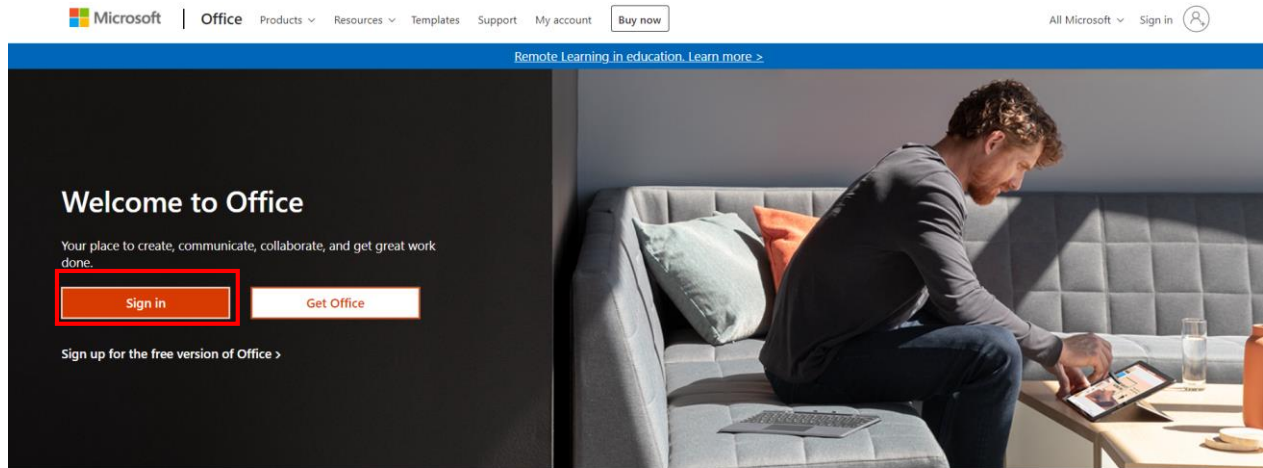




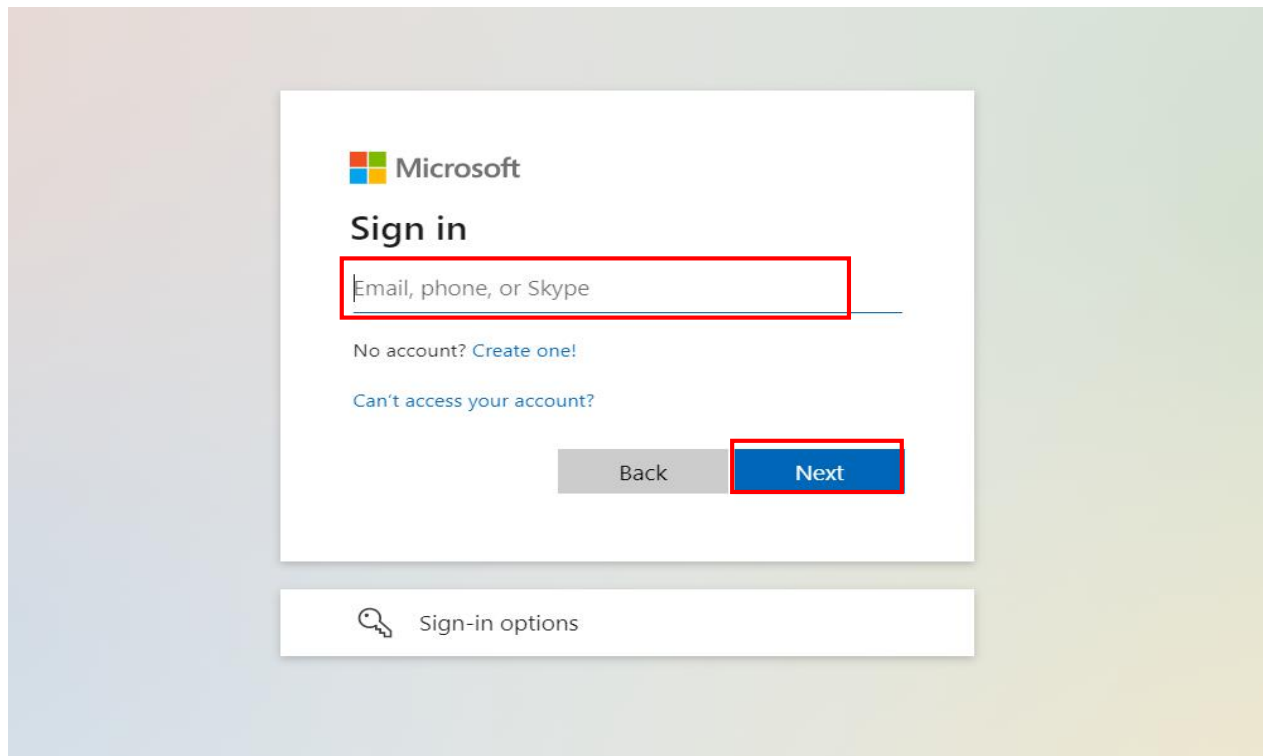
Office 365 Service Access Guide



