

How to Access Microsoft 365

This guide will show how students can access Microsoft 365 through their myPC account.





What is Microsoft 365?

Microsoft 365 is a subscription-based service from Microsoft that gives you access to powerful productivity tools—anytime, anywhere. Files auto-save and are stored in the cloud, so you can access them from your computer, tablet or phone.

What's Included:



Word – Create and edit documents



Excel – Work with spreadsheets and data



PowerPoint – Design impactful presentations



Outlook – Manage email and calendars

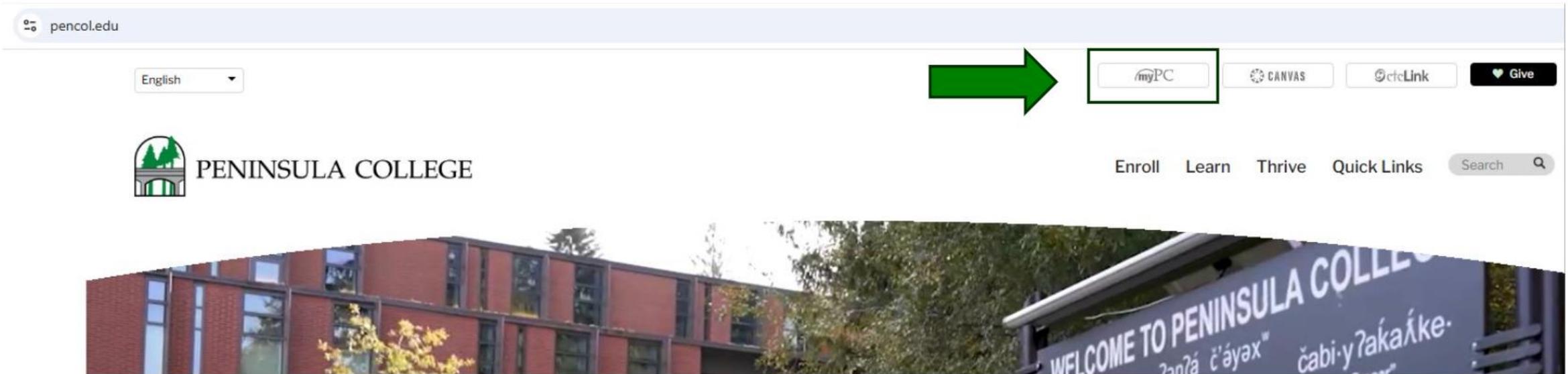


OneDrive – Store and share files in the cloud (1TB storage)



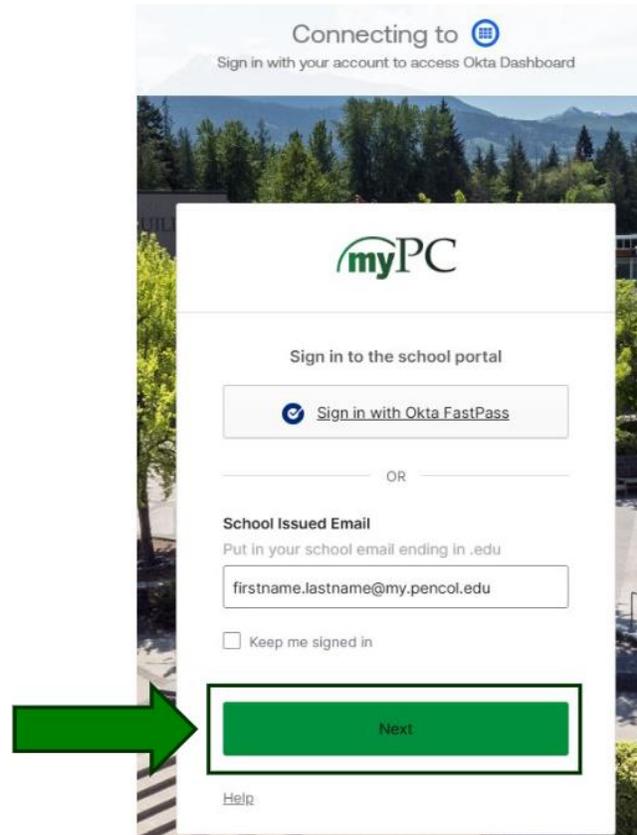
Go to the College Website:

1. On the pencol.edu website, click the **myPC** logo at the top of the page.



Enter Your School Email Address:

