

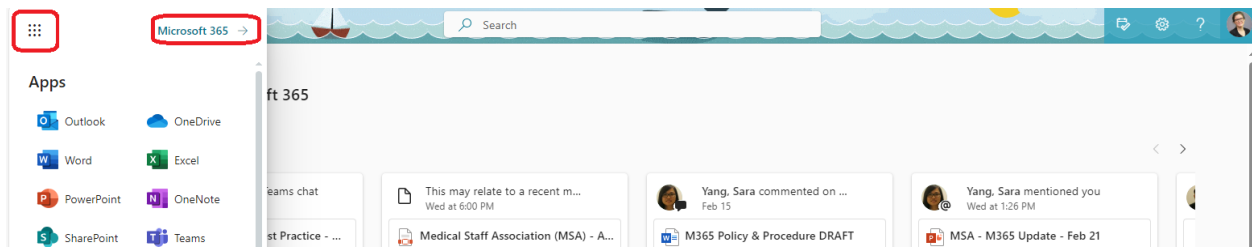
Introduction to Microsoft 365 for HRH Physicians

1. Sign In:

- Visit office.com and sign in with your **HRH account**.

2. Work Online:

- The Microsoft365 home page is your starting point for online productivity.
- Switch between apps using the app launcher (the waffle) in the upper left corner.



- Create and share M365 documents (Word, Excel, PowerPoint, or OneNote for the web).
- Store, open, and share files on OneDrive.
- Send and receive email via Outlook.
- Maintain an online calendar and manage contacts.
- Check out the [Quick Start guides](#) for details on web apps.

3. Features and Functionality:

- To learn about Outlook, visit the [Outlook SharePoint site](#).
- To learn about OneDrive, visit the [OneDrive SharePoint site](#).
- To learn about MS Teams, visit the [MS Teams SharePoint site](#).
- Remember, Microsoft 365 for the web is perfect for working online and from anywhere. Explore its features, collaborate, and boost your productivity! 🚀

Want to learn more about M365, check out our SharePoint page: [M365 at HRH \(sharepoint.com\)](#)
