



MS 365 Quick start guide

In this guide:

- ✓ Access your email online on any device.
- ✓ Install Office apps on your PC or Mac.
- ✓ Setup your emails in Outlook.
- ✓ Access your companies SharePoint documents from any PC
- ✓ Access MS your Teams from any PC.

The options available to you will depend on what license your company has purchased for you.

You will need to have your MS 365 password to hand. You will be able to obtain this from your IT administrator / provider.

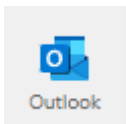
Log into MS 365

Now log into your MS 365 account at www.office.com

Access your email

Usually, email is accessed from Outlook on your PC or from your mobile phone. This option is great if you don't have access to your devices but quickly need to get access to your email on another PC.

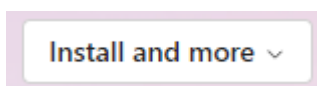
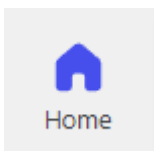
Simply click the dotted menu at the top left then select Outlook



Install 365 Apps on your devices

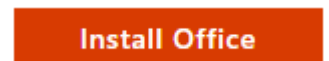
Click the Home button at the top left

Click install apps at the top right, Install and more, Install Microsoft 365 apps then Install Office



Install Microsoft 365 apps

Install Word, Excel, PowerPoint, and more.



Continued...



Setup your email in Outlook

Now you have your MS 365 apps installed you can setup your email within Outlook.

Open MS Outlook app on your device.

If not already automatically entered, enter your email address when prompted.

Enter your password if prompted.

Click Connect, then Done.

It may take several minutes for your emails to appear and longer for all the folders to fully populate.

Email address

you@yourcompany.com

Advanced options ▾

Connect

Access your company SharePoint documents

If your company utilises SharePoint for their documents, then you may access them from any device:

click the dotted menu at the top left then select SharePoint.

Select the My Sites option from the left hand side – it looks like a globe.

Select your company or department name.

Select Documents.

Your company documents will now be listed, you may directly open edit or create new documents.

If you would like to Sync these documents to the PC you are using then click the Sync button at the top.



SharePoint

Access Microsoft Teams

Click the dotted menu at the top left, then click Teams.



Teams

Don't let your company information fall into the wrong hands.

If using any of these services on a shared computer or anything out of your control, we do not recommend installing apps, setting up your email on Outlook or syncing any documents. If you are having problems logging in or using on a shared device we recommend switching to either in private or incognito mode – this can usually be done by clicking the three dots at the top right of your browser then selecting wither in-private or incognito mode. Be sure to log out when you have finished.

Always check your company policy to see what devices you may access company information on.