

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.

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Apps		ft 365				
💽 Outlook	CneDrive					
Word	Excel					$\langle \rightarrow$
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SharePoint	🎁 Teams	st Practice	G Medical Staff Association (MSA) - A	M365 Policy & Procedure DRAFT	MSA - M365 Update - Feb 21	

- 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 <u>Quick Start guides</u> for details on web apps.

3. Features and Functionality:

- To learn about Outlook, visit the Outlook SharePoint site.
- To learn about OneDrive, visit the <u>OneDrive SharePoint site</u>.
- 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! 29

Want to learn more about M365, check out our SharePoint page: <u>M365 at HRH</u> (sharepoint.com)