



Microsoft Office 365 (Team Site)
Berkeley College

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[Sign into Office 365](#)

1. Open your web browser and go to <http://mymail.berkeleycollege.edu/> or click on the **Email** tab in Blackboard and then click on the **Access Office 365** button.

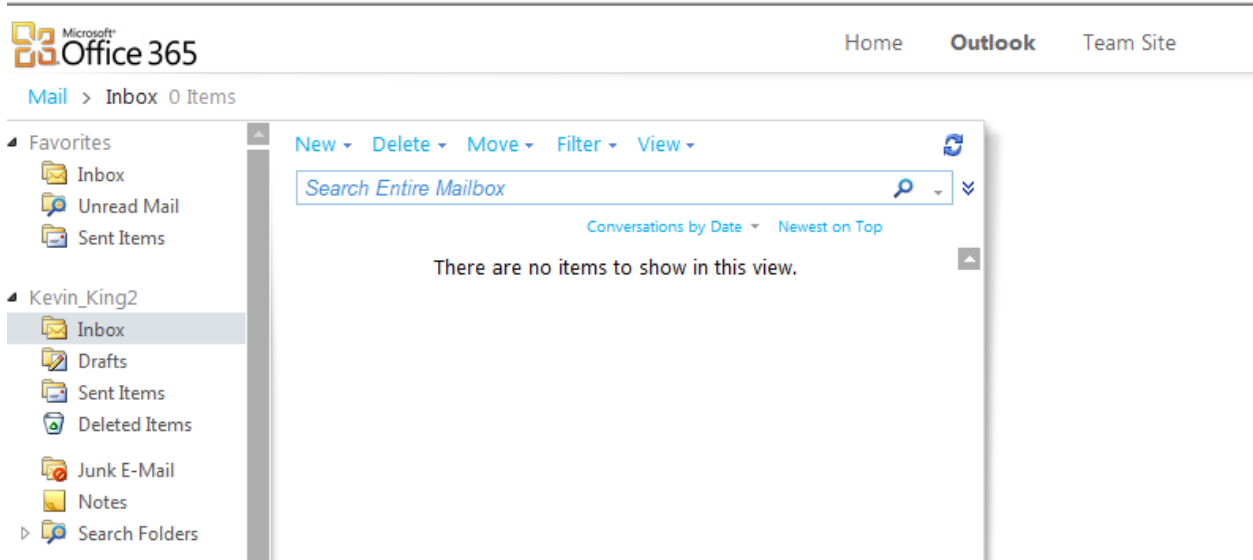


2. Type your **Blackboard** User name and Password and click **Sign In**.

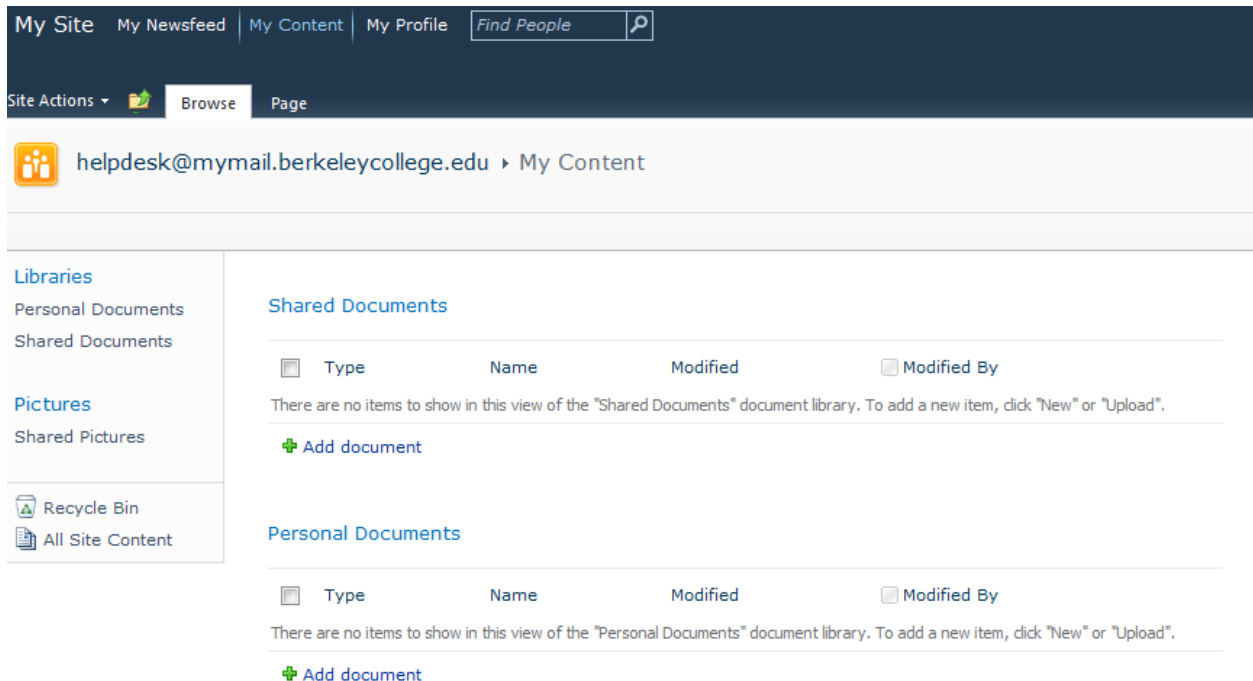
A screenshot of the Berkeley College login form. At the top left is the Berkeley College logo. Below it, the text reads "Enter your Berkeley Username [ex.John-Doe] and password." There are two input fields: "User name:" and "Password:". Below the input fields is a "Sign In" button. At the bottom of the form, there are two lines of text: "If you need assistance with connecting to the system please visit the following page for [instructions](#)." and "If you need to reset your password prior to login please access our self service password reset tool [here](#)."