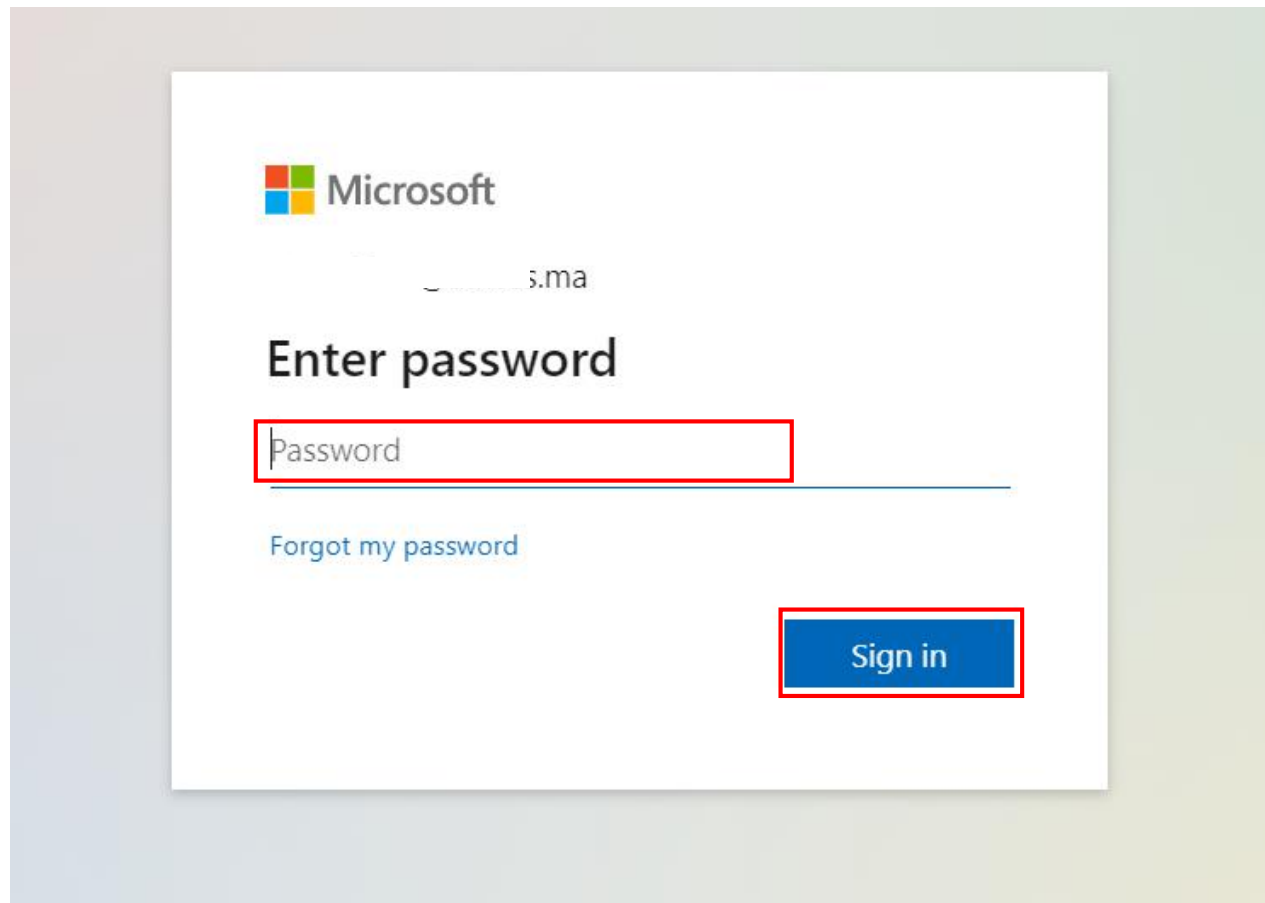
Sign in to use your favorite productivity apps from any device

To sign in to Office 365:

