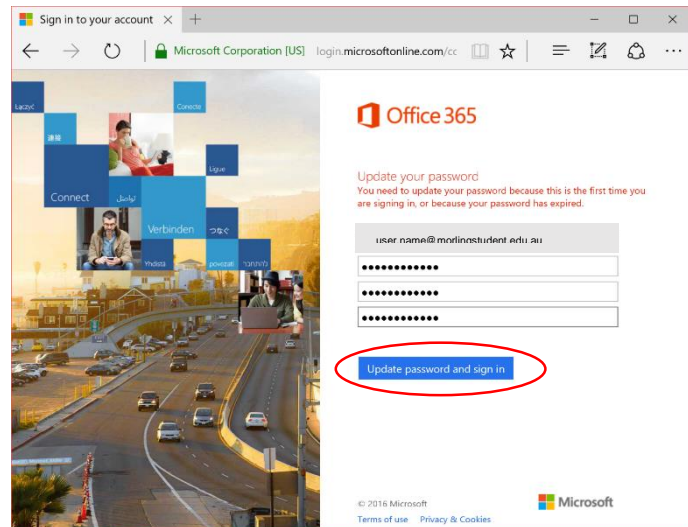


OFFICE365 STUDENT STARTUP GUIDE

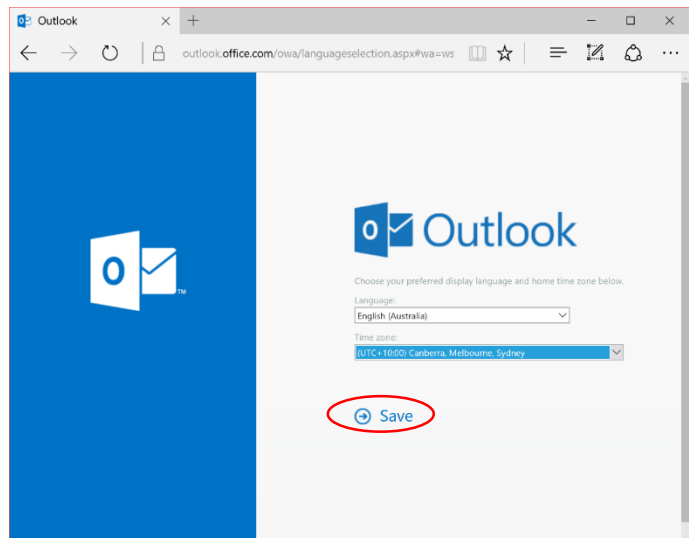
Set Password

- After you enter your username and temporary password this screen will appear.
- In the top box enter your user name
- In the 2nd box enter your temporary password
- In the 3rd box enter your new/preferred password
- In the 4th box enter your new/preferred password (as confirmation)
- Then click on 'Update password and sign in'.



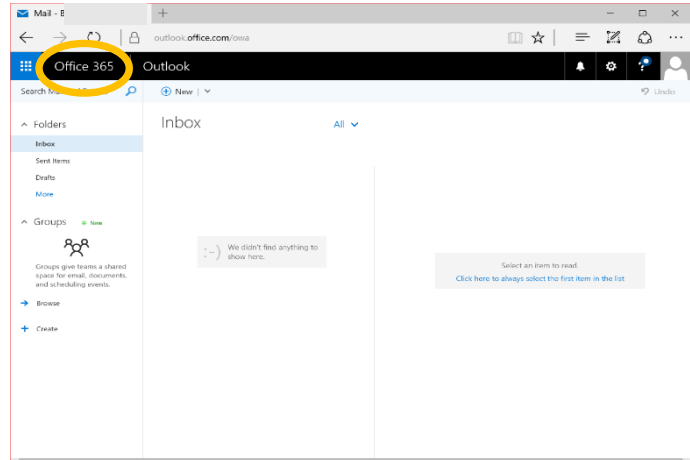
Select Language and Timezone

- Next you will see this screen.
- Choose your preferred language and time zone and click on 'Save'.
- Your default email screen will then display and you're ready to start sending and receiving emails.



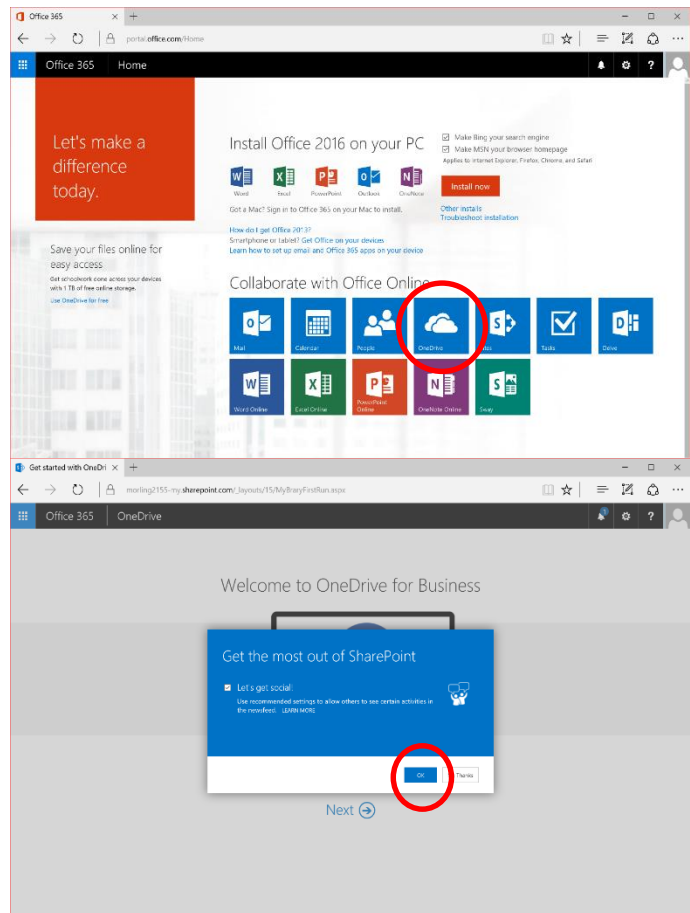
Microsoft Office 365

- To use Microsoft Office products click on the Office 365 link in the top left hand part of the screen.



Office One Drive

- To get Office ready, first, in the 'Collaborate with Office Online' section, click on the 'OneDrive' tile.
- A new screen with a pop-up window will display.
- Click 'OK':



One Drive File Storage

- The OneDrive file/document storage screen will be displayed.
- Click on the 'Office 365' link in the top left section of the window.
- This will take you back to the Office 365 home screen and you will be able to access all the Office products.

