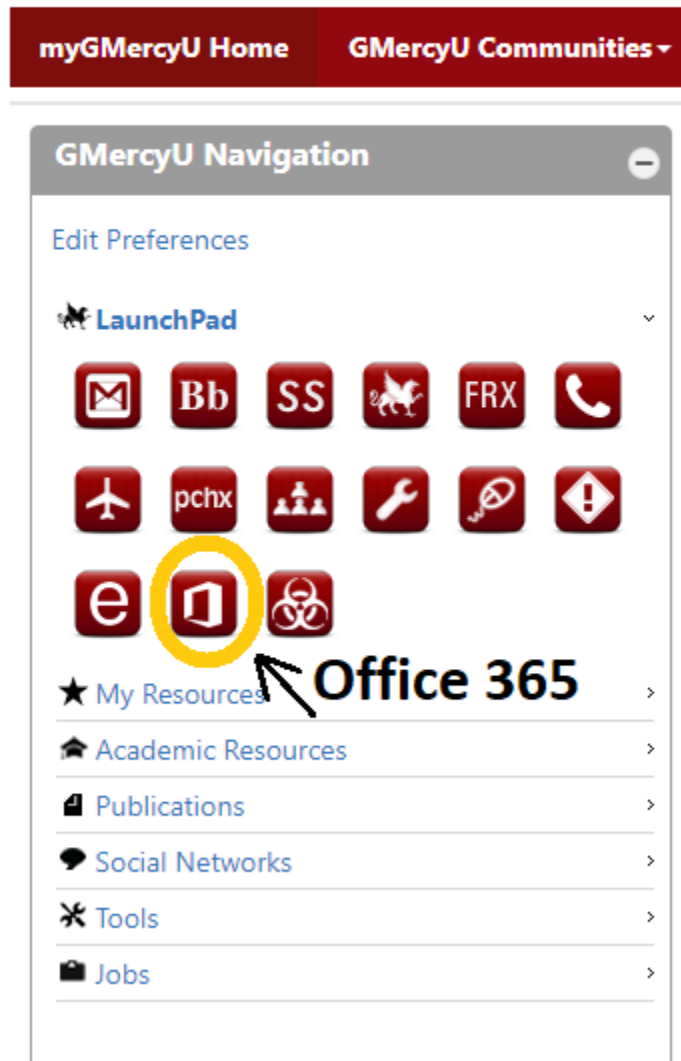


How To Access Microsoft Office 365

Thank you for contacting the Gwynedd Mercy University Help Desk.

1. Log into my.gmercyu.edu
2. In the Launchpad, find the icon referring to Microsoft Office 365.



The screenshot shows the GwMerryU navigation menu. At the top, there are two tabs: "myGwMerryU Home" and "GwMerryU Communities". Below the tabs is a "GwMerryU Navigation" panel. The panel has a title bar with a minus sign. Underneath the title bar is a link for "Edit Preferences". Below that is a "LaunchPad" section with a dropdown arrow. The LaunchPad contains a grid of icons: an envelope, "Bb", "SS", a red dragon logo, "FRX", a phone, an airplane, "pchx", a group of people, a wrench, a magnifying glass, and a warning sign. Below the grid are three icons: "e", a red square with a white "M" (highlighted with a yellow circle), and a biohazard symbol. Below the icons is a "My Resources" section with a star icon and a dropdown arrow. The "Office 365" link is highlighted with a black arrow. Other resources listed are "Academic Resources", "Publications", "Social Networks", "Tools", and "Jobs", each with a dropdown arrow.

3. Log in with your full username@gmercyu.edu and password.



Work or school, or personal Microsoft account



@gmercyu.edu
@gmercyu.edu

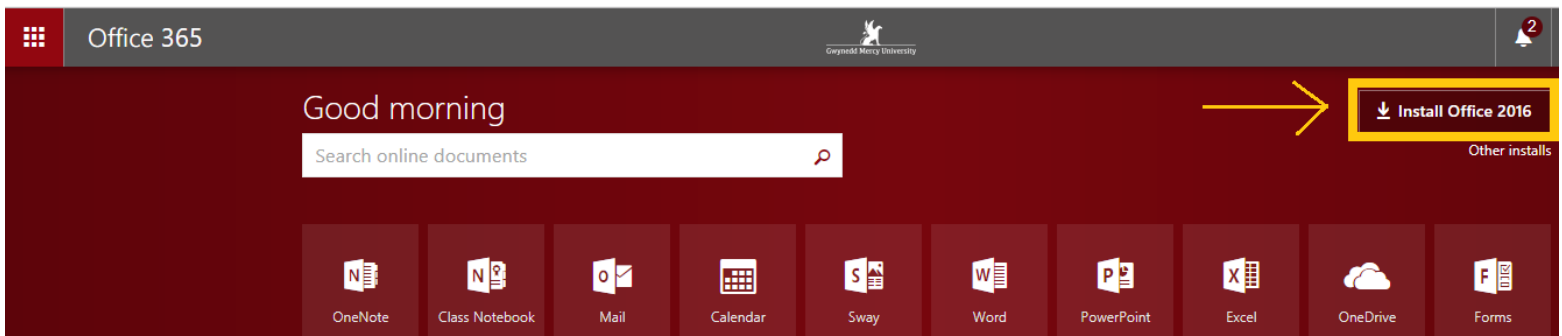
Keep me signed in

Sign in

Back

[Can't access your account?](#)

4. Select School account
5. Click the Install Office 2016 in the top right corner.



Office 365

Good morning

Search online documents

Install Office 2016

Other installs

OneNote Class Notebook Mail Calendar Sway Word PowerPoint Excel OneDrive Forms

Please contact us if you need further assistance. 215-646-7300 ext. 21444 or it@gmercyu.edu