Microsoft Office 365 For Faculty & Students

Hello Everyone,

While attending NYSID, students and faculty members will have access to Microsoft Office 365 applications, which includes: **Outlook**, **Word**, **PowerPoint** and **Excel**.

You will all possess your very own **NYSID Inbox** which all your emails will now go to as opposed to your personal emails.

We have created instructions on how to go about utilizing these applications.

New Log-In Credentials

- Everyone will log-in the same way they do with **Adobe sign-in**, which is with their: firstname.lastname@nysid.edu

(**NOTE**: Username is not case-sensitive, so it does not matter about capital letters)

- For example: if your first name is **John** and your last name is **Doe**, you will sign in as: John.Doe@nysid.edu

- (NOTE: Remember to add the "." between your first and last name)

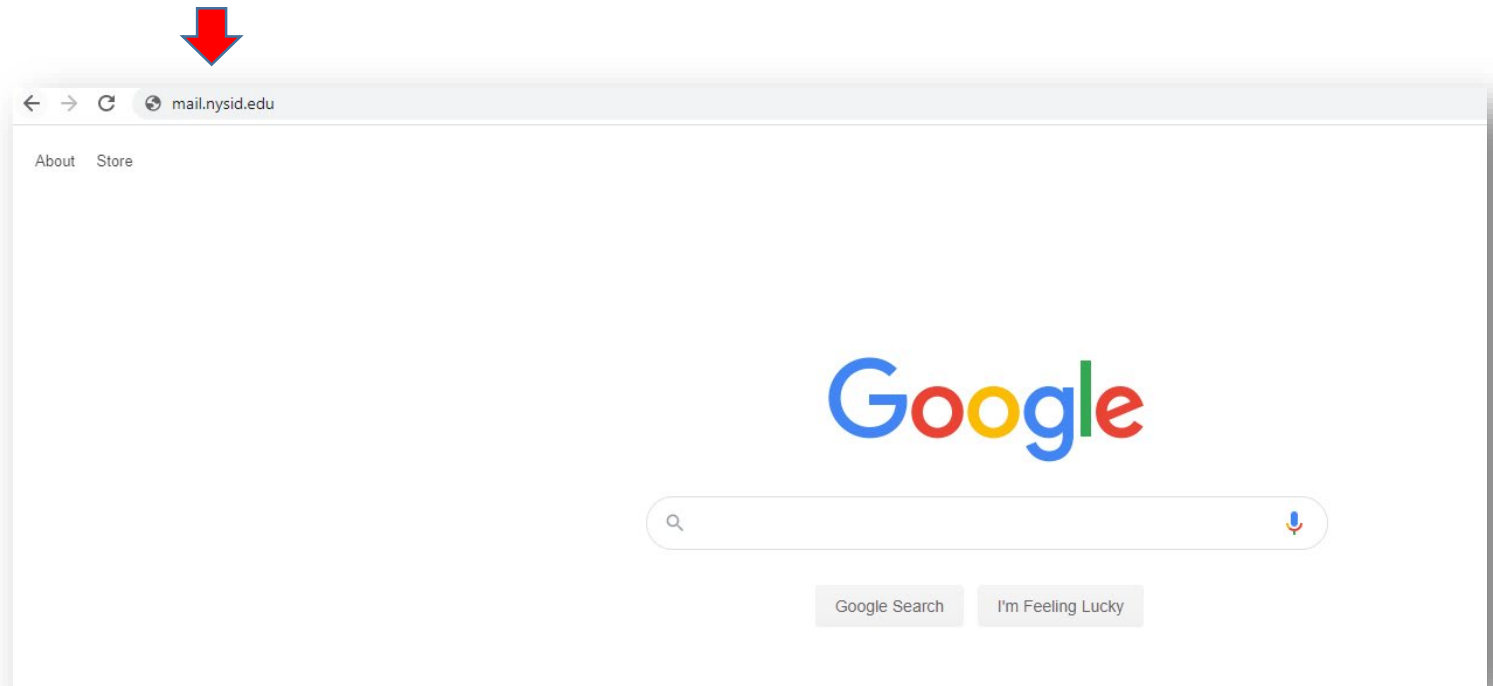- Your password will remain the same as it has been thus far.
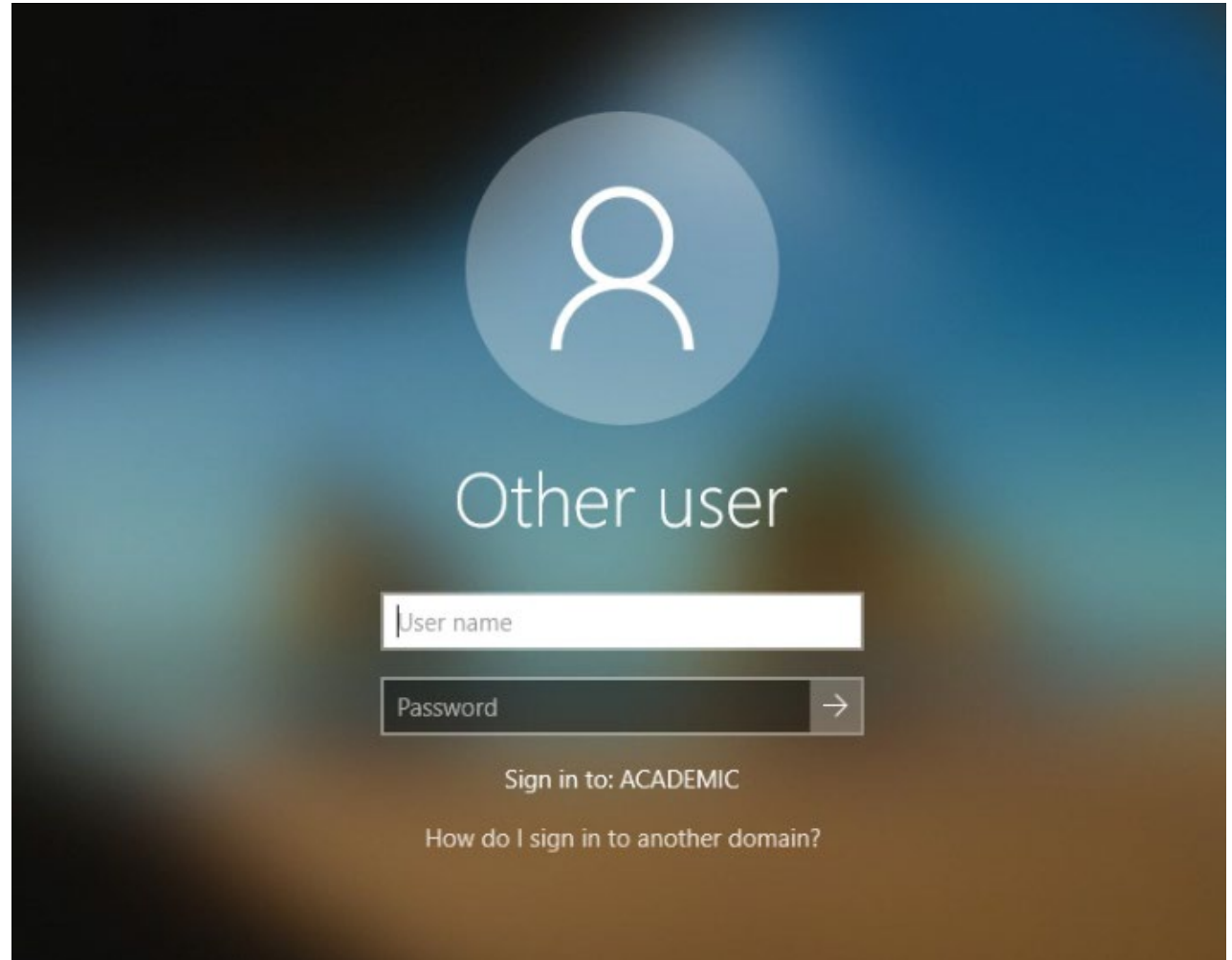
HOW TO SIGN INTO YOUR NYSID EMAIL

