## Microsoft Office 365, Word, Excel, PowerPoint, OneNote, OneDrive, SharePoint, Access, Publisher

Last Modified on 05/28/2025 10:17 am CDT

Log in from My.McNeese.edu, then select Microsoft Office 365. Select an app, like Word, Excel, etc.

If you are having difficulty logging in, contact McNeese's IT department.

Office of Information Technology (M-TH 7:30 am – 5:00 pm and Friday 7:30 am – 11:30 am) by email at: helpdesk@mcneese.edu

## Need additional help using a Microsoft? Ask AI

- "How to share an iPhone album with OneDrive"
- "How to create an Excel formula to add a column"
- "How to insert a photo into a PowerPoint"

Microsoft 365 includes a suite of applications designed for productivity and collaboration. Here is a list of commonly included apps:

- 1. Word: A word processing application for creating documents.
- 2. Excel: A spreadsheet application for data analysis and visualization.
- 3. PowerPoint: A presentation application for creating slideshows.
- 4. Outlook: An email and calendar application for managing communication and scheduling.
- 5. OneNote: A digital note-taking application for capturing and organizing information.
- 6. OneDrive: A cloud storage service for storing and sharing files.
- 7. Teams: A collaboration platform for chat, video meetings, file sharing, and collaboration on documents.
- 8. SharePoint: A web-based collaboration and document management platform.
- 9. Access: A database management application for creating and managing databases.
- 10. Publisher: A desktop publishing application for creating publications, such as newsletters and brochures.

## Need additional help with a Microsoft service, contact:

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## 337-475-5995

Email recommended: helpdesk@mcneese.edu