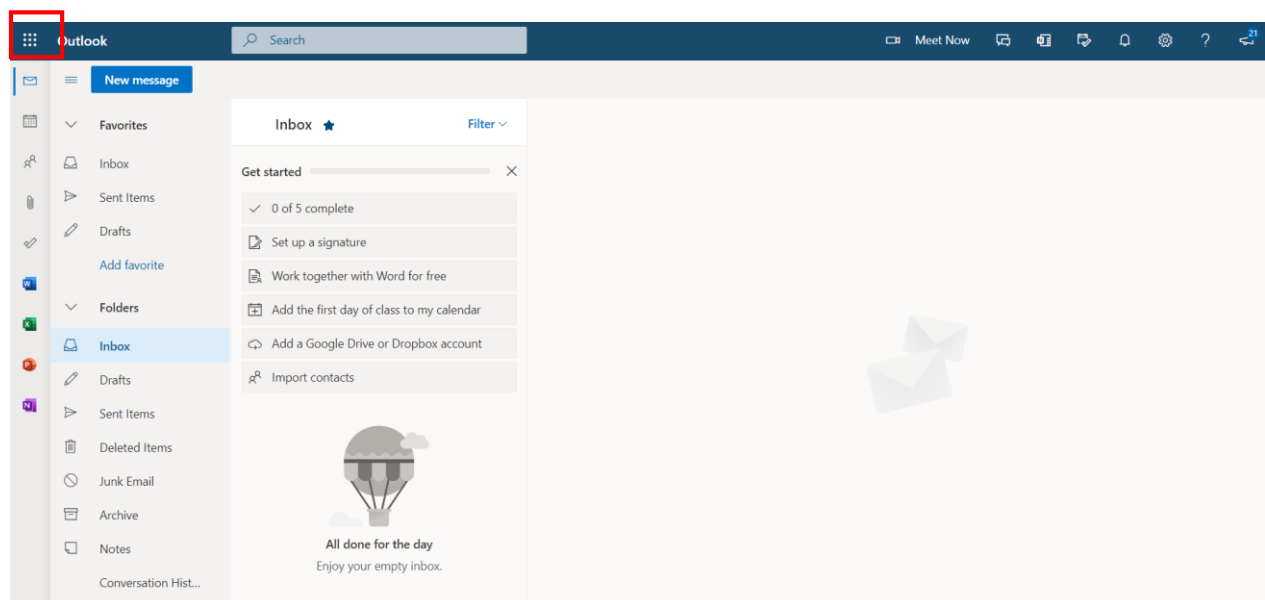
1. Please login on the link <https://www.office.com/>
2. Click on login.



3. Please enter your @um6ss.ma email address.
4. At the bottom left, click Next.

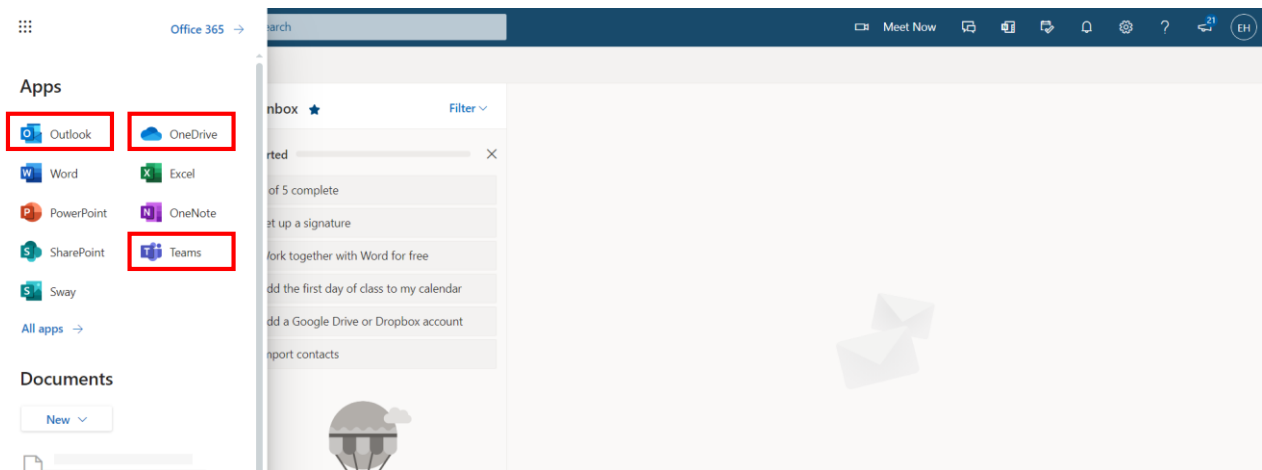


5. Please enter your Password then click on Login.





6. Click on the Office 365 Application menu at the top right



7. Select the Office 365 tools you want to use:

- 📧 Outlook: Um6ss email
- 📁 OneDrive: Microsoft Online Storage Space (1TB of Storage offered for each student).
- 🗣️ Teams: Tools for collaboration and organization of remote training and webinar.

You can also access the online office suite (Word, Excel, PowerPoint) to create, modify and share your Office documents.