

Modern Workplace Tech Toolkit #2

0365 Monthly Spotlight – Accessing Office 365 applications and files from any Computer

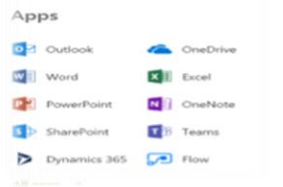
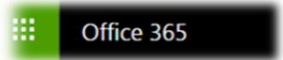


Nutrien has subscribed to Microsoft Office 365 in 2018. Office 365 is cloud based and allows you to access your Office Applications, file storage and other tools from your Nutrien Desktop, any other computer device (ipad, personal computer) and mobile phone.



Work anywhere on O365 on any device:

- Your Nutrien Office computer
- Your home computer
- Your mobile smart phone



Access office applications from anywhere on any device:

- Word, Excel, Outlook, PowerPoint
- Skype

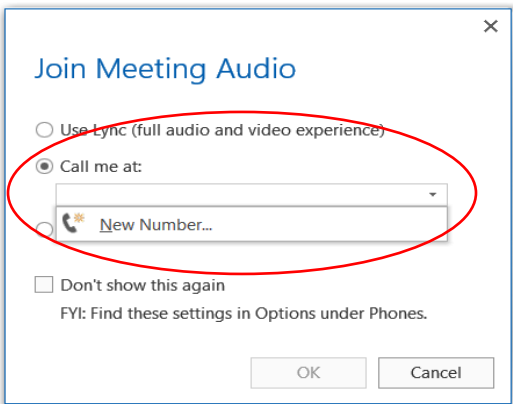


Access and collaborate on Nutrien files by storing them in:

- OneDrive
- SharePoint
- Teams



Can't find the Skype meeting conference ID? Did you know when joining a SKYPE meeting and you require Phone audio, instead of looking for a local number and entering the conference ID, SKYPE will call you at any number.



- Access O365 on a personal computer from a web browser – i.e. Chrome. First time? Enroll in MFA at <https://enroll.nutrien.com>.
- Go to www.portal.office.com and login with your Nutrien credentials.
- Access O365 from a mobile device by enrolling in the above MFA and either follow the links sent or download separate O365 apps from your mobile App store.



Visit [Modern Workplace Resource Center](#) for Nutrien Quick Reference Guides and register for training sessions.

Need to understand what Office 365 tool to use when? Please attend - What is Office 365 training sessions to discuss **OneDrive, SharePoint, Teams, Skype & Delve!**