

Students,

We are happy to announce that all students now have access of Office 365. While you will continue to use Gmail for student emails, all other Office 365 features are available to use today. To begin, please login with the following information:

- Link to Office 365: <https://portal.office.com>
- Username: Your student email address. For example: astudent@my.bridgevalley.edu. If prompted, please choose Work or School account instead of Personal account.
- Password: SAME AS MYBRIDGE PIN

All students have the ability to login to the portal and access all of the Office 365 features, except Outlook since we are continuing to use Gmail for student emails. Word, Excel, PowerPoint, OneNote, OneDrive, Teams, and many more apps are available. Please visit the Office 365 [Training Center](#) to view detailed guides for each of the products available to use.

Microsoft [Teams](#) is a group communication hub for chats, meetings, calling, and collaboration all in one place. Please note that students do not have the ability to create Teams sites, but you may use it if your professor or other member of the college wishes to add you to a Teams group.

If you are a currently enrolled student, you are eligible to install the full Microsoft Office 365 clients for your Windows PC or Mac. This will include the full versions of Microsoft Word, Excel, PowerPoint, Access, and more! Please visit [Microsoft's support site](#) for assistance with getting the program installed.

If you are a former student or not yet registered for classes, you will still have access to all of the free options that Office 365 provides, such as web versions of Word, Excel, PowerPoint, OneNote and OneDrive. The full versions of Microsoft Office will no longer be licensed if you fall under this tier.

If you have any questions or issues, please email us at helpdesk@bridgevalley.edu and we will be happy to assist.