

Office 365 Collaborate & Share Documents

Overview

Use Microsoft 365 to collaborate and share documents. If you do not already have a 365 account with McLennan Community College (MCC), you will need to [setup and install a 365 account](#).

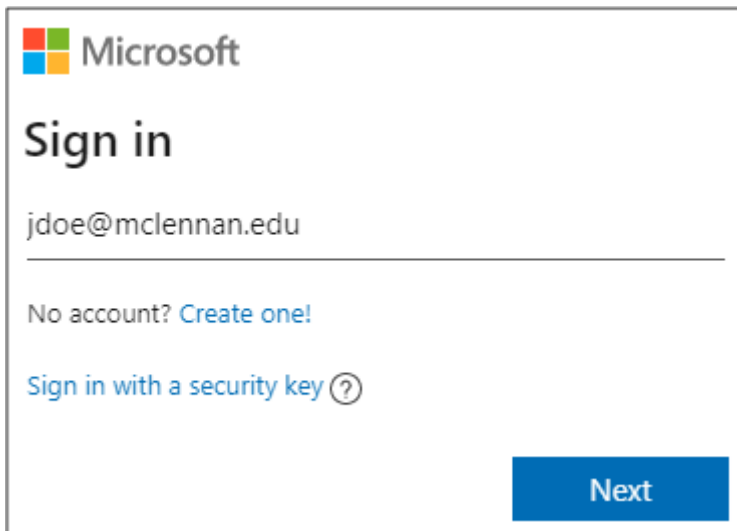
Getting Started

Access SharePoint Online

- Go to: <https://sharepoint.microsoft.com>
- Select 'Sign In'

Enter your FULL MCC email address (jdoe@mclennan.edu):

- Select 'Next'

A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, the email address "jdoe@mclennan.edu" is entered into a text field. Below the text field, there is a link that says "No account? Create one!". Further down, there is a link that says "Sign in with a security key" followed by a question mark icon. At the bottom right, there is a blue button with the word "Next" in white text.

Microsoft

Sign in

jdoe@mclennan.edu

No account? [Create one!](#)

[Sign in with a security key](#) ⓘ

Next

Welcome to Office 365

Home

- Navigation bar - left side of page

- Create or quickly find/filter documents by type (Word, Excel, etc.)

Recommended

- Quickly access files with activity, such as edits or comments, by people you interact with
- Remove a document from this list:
 - Hover mouse over the document, right click and select “Remove from list” – this will NOT delete the document but will remove from Recommended items

Quick Access

- Documents you have created and/or items shared with you
- Sorted alphabetically, by default – you may change to sort by: Recently opened, Shared and/or Favorites

Microsoft Support

For more details about how to Collaborate in SharePoint, see the following Microsoft article:

- [Collaborate in SharePoint](#)

Outlines How-To:

- Open a document from a document library
- Share a document
- Work with others on the same document, at the same time
- Sync files to your computer (through OneDrive)

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