

MICROSOFT OFFICE 365

For incoming Freshman SEEK students

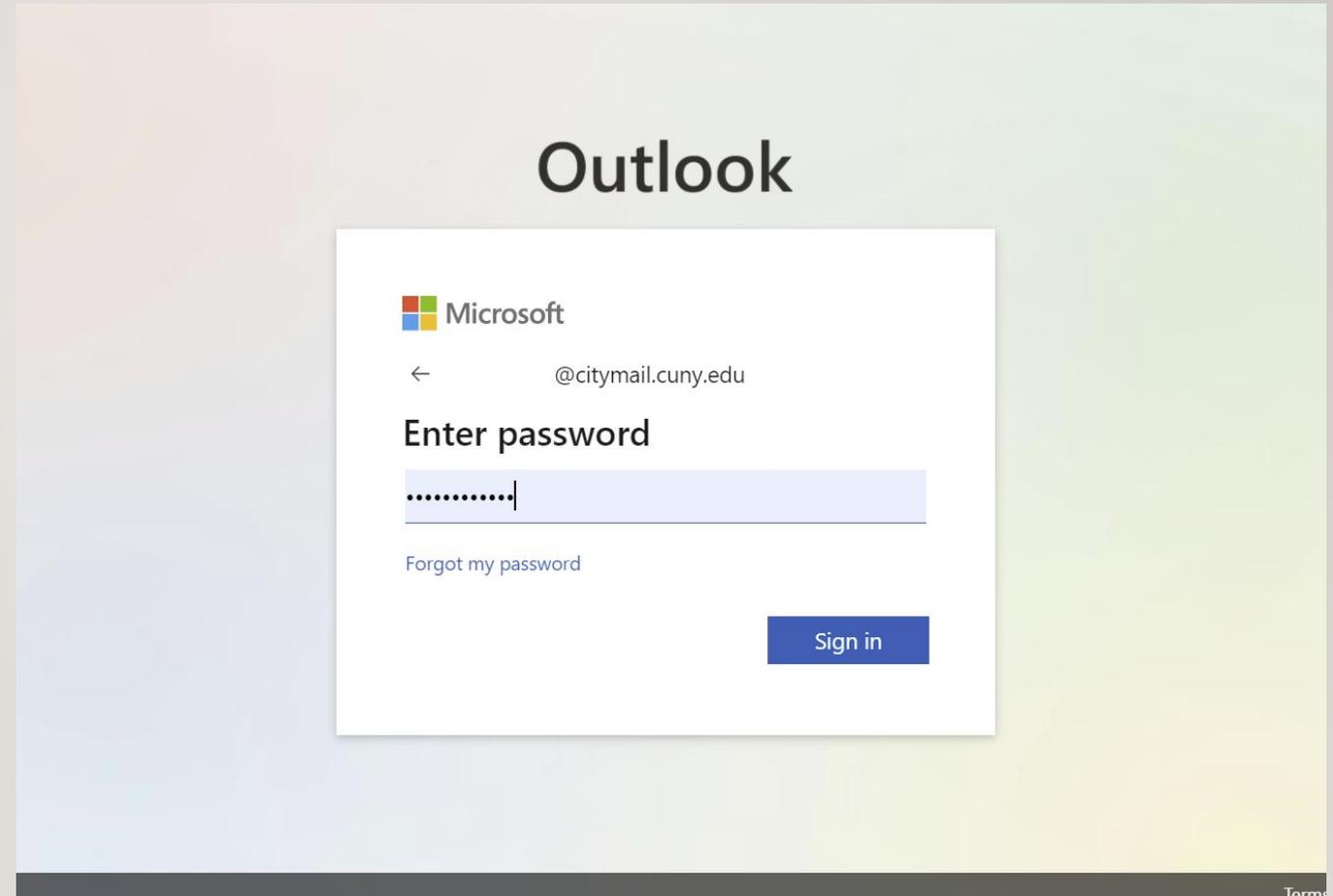


ACCESSING MICROSOFT 365

- To Access Microsoft 365, you must first sign-in to your CityMail account
- You can sign-in through this URL <https://citymail.ccny.cuny.edu/>
- Click on CITYMAIL LOGIN

