

Microsoft Office Online for Students

Overview

Mercy College of Ohio is pleased to provide the online web-based versions of Microsoft Word, Excel, and PowerPoint for all students. These online applications are available to students at **no additional cost** and are **automatically enabled** on students' Mercy College email accounts.

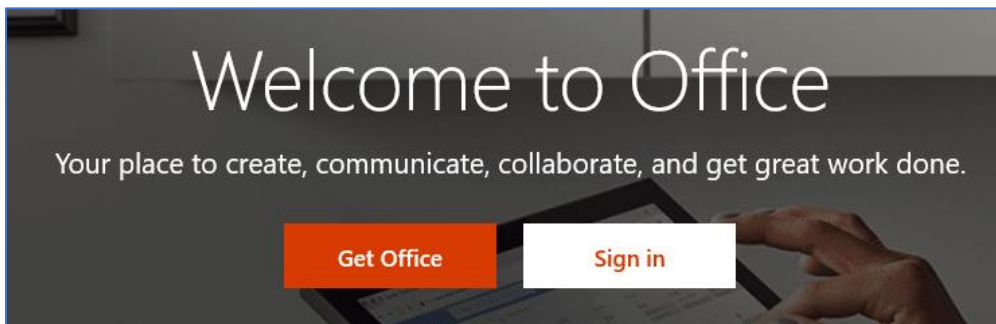
The online versions of Word, Excel, and PowerPoint allow students to create documents, spreadsheets, and presentations using a web browser (including Edge, Firefox, Chrome, and Safari) on nearly any device (including PCs, Macs, Chromebooks, iPads, and Android tablets). Documents are saved to OneDrive so students can access their files from anywhere. The files are saved in standard Office file formats (.docx, .xlsx, .pptx). Students must have an Internet connection to use these Office Online applications.

Highlights

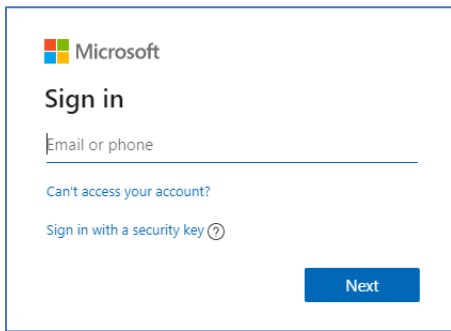
- Create and edit Office documents online for free.
- Works on most popular devices.
- Works with common web browsers.
- Saves files online to OneDrive.
- Requires an Internet connection.

Instructions

1. To get started with Office Online, open your web browser and go to <https://office.com>. Click "Sign In". (If you are already signed in to webmail, skip to step 6.)

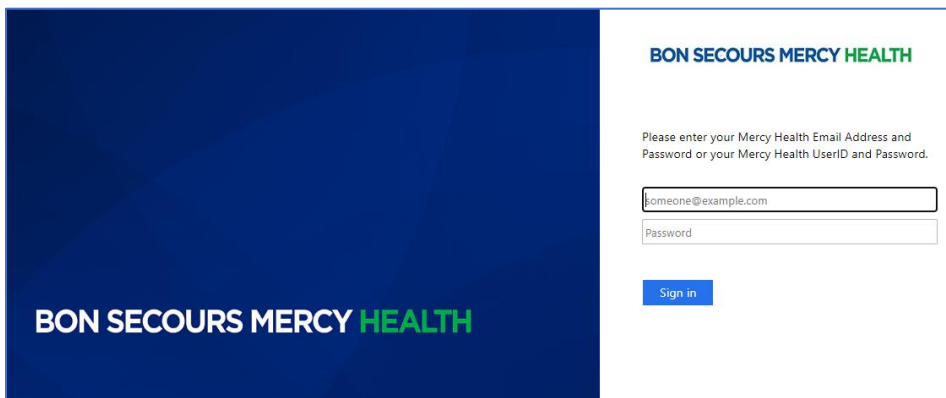


2. You will be prompted to sign in. Type your Mercy College email address and click “Next”.



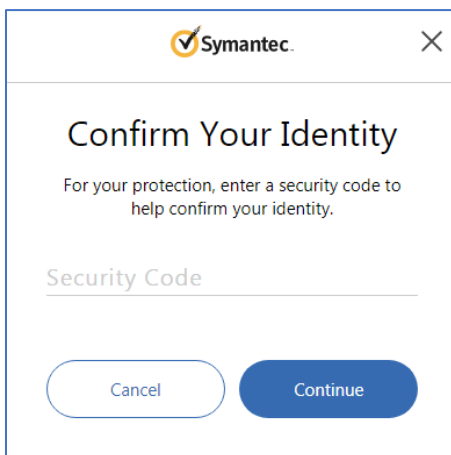
A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field labeled "Email or phone". Below the input field are two links: "Can't access your account?" and "Sign in with a security key ?". At the bottom right is a blue button labeled "Next".

