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.

![Access Office 365 button](image)

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

![Sign In page](image)
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

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.

4. Select the document then click **open and OK**. You now have a personal document in your document library.
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.
3. To the right of the file name, click the **down arrow** and go to **Send To, E-mail a Link**.

4. 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.

   ![Send To, E-mail a Link](https://berkeleytest-my.sharepoint.com/personal/hendrik-dijkstra_berkeleytest_onmicrosoft_com/Shared%20Documents/Doc1.docx)