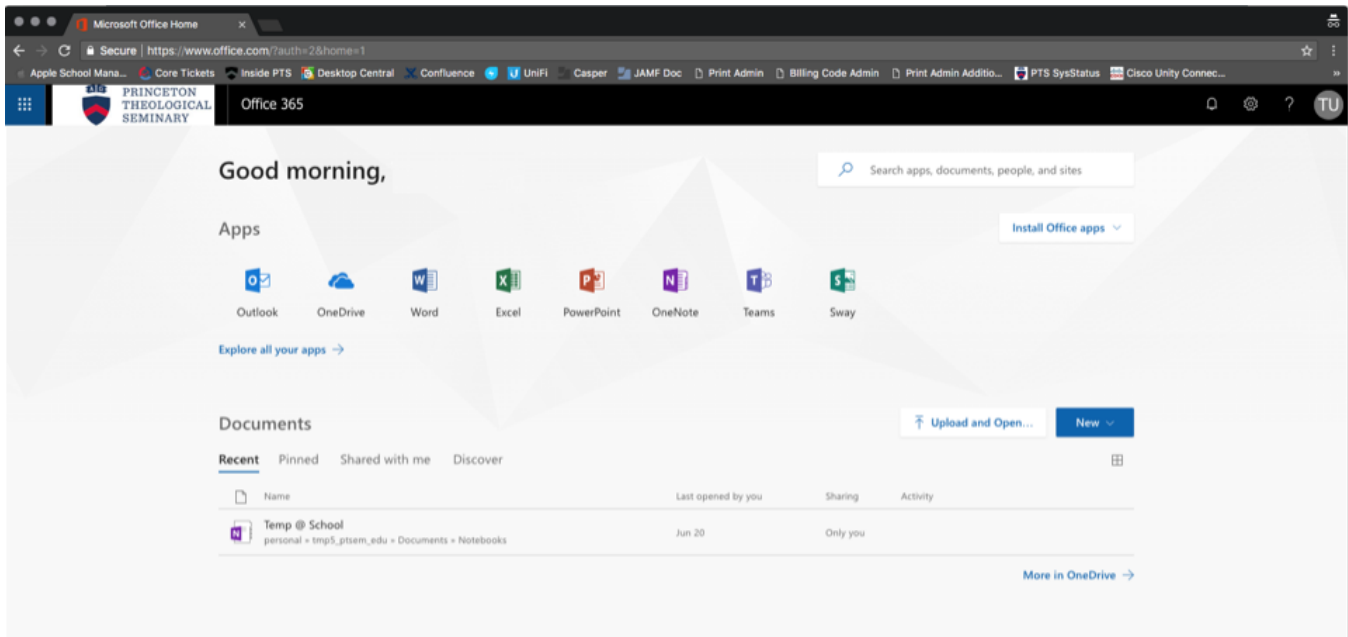


How to Use Office 365 Apps on Web: Overview

After you have successfully signed into the PTS Office 365 Portal (<https://portal.office.com>), you'll see that you have access to specific Office apps available as an online version. PTS IT offers support for Outlook, OneDrive, Word, Excel, PowerPoint and OneNote.



To access the online version of an application, double-click the app to launch. The application will open in a new browser tab. This action will allow you to access multiple Office apps simultaneously.

