

## Accessing SharePoint

### Signing in with Office 365

Before you can start using SharePoint, you need to know how to access it. The easiest way to access SharePoint and other Microsoft apps like OneDrive, is by navigating to [www.office365.csusm.edu](http://www.office365.csusm.edu).

After signing in with your campus email you will be taken to the Office 365 App Dashboard, where you can see the various apps available under the Office365 umbrella, such as Mail (Outlook), OneDrive (the "me" storage), and SharePoint (the "we" storage). You can use the app launcher (aka the "waffle") in the top left corner to easily "toggle" back and forth between apps and never leave Office 365.

**Please note:** For students exclude the cougars in their email address--I.E. Students sign in with [smith012@csusm.edu](mailto:smith012@csusm.edu) not [smith012@cougars.csusm.edu](mailto:smith012@cougars.csusm.edu).

