

Outlook / office 365 guide

Open internet explorer to bring up your learner portal.
Click on the office 365 button.



The 365 button will take you to the Microsoft site which is asking for login information.

Work or school, or personal Microsoft account

12345678@newdur.ac.uk

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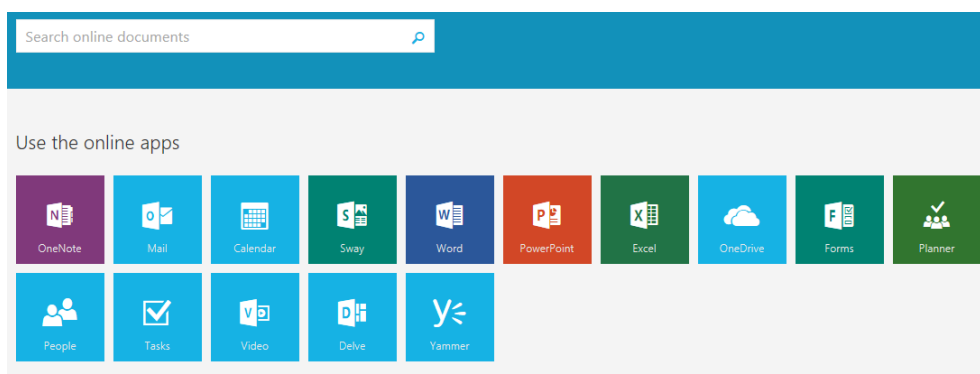
Keep me signed in

[Sign in](#)

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

Sign in using your email address (your student number followed by @ newdur.ac.uk. E.G. 12345678@newdur.ac.uk) and password which is used to log you into your college account.

Once signed in a list of Microsoft services will be shown. You can use any of these services by clicking on the relevant tile.




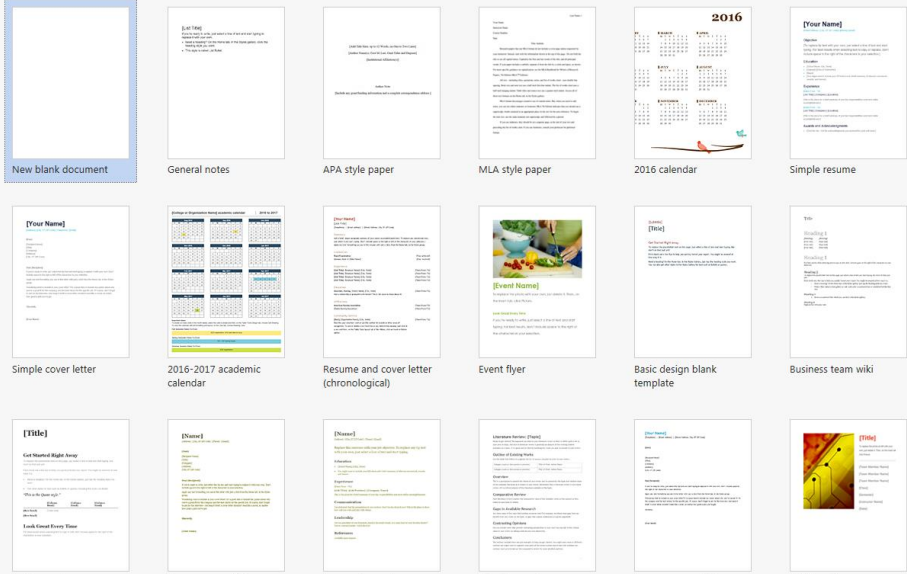
If you require access to office 365 without the use of the intranet follow the URL listed below.

<https://portal.office.com/>

Follow the same steps to log in using your student email (12345678@newdur.ac.uk) followed by your password used to log you in at college.

You can now access your desired Microsoft services.

New in  OneDrive for Business



The image displays a grid of 18 document templates available in OneDrive for Business. Each template is shown as a small thumbnail with a title below it. The templates are arranged in three rows and six columns. The first row includes a new blank document, general notes, APA style paper, MLA style paper, a 2016 calendar, and a simple resume. The second row features a simple cover letter, a 2016-2017 academic calendar, a resume and cover letter (chronological), an event flyer, a basic design blank template, and a business team wiki. The third row contains a bold report, a resume cover letter (green), a resume (green), a literature review, a resume cover letter (chronological), and a collaborative paper.

Template Name	Thumbnail Description
New blank document	A completely blank white document.
General notes	A document with a header and several lines of placeholder text.
APA style paper	A document with a header, a title, and a main body of text.
MLA style paper	A document with a header, a title, and a main body of text.
2016 calendar	A calendar for the year 2016 with a decorative header.
Simple resume	A resume template with a header for [Your Name] and several sections of text.
Simple cover letter	A cover letter template with a header for [Your Name] and a main body of text.
2016-2017 academic calendar	A calendar for the academic year 2016-2017 with a decorative header.
Resume and cover letter (chronological)	A combined resume and cover letter template with a header for [Your Name] and a main body of text.
Event flyer	An event flyer template with a header for [Event Name] and a main body of text.
Basic design blank template	A blank document with a decorative header and a main body of text.
Business team wiki	A business team wiki template with a header for [Title] and a main body of text.
Bold report	A bold report template with a header for [Title] and a main body of text.
Resume cover letter (green)	A resume cover letter template with a header for [Name] and a main body of text.
Resume (green)	A resume template with a header for [Name] and a main body of text.
Literature review	A literature review template with a header for [Literature Review: [Title]] and a main body of text.
Resume cover letter (chronological)	A resume cover letter template with a header for [Name] and a main body of text.
Collaborative paper	A collaborative paper template with a header for [Title] and a main body of text.