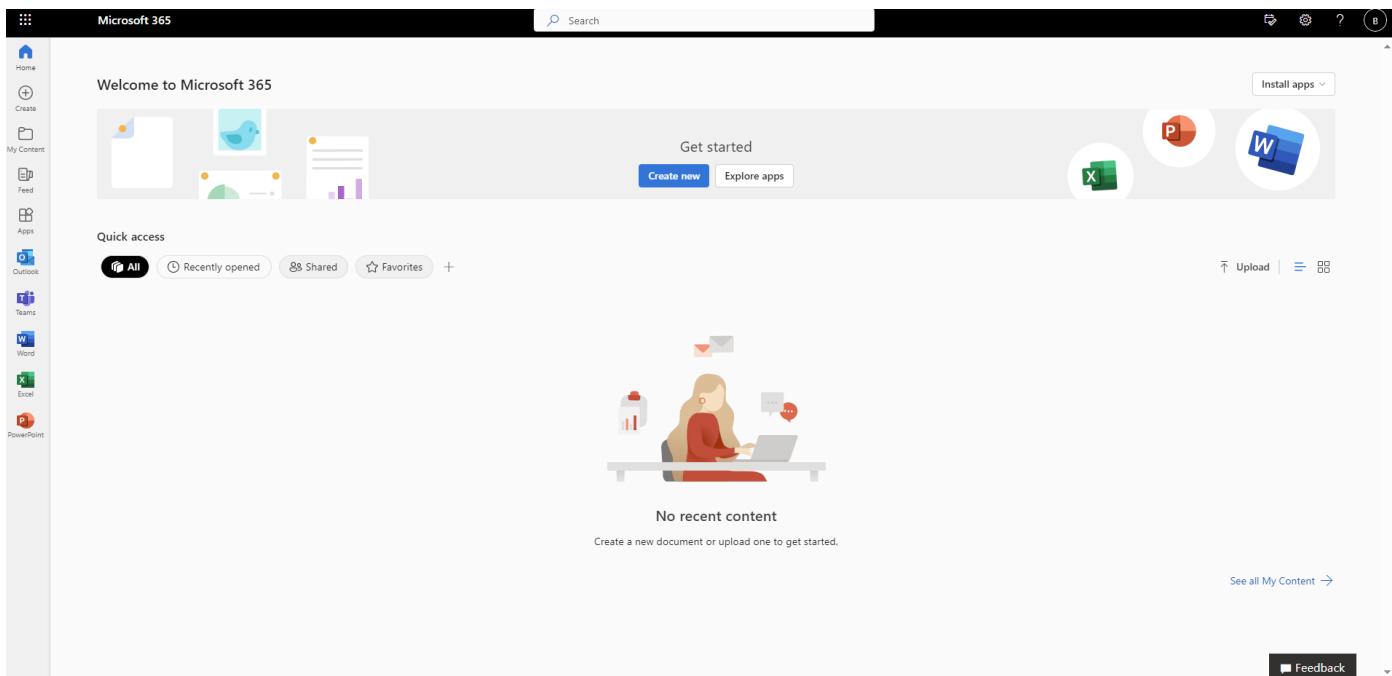
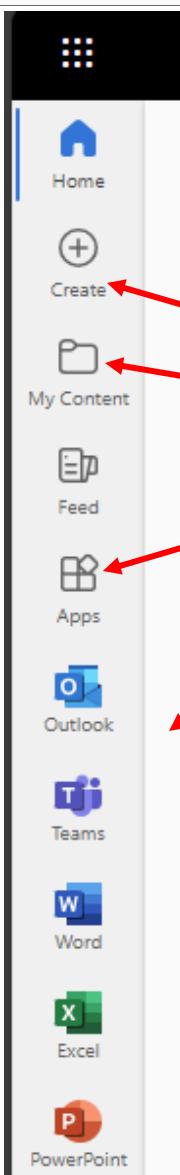


# Navigating Microsoft 365

After completing the login in process from <https://portal.office.com> you'll be directed to the Welcome to Microsoft 365 screen like the one pictured below.



From this page there are a couple different ways to get to your files and Applications.



The easiest ways to get started is by referencing the side bar found on the left side of the screen. From here you can do one of the following options:

- Create a new file.
- Access your document library.
- See all of your applications.
- Quickly go to an application by clicking on its icon.

# Navigating Microsoft 365

Microsoft 365 →

**Apps**

 Outlook	 OneDrive
 Word	 Excel
 PowerPoint	 OneNote
 SharePoint	 Teams
 Engage	

Additionally, if one clicks on the collection of squares in the top left-hand corner. It'll open a menu that quickly shows you all of your applications and recent documents.

Explore all your Apps →

**Documents**

Your recently viewed docs will show here.

Create new docs and collaborate with others.

[Create](#)

Clicking on any of the applications will give you the option to start new document or select a previous document of the same type.

If you need additional assistance, please contact the help desk at 859-810-8050 or via email at [help@pepperpointe.com](mailto:help@pepperpointe.com).