**How to Access the Online Microsoft Office Suite** *i.e. from any device anywhere in the world*

1. Go to <https://portal.office.com/Home> and **log** **in** to Office 365



1. If you are asked to choose a Time Zone, please select *(UTC +02:00) Harare, Pretoria*
2. Click on the Office 365  **Application**button *(Top left hand corner of the screen)*



1. **Select** the **Application** you wish to use

For example, click on Outlook to access your email or OneDrive to view your shared files or to save files to the cloud

