

**Starting January 2, 2024, all business and academic communication will be sent through your new students.nobts.edu Microsoft office 365 account.**

**\*\*You must log into your account prior to January 2, 2024\*\***

### HOW DO I LOG INTO MICROSOFT OFFICE 365?

1. Visit <http://portal.office.com/>
2. Your username is [StudentPortalUserName@students.nobts.edu](mailto:StudentPortalUserName@students.nobts.edu)
  - a. Example: [Student.Sam@students.nobts.edu](mailto:Student.Sam@students.nobts.edu) or [S.Student1234@students.nobts.edu](mailto:S.Student1234@students.nobts.edu)
3. Your temporary password is: Temp12345!

### HOW TO GET SUPPORT

If you find you need further assistance with your Microsoft Office 365 subscription, please contact the NOBTS ITC Helpdesk by emailing [itcsupport@nobts.edu](mailto:itcsupport@nobts.edu) or at 504.816.8180 and please indicate that your issue or question pertains specifically with Microsoft Office 365.

### WHAT IS MICROSOFT OFFICE 365?

Microsoft Office 365 is a cloud-based Microsoft productivity suite that provides access to Microsoft services and software such as Word, Excel, Outlook and Powerpoint over the Internet. You can access Microsoft Office 365 through a web browser or on a mobile device such as an iPad, iPhone, Android, or Windows Phone.

### WHAT SERVICES ARE AVAILABLE WITH MICROSOFT OFFICE 365?

*MICROSOFT OFFICE ONLINE* - These are the browser-based versions of Word, PowerPoint, Excel, Outlook and One Note. They allow you to create, view and edit files or send email on any device or within a web browser. These services are available as long as you are an enrolled student at NOBTS or Leavell College.

*ONE DRIVE FOR BUSINESS* - This is an online file storage and sharing solution that is tightly integrated with the Microsoft Office 365 suite. One drive for Business provides you with storage space that can be accessed from your computer, internet browser or the One drive for Business mobile app. You can easily save files to your OneDrive and then share them as needed wherever you may be! This service is available as long as you are an enrolled student at NOBTS or Leavell College.