[Open My Site](#)

1. After a successful sign in, you will be directed to the default **Outlook** page.



2. At the top of the page, click on **Team Site**. You will then be redirected to your personal **My Site** page. Here you can upload and share documents.

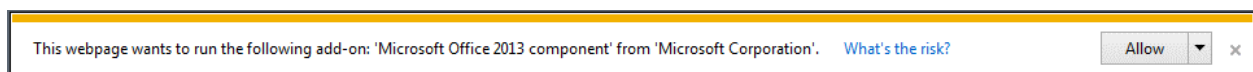


Upload Personal Documents

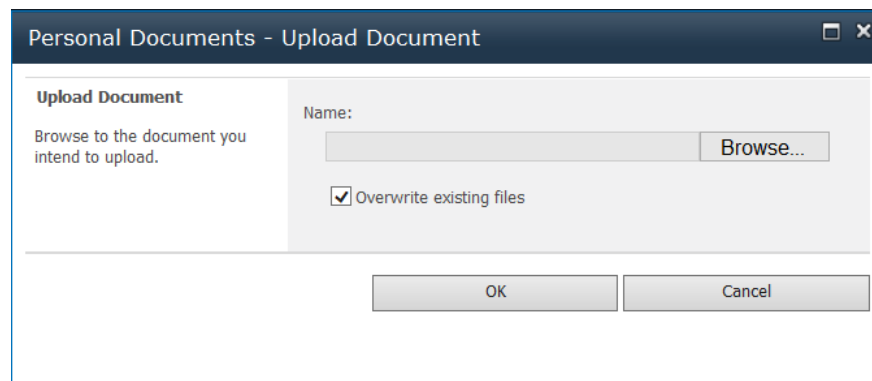
Personal Documents

<input type="checkbox"/> Type	Name	Modified	<input type="checkbox"/> Modified By
There are no items to show in this view of the "Personal Documents" document library. To add a new item, click "New" or "Upload".			
+ Add document			

1. Under the Personal Documents section, click **Add document**.



2. If prompted with the above add-on, click **Allow**.






3. When the above dialog box appears, click **Browse** to search your computer and upload a document.

Doc1.docx	10/16/2012 3:58 PM	Microsoft Word D...	698 KB
Doc2.docx	12/4/2012 6:46 PM	Microsoft Word D...	29 KB
Explore-SharePoint-2013.pdf	3/8/2013 12:36 PM	Adobe Acrobat D...	1,214 KB

4. Select the document then click open and **OK**. You now have a personal document in your document library.

Personal Documents

<input type="checkbox"/>	Type	Name	Modified	<input type="checkbox"/>	Modified By
<input type="checkbox"/>		Doc1 	3/11/2013 10:09 AM	<input type="checkbox"/>	Hendrik Dijkstra

