# How to Access Office.com

You can use Office 365 from anywhere using Office.com. Email, Teams, Word, Excel—whatever Office product you can think of is going to be in there, ready to use. But to get there, you first must open a browser.

- Open any browser, be it Chrome, Edge, Firefox, Brave, etc.
- In the address bar at the top of the page, type in Office.com

How do I sign into Office.com

To log on, you'll need to click on the "Sign In" button, and there are two options. One is currently in the upper right, and the other is in the lower left, but is a much larger and more visible button.
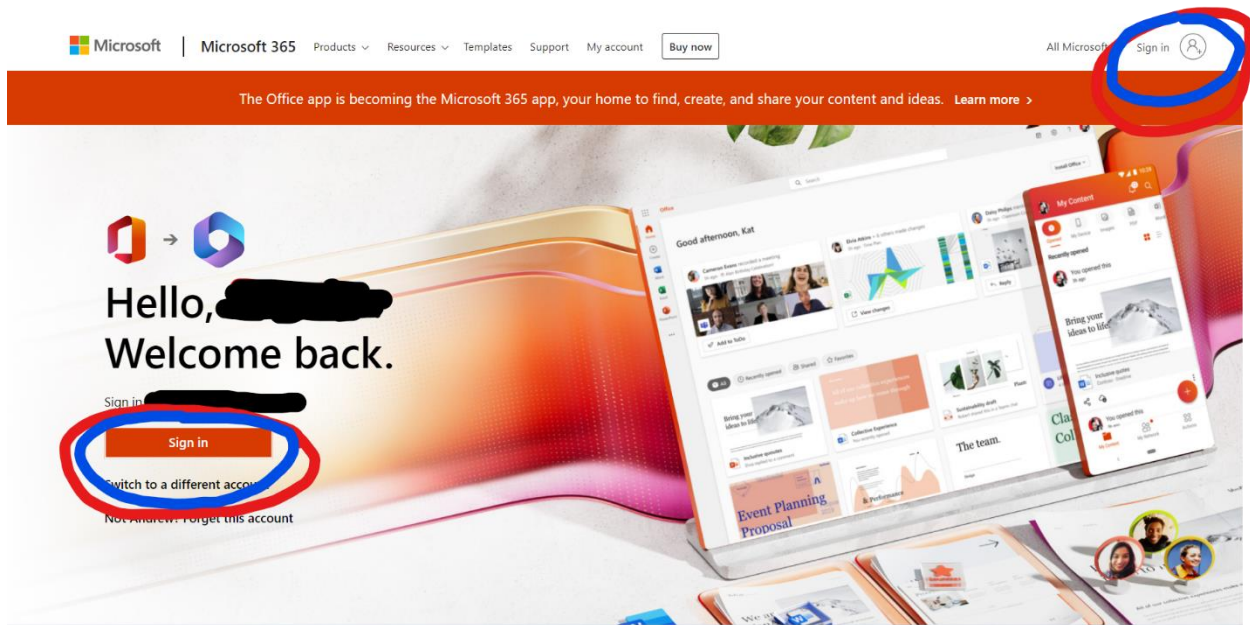
- You will sign in using your username@adcts.org (not archstl or ccstl or stpatrickcenter).
    - The password you use will be the same as you use on your work computer and Citrix account.
- Once you are logged on, you'll receive a Duo push. If you do not have Duo setup on your account, please contact our Helpdesk at 314-792-7593.
- After you approve the Duo push, you will have access to Outlook, Teams, Word, and more!