# What is Publisher?

Microsoft Publisher is a great app for creating visually rich, professional-looking publications without investing too much time in a complicated desktop publishing application. It lets you work as easily as you do in Microsoft Word, but instead of using tools for text, you'll be using tools for editing page layouts and visual content.

It includes easy-to-use desktop publishing features that anyone can use, including built-in templates. All publications begin with a template, even if it's blank. The trick is to find a template that looks like the vision you have for your final publication.

# How do I Access Publisher?

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

To open Publisher 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 'Publisher 2016' application from the folder.

To open Publisher 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 'P' section and select the Publisher application to open Publisher 365.

# What are Restrictions for Publisher?

You can only access Microsoft Publisher 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)

Restricted Devices page for more information.

# Where can I access Publisher 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 Publisher, visit Microsoft's Publisher video training page. You will find tutorials to get you started in using Publisher.

# What are Information Management Best Practices for Publisher?

For advice and guidance on managing information, please reference the Information Management page.

# What Information Classification does Publisher fall under?

ESDC received Protected B certification for select M365 applications.

Before using an M365 application for Protected B information, refer to the Technical Support

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 access Non-Technical Support for Publisher?

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 Publisher 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 Publisher in the Microsoft 365 Help team.