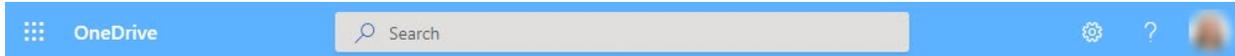




Quick Reference: 365 Navigation Tip Sheet



Once you have signed into your account, you will want to access all of Microsoft's Applications in your Online Home Page (dashboard). Instructions to access the **Home Page** and Online **Applications**.

Open your UMMC Microsoft Office 365 OneDrive account:

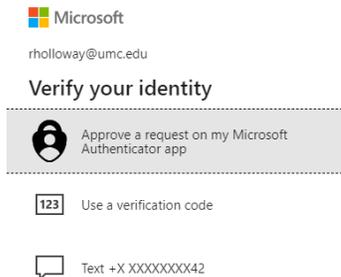
Access your One Drive by going to <https://ummc-my.sharepoint.com/> On the sign in page, Click the **Sign in** button. Sign in with your UMMC email and the page will

someone@example.com

redirect you to the UMMC sign in page to enter your UMMC password.



You will then be prompted to verify your identity through Authenticator.



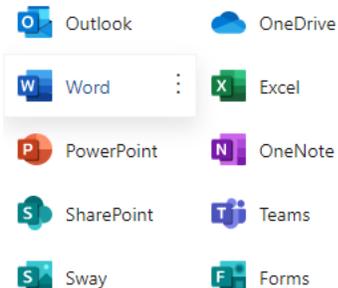
Accessing your personal Microsoft Online 365 Home Page:

At the top, click the **OneDrive** icon. Displayed on your personal Home Page, are all the Microsoft online apps, your recent online documents and recent OneDrive folders.

Accessing the Online Apps anytime:

Click the Microsoft App Launcher icon  at the top left of the page. This will display the Microsoft online applications menu. Click any of the icons to launch the application.

Apps



[All apps](#) →