3. You will be taken to the organization’s sign in page. Your email address should already be populated. Enter your password and click “Sign In”.



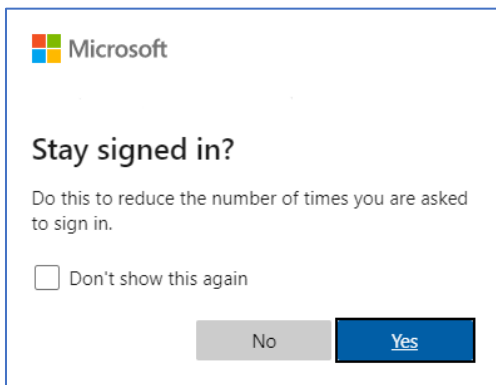
A screenshot of the BON SECOURS MERCY HEALTH sign-in page. The page has a dark blue background on the left with the organization's name in white and green. On the right, there is a white sign-in box. At the top of the box is the logo "BON SECOURS MERCY HEALTH". Below the logo is the text "Please enter your Mercy Health Email Address and Password or your Mercy Health UserID and Password." There are two input fields: the first is pre-filled with "someone@example.com" and the second is labeled "Password". Below the input fields is a blue button labeled "Sign in".

4. You will be prompted for two-factor authentication. Use the Symantec VIP app on your phone to obtain your six-digit code and enter that number into the Security Code field. Click “Continue”.

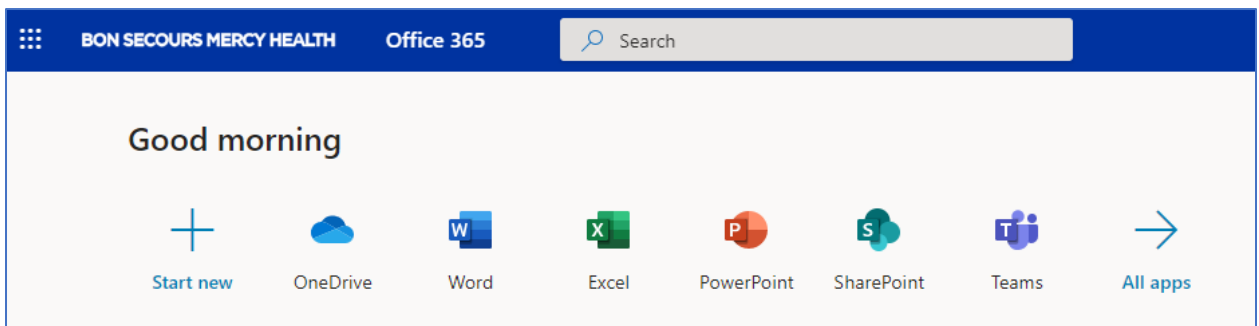


A screenshot of the Symantec "Confirm Your Identity" screen. At the top is the Symantec logo. Below it, the text "Confirm Your Identity" is displayed. Underneath is the text "For your protection, enter a security code to help confirm your identity." Below this is a text input field labeled "Security Code". At the bottom are two buttons: "Cancel" and "Continue".

5. You will be asked if you want to stay signed in. If you are on your own personal device, then click “Yes”. If you are on a shared computer, click “No”.



6. You will now see the Office menu and the apps that are available to you. Simply click on Word, Excel, or PowerPoint to start using the online versions of those applications.



More Resources

Microsoft has many training resources available, including videos and reference guides. Here are a few links to get you started:

- Word
 - [Word Quick Start Guide \(PDF\)](#)
 - [Training Videos](#)
- Excel
 - [Excel Quick Start Guide \(PDF\)](#)
 - [Training Videos](#)
- PowerPoint
 - [PowerPoint Quick Start Guide \(PDF\)](#)
 - [Training Videos](#)
- OneDrive
 - [OneDrive Quick Start Guide \(PDF\)](#)
 - [Training Videos](#)