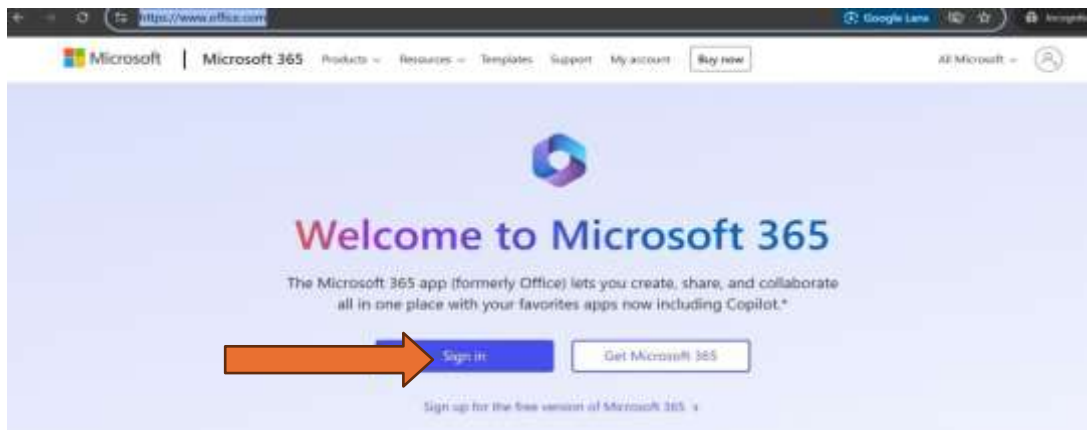
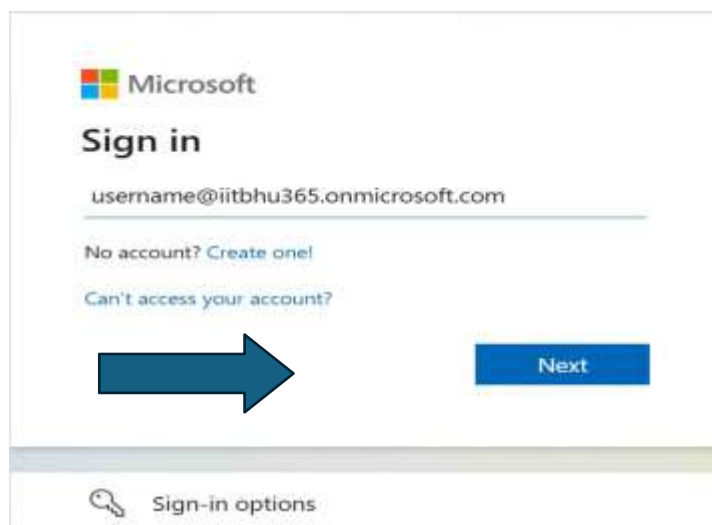


## Step to use Microsoft office online

1. Open your browser and navigate to the website: <https://www.office.com/>
2. Click the "Sign In" button as indicated in the screenshot.



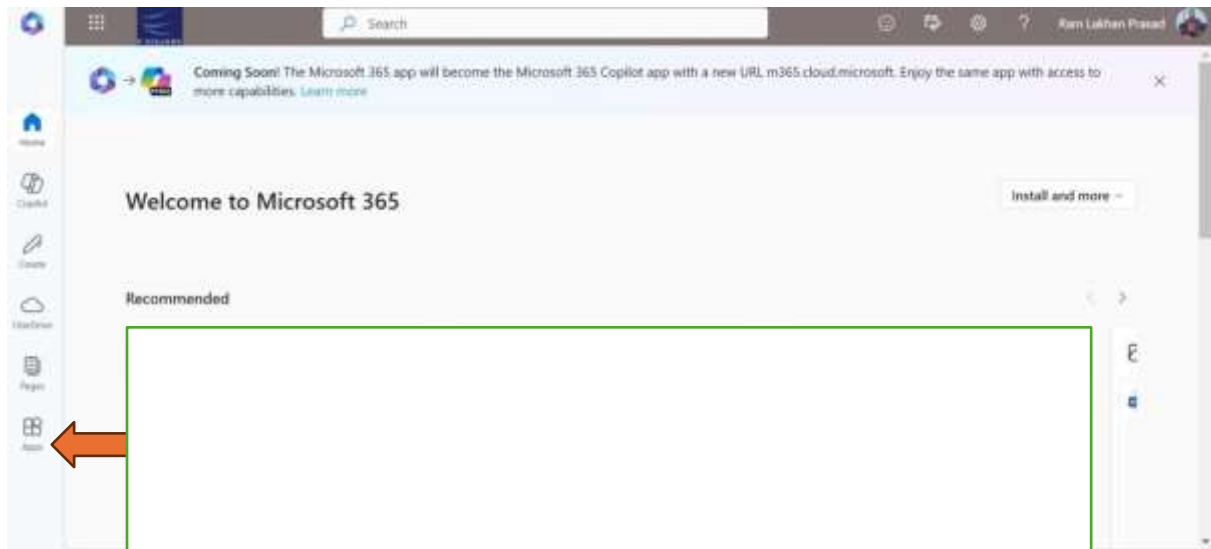
3. Enter your login ID (e.g., username@iitbhu365.onmicrosoft.com) and click "Next."



4. Type in your password and click "Sign In."



5. Once logged in successfully, click on "Apps," as shown in the image below.



6. By clicking on "Apps," a list of all available apps will appear, and you can access them by selecting the one you need.