2. Type your school email address, like `firstname.lastname@my.pencol.edu` then click **'Next'**.



Connecting to 
Sign in with your account to access Okta Dashboard



Sign in to the school portal

Sign in with Okta FastPass

OR

School Issued Email
Put in your school email ending in .edu

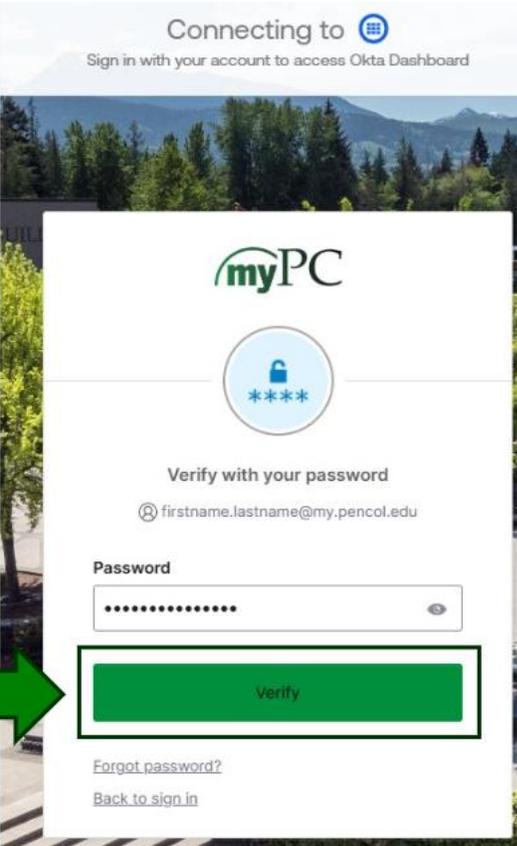
Keep me signed in

[Help](#)

Enter Your Password:

3. Type your password and then click **'Verify'**.

*If you forgot your password, click **'Forgot password?'** to reset it.*



Connecting to 
Sign in with your account to access Okta Dashboard

myPC



Verify with your password

 firstname.lastname@my.pencol.edu

Password

***** 

Verify

[Forgot password?](#)

[Back to sign in](#)



Confirm Your Identity:

4. Use your phone or app to approve the sign-in with your authenticator.

An authenticator helps keep your account safe. After you type your password, it gives you a special code. You might get the code from an app like Google or Microsoft Authenticator, or as a text message on your phone. This extra step is called MFA (Multi-Factor Authentication).



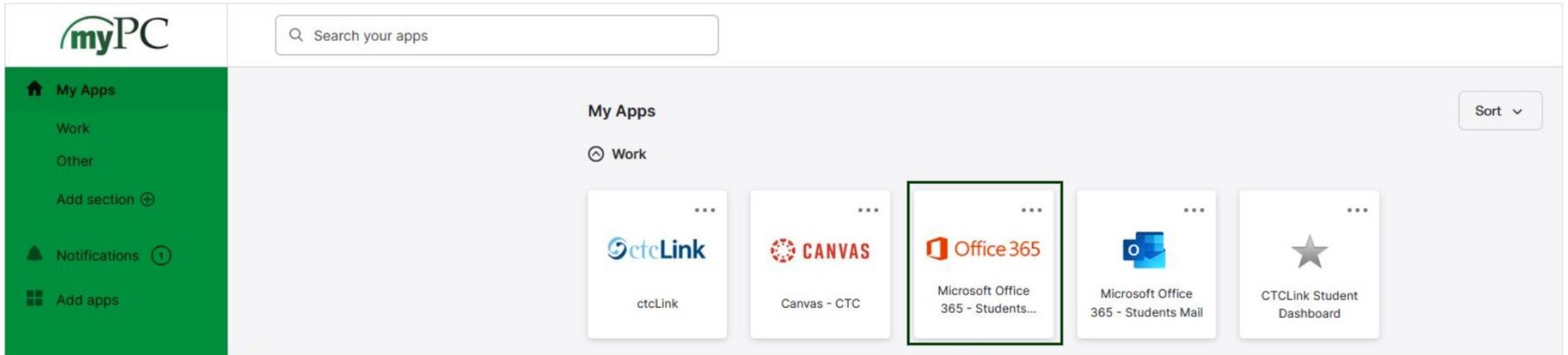
Open Your Email:

5. In your myPC Portal, click the **'Microsoft Office 365-Students Mail tile'** to open your student email.

The screenshot shows the myPC Portal interface. On the left is a green sidebar with navigation options: My Apps (selected), Work, Other, Add section, Notifications (1), and Add apps. The main area has a search bar and a 'My Apps' section. Under 'My Apps', there is a 'Work' category containing five tiles: ctcLink, Canvas - CTC, Microsoft Office 365 - Students..., Microsoft Office 365 - Students Mail (highlighted with a green box), and CTCLink Student Dashboard. A large green arrow points upwards from the bottom of the page towards the highlighted tile.