 Add document

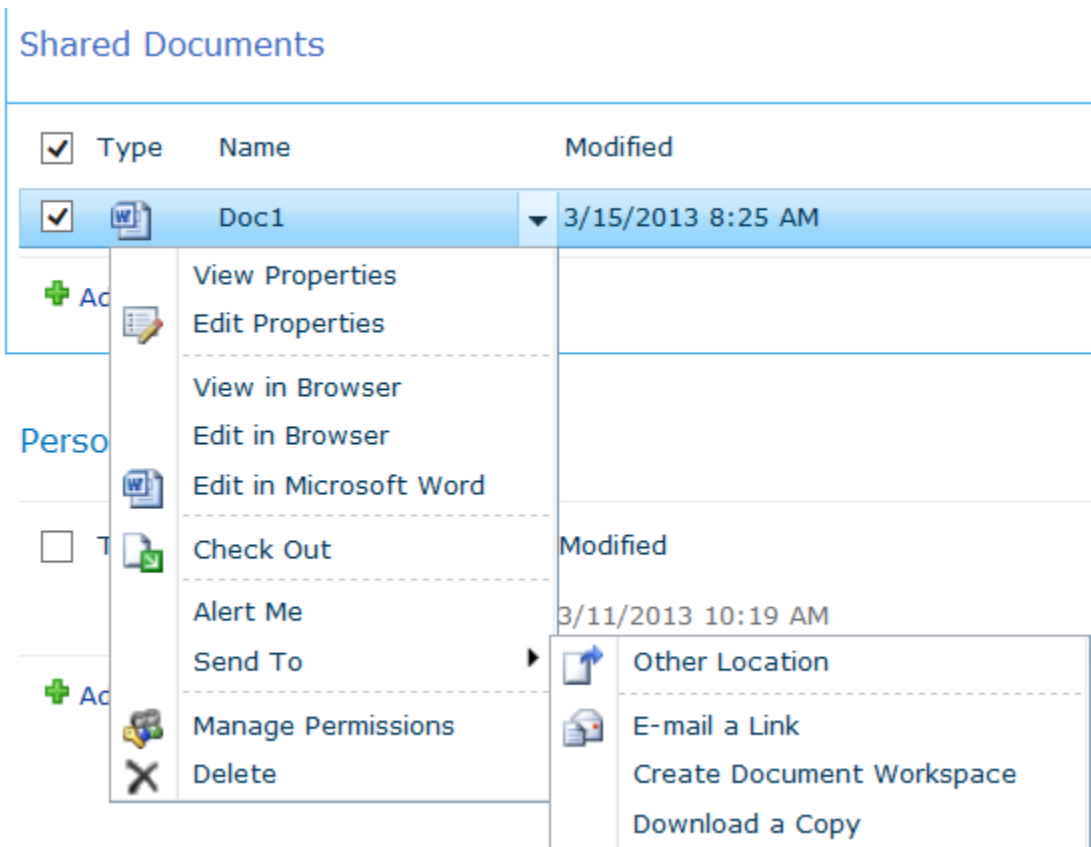
Upload Shared Documents

Shared Documents

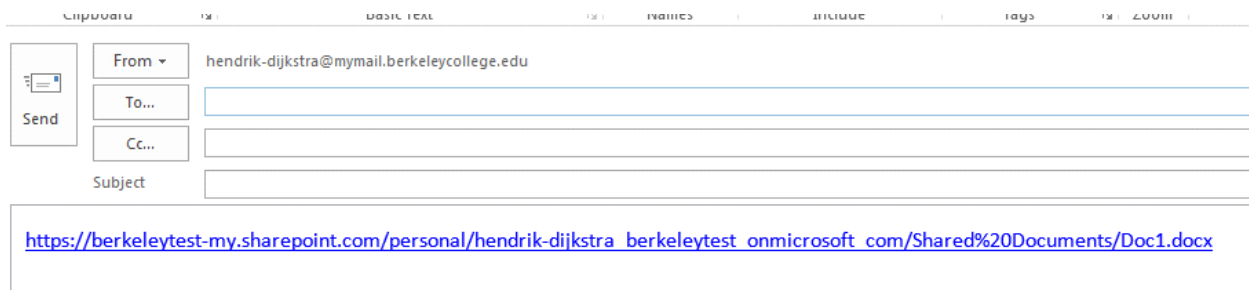
<input checked="" type="checkbox"/>	Type	Name	Modified
<input checked="" type="checkbox"/>		Doc1	3/11/2013 10:18 AM

 Add document

1. If you upload a document to the Shared Documents, you can share it with other students. To upload a shared document, click **Add document** under the shared documents section.
2. Check the box in front of the document you like to share.



- To the **right** of the file name, click the **down arrow** and go to **Send To, E-mail a Link**.



- In the **To:** field enter the email address of the person you like to send the document to. The recipient will receive an email with a link to the shared document.