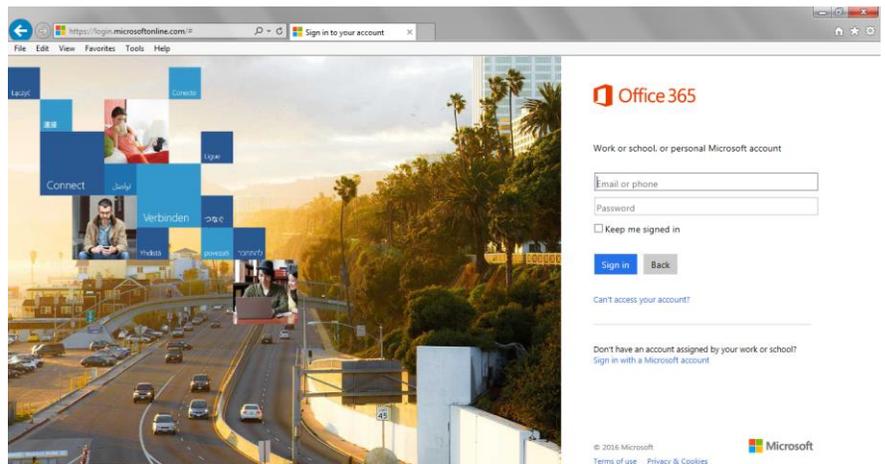


Quick-Guide for Using Office365 Accounts

Mercer County Schools

Open an internet browser on your computer and type in <http://login.microsoftonline.com> in the address bar.

Type the username and password in the appropriate boxes and click "Sign In."

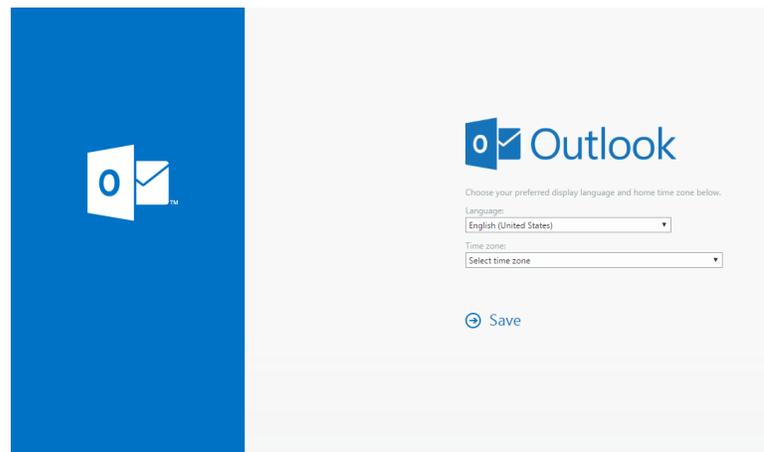


When logging in for the first time, you will come to a box that looks similar to the one to the right.

Choose the drop-down box to Select a Time Zone.

Choose the Eastern Time Zone from the drop-down list

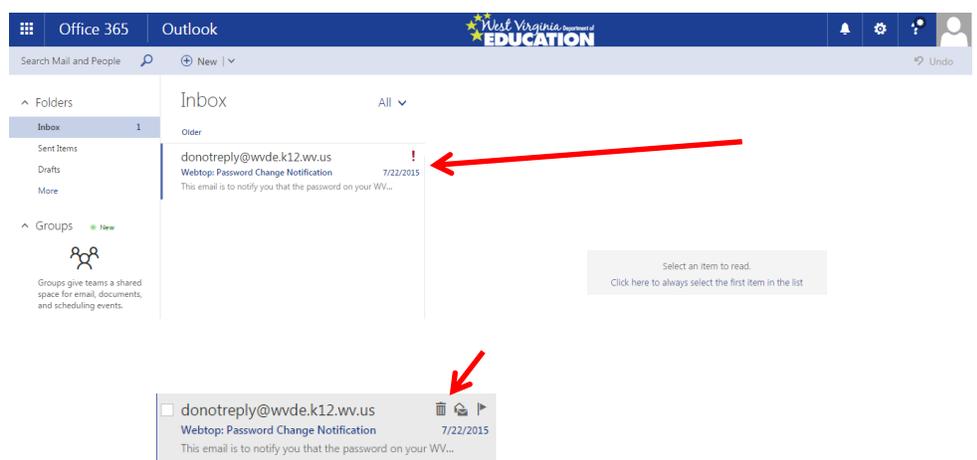
Click SAVE



Once you have set the Time Zone, the window will open to your email inbox.

You will have one message – a 'do not reply' message.

Delete the message by hovering over the message with your mouse and clicking on the trash can symbol that appears.



Next, we will explore your **OneDrive**. OneDrive is your online file storage system that is built into Office365.

With **OneDrive**, you can create and save various types of documents, as well as upload documents from your computer. As long as you have an internet connection, you can log in to your **OneDrive** from anywhere in the WORLD and access your documents!

To get to **OneDrive**, click on the “App Launcher” button (also referred to as the ‘Waffle’) – **Fig 1**

Here, you will see all of the apps you have access to from your account. Click on **OneDrive** – **Fig 2**

You will most likely have a box appear on your screen that looks like **Fig 3**. Uncheck the “Let’s get social!” box and click OK.

You will now see your **OneDrive** on the screen.

You can create documents (**Fig 4**), Folders (**Fig 5**) and even upload documents (**Fig 6**).

You can download 5 FREE copies of MS Office 2013 on any personal computer.

In your Office365 account, click on “Office365” (**Fig 7**).

An install page will pop up. →

Uncheck the two checkboxes (**Fig 8**) and click Install. Follow the installation steps.