Access All Microsoft Apps:

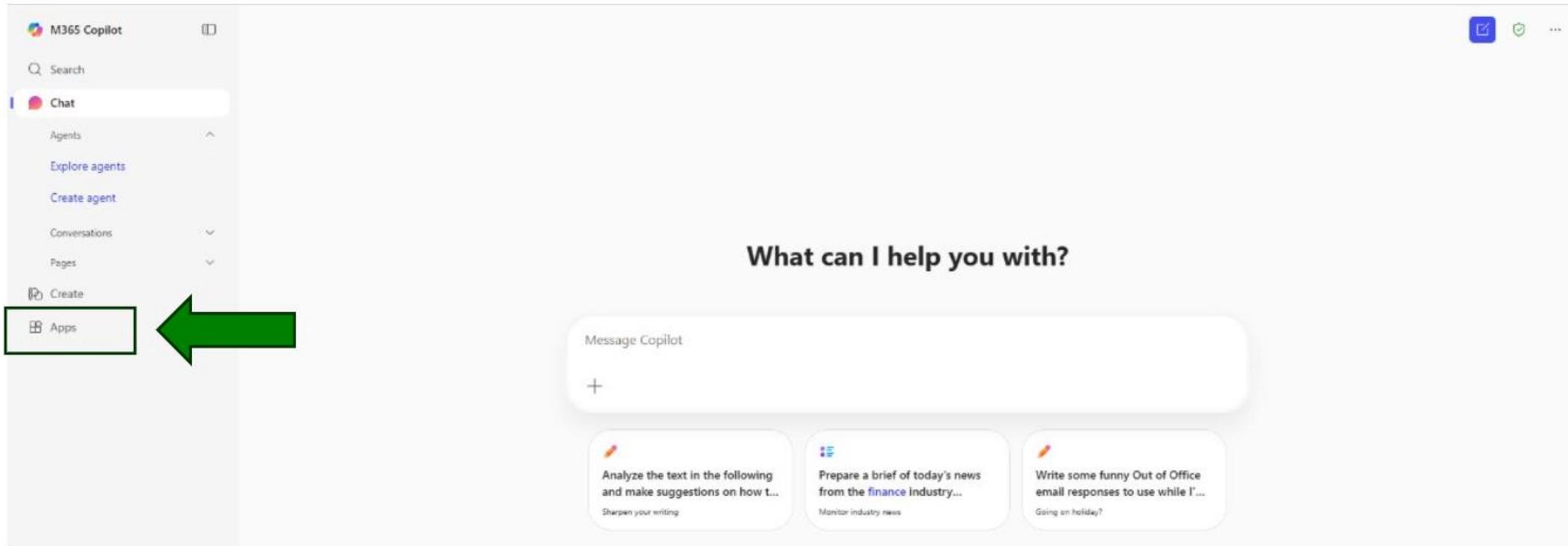
6. Click the **Office365** tile to open all Microsoft applications, including Outlook, Word, Excel, Powerpoint, or OneDrive.



The screenshot shows the 'myPC' application dashboard. On the left is a green sidebar with navigation options: 'My Apps' (selected), 'Work', 'Other', 'Add section', 'Notifications', and 'Add apps'. The main area has a search bar at the top and a 'My Apps' section. Under 'My Apps', there is a 'Work' category. Five application tiles are displayed: 'ctcLink', 'Canvas - CTC', 'Office 365 - Students...', 'Microsoft Office 365 - Students Mail', and 'CTCLink Student Dashboard'. The 'Office 365 - Students...' tile is highlighted with a green border, and a large green arrow points upwards to it from below the dashboard.

View Your Microsoft 365 Homepage:

7. Select '**Apps**' to see all your apps, including OneDrive, Word, Excel, and PowerPoint.



View Apps:

8. You can access OneDrive, Word, Excel, and PowerPoint.

The screenshot shows the Microsoft 365 Copilot interface. On the left is a sidebar with navigation options: M365 Copilot, Search, Chat, Agents, Explore agents, Create agent, Conversations, Pages, Create, and Apps (highlighted). The main content area is titled 'Apps' and features a grid of app tiles: Copilot (M365 Copilot App), Outlook, Word, Excel, PowerPoint, OneDrive, Teams, and Clipchamp. An 'All apps →' link is located at the bottom right of the grid. Below the grid is a section titled 'Use across Teams, Outlook, and Microsoft 365 Copilot' with three tiles: Copilot, Org Explorer, and Power BI.

Success:

9. Done! You can now access your Microsoft 365 apps.



If you have any questions or need further assistance, contact the IT Help Desk at (360) 417-6565 or helpdesk@pencol.edu