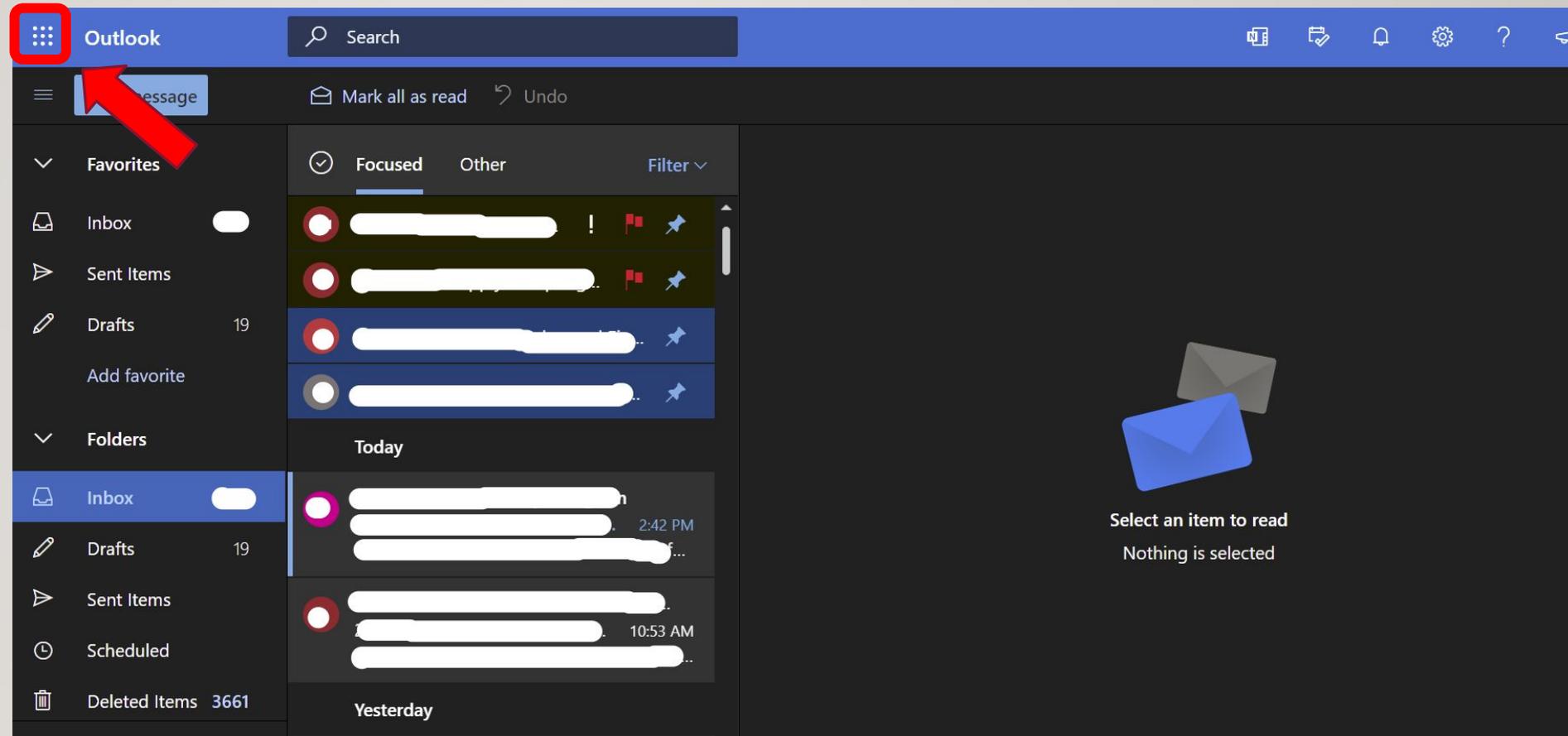
ACCESSING MICROSOFT 365

- Login using your CityMail credentials



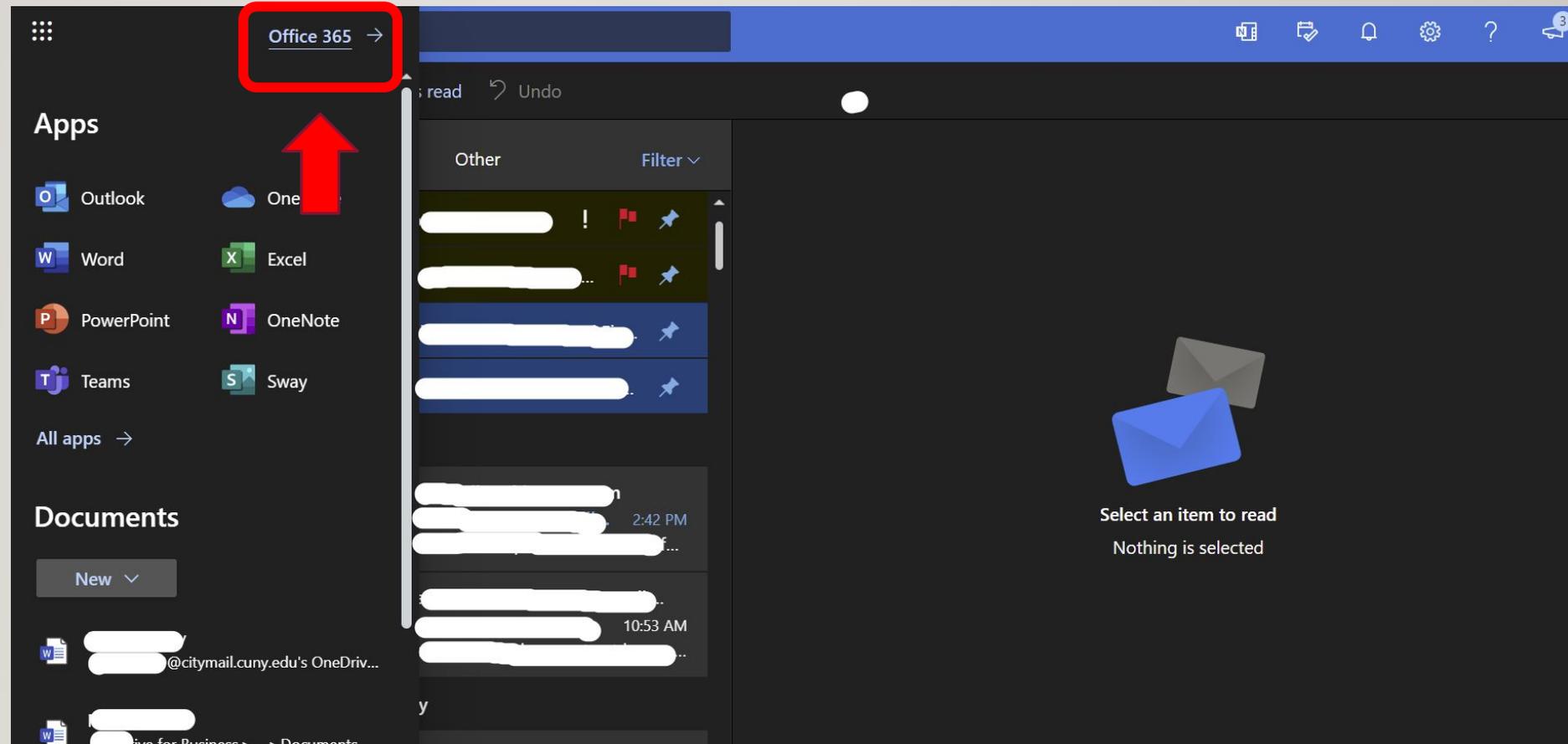
ACCESSING MICROSOFT 365

- Once you are here click on the highlighted portion



ACCESSING MICROSOFT 365

- Click on Office 365 next





Good afternoon, [redacted]

To install on your computer



Install Office

Recommended



Here you have access to Word, Excel, PowerPoint, OneDrive, etc.