- Open up a browser (Chrome, Firefox, Internet Explorer, etc.) and copy and paste this link in your url:

mail.nysid.edu

- This will take you directly to your NYSID mailbox

HOW TO ADD OFFICE APPLICATIONS TO YOUR PERSONAL/PRIVATE COMPUTER

- Open up a browser (Chrome, Firefox, Internet Explorer, etc.) and copy and paste this link in your url:

https://www.office.com/

- You will have access to download these **4 applications**: **Outlook, Word, Excel** and **PowerPoint**. To download them to your computer, first click on "**Install Office**" and choose "**Office 365 apps.**"
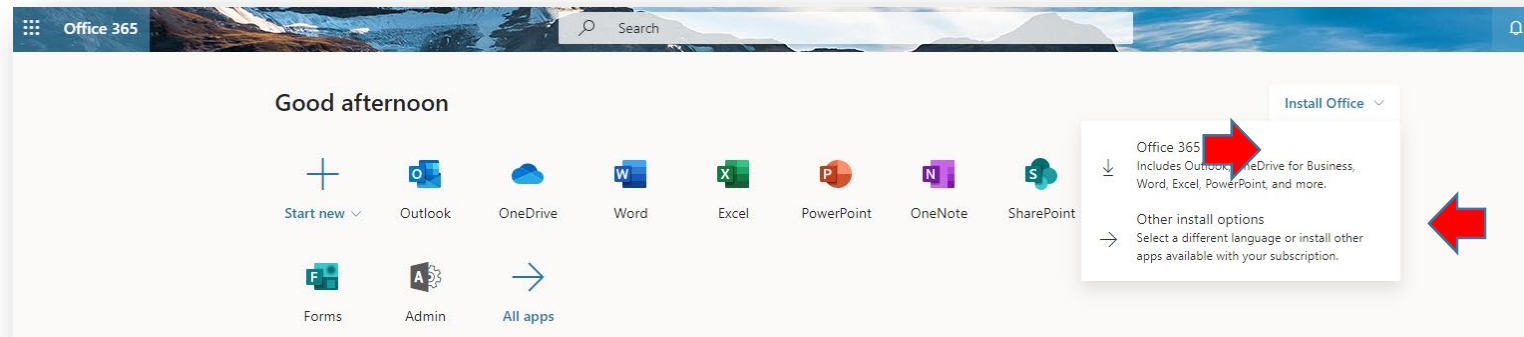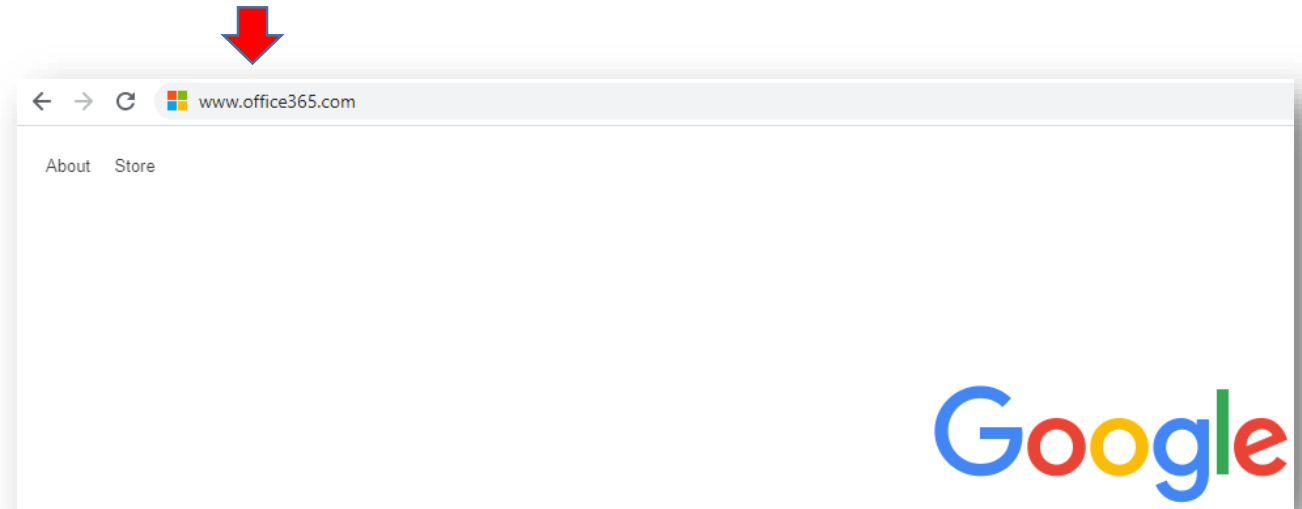
HOW TO ADD OFFICE APPLICATION TO YOUR PERSONAL/PRIVATE COMPUTER (Cont.)

- Once it has downloaded, click on the file to "**Run**" the application.

- Say "**Yes**" to install.

- After installation, sign in with the account you use for Office 365: firstname.lastname@nysid.edu

- You will now be able to use these applications on your personal/private computer.