# What is Access?

Microsoft Access is a well-known database management system produced by Microsoft and is part of the Microsoft 365 office suite.

Microsoft Access enables users to manage data and analyze vast amounts of information efficiently. The program provides a blend of database functionality and programming capabilities for creating easy-to-navigate forms.

Microsoft Access 2016 is not installed by default. If you have a business need to get it installed, please submit an online request.

Microsoft Access is not available on mobile devices or the web.

Microsoft Access is like Microsoft Excel in that you can store, edit, and view data. However, Access has much more to offer.

Here are some of Microsoft Access's most-used features

Importing data from Excel or other databases

Creating forms for data entry or viewing

Designing and running data retrieval queries

Designing reports to be either printed or turned into a PDF

Allowing users to interact with Access via SQL

# How do I access Microsoft Access?

You can access Access 2016 and 365 in any of the following ways:

# How do I open Access 2016?

Select the Microsoft Windows icon visible on the bottom left corner of the desktop toolbar.

Apps will be arranged alphabetically in a scroll bar menu. Scroll down to the "M" section and select the 'Microsoft Office 2016' folder.

Then select the 'Access 2016' application from the folder.

# Is Microsoft Access installed by default?

No. Microsoft Access 2016 is not installed by default. If you have a business need to get it installed, please submit an online request.

# How do I open Access 365?

Select the Microsoft Windows icon visible on the bottom left corner of the desktop toolbar.

Apps will be arranged alphabetically in a scroll bar menu. Scroll down to the 'A' section and select the Access application to open Access 365.

# What are the restrictions for Microsoft Access?

You can only access Microsoft Access in the following ways:

On a managed government furnished laptop or tablet

On a personal laptop connected to AppGate

On a personal laptop connected to the Secure Access Virtual Environment-Desktop (SAVE-D)

Visit the Restricted Devices page for more information.

# Where can I access Microsoft Access training?

Disclaimer: The guidance and resources below are hosted by Microsoft and will include additional learning paths or hyperlinks. Once you have reviewed the guidance offered below, please return to this page to ensure you consult approved ESDC learning resources.

For short video tutorials on key features in Microsoft Access, visit Microsoft's

# Where can I reach Technical Support for Microsoft Access?

All requests for Microsoft 365 technical support should be submitted to the National Service Desk (NSD).

This includes, but is not limited to issues related to:

Login or access

Applications not working properly

File syncing

# Where can I get Non-Technical Support for Microsoft Access?

The Microsoft 365 Community of Practice is a group of more than 500 employees at ESDC. It includes a sub-community of volunteer Super Users that can help you and your colleagues learn to use Access and other applications.

This includes, but is not limited to:

Training and learning

Demonstrations

Non-technical assistance with M365 features

Connect with them by asking a question about Access in the community of practice