[redacted] sent this Yesterday at 8:30 AM

[redacted]
Open file location

[redacted] sent this Apr 16

[redacted]
Open file location

[redacted] sent this Tue at 1:16 PM

[redacted]
Open file location

[redacted] sent this Apr 13

[redacted]
Open file location

[redacted] sent this

[redacted]
Open file location

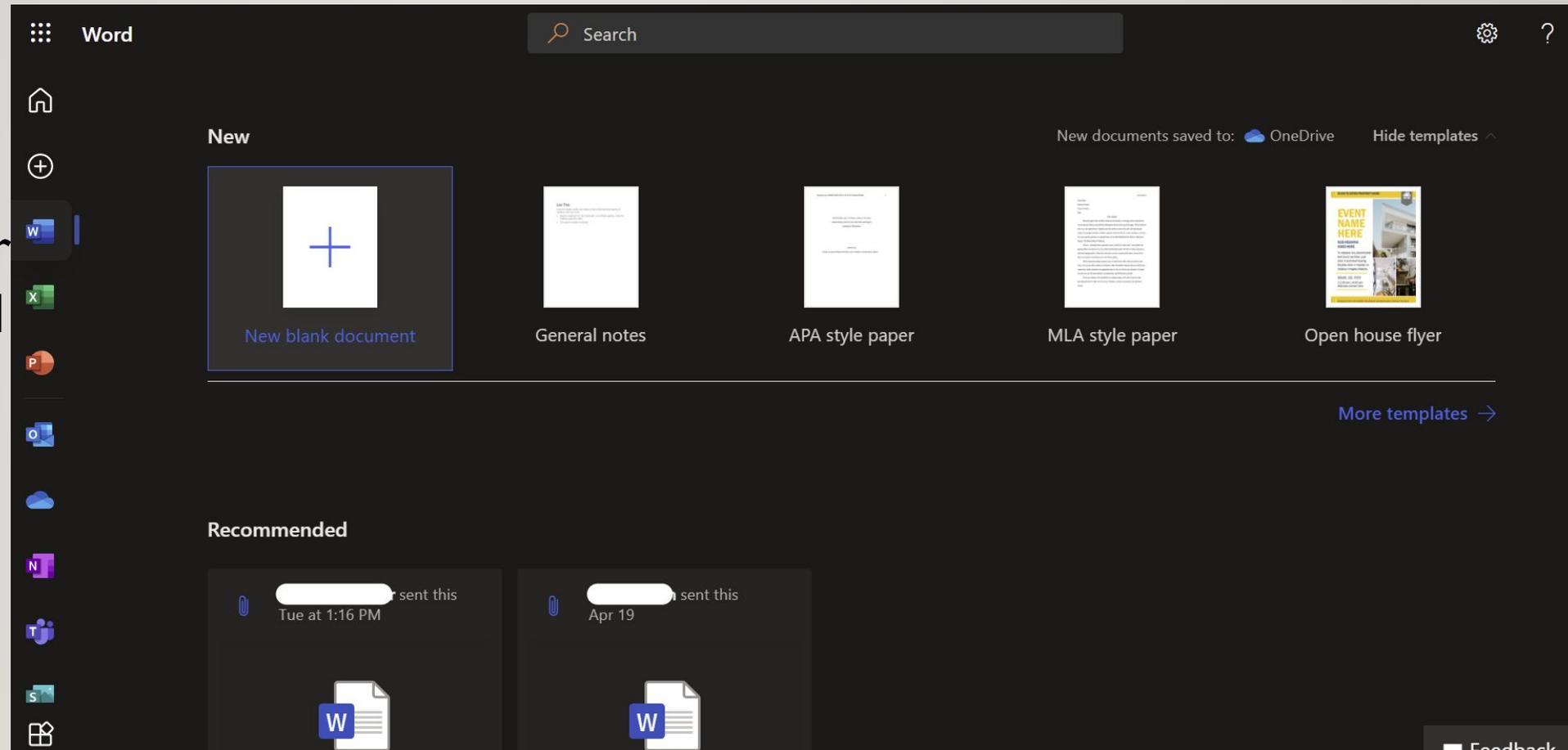
All My recent Shared Favorites

Type to filter list Upload

Name Modified Activity

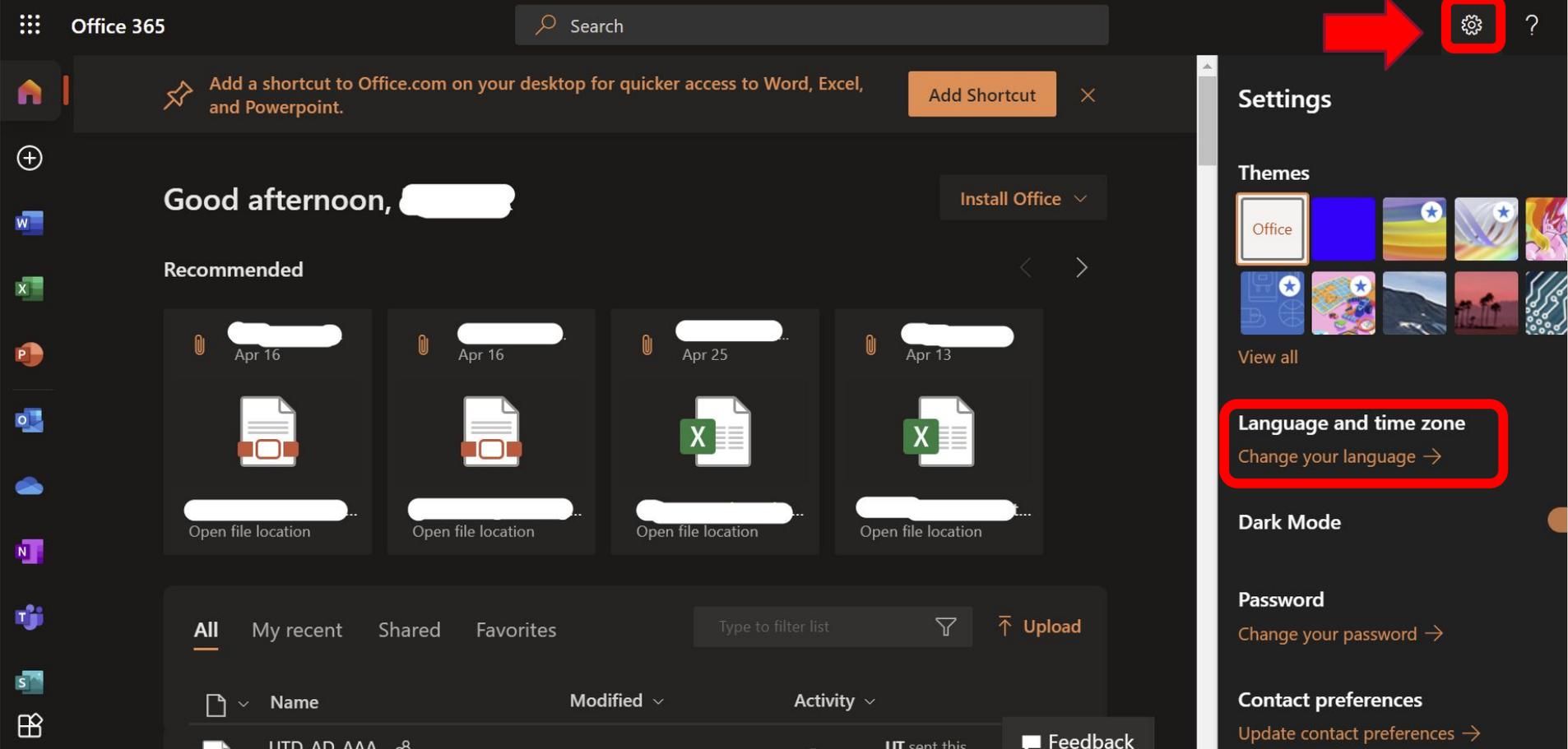
OFFICE 365

- For example, clicking on Word, lets you create a new Word doc or access any shared Word files
- Everything done here saves to your OneDrive cloud



OFFICE 365

- Make sure your settings are in the correct time-zone.
- To do so, click on settings icon and then click on Change your language.



The screenshot displays the Office 365 web interface. At the top right, a red arrow points to the settings gear icon. On the right side, the 'Settings' panel is open, and the 'Language and time zone' option is highlighted with a red box. Below this option, the text 'Change your language →' is visible. The main interface shows a 'Good afternoon' greeting, a 'Recommended' section with four document thumbnails, and a navigation bar at the bottom with options like 'All', 'My recent', 'Shared', and 'Favorites'.

OFFICE 365

- Once you are here, make sure your time-zone is set to Eastern Time. Once you have access to office 365, this is permanent for life-time.

My Account ▾

Overview
Security info
Devices
Password
Organizations
Settings & Privacy
My sign-ins

Language & Region (preview) Privacy

Languages

Display language
English (United States)

Preferred languages

Region

Regional format
English (United States); ;

Time zone
(UTC-05:00) Eastern Time (US & Canada)

Your Outlook calendar will use this time zone to effectively schedule meetings.

Change time zone