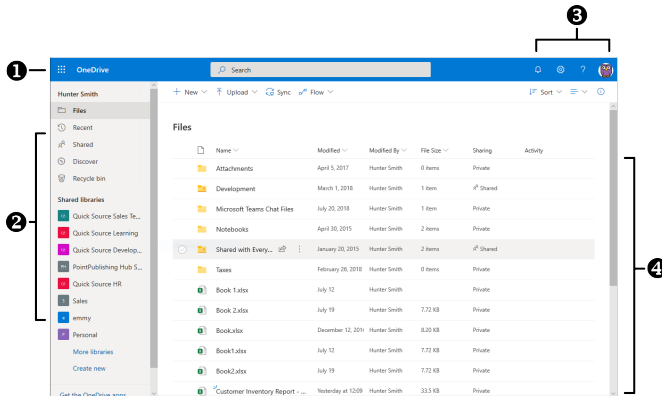


Getting Started

Office 365 OneDrive Page



Note: Office 365 functions best in the Microsoft Edge web browser.



- 1 **App Launcher** – displays the main hubs for most features and all Office apps.
- 2 **Navigation Pane** – lists shortcuts within your current hub.
- 3 **Nav Bar** – contains tools and shortcuts for working within Office 365.
- 4 **File List** – displays all types of files stored on your OneDrive. You can view or edit them with Office apps.

Signing in to the Office 365 Portal

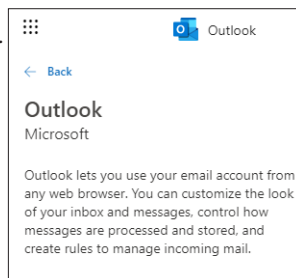
To access Office 365, you must sign in at the customer portal.

1. Navigate your web browser to **portal.office.com**.
2. Enter your User ID and password. If you haven't yet received your account information, check with your administrator.
3. Click **Sign In**.

Accessing the App Launcher

To access features and apps, click the **App Launcher**  button. Hover your mouse cursor over the app and click the **More**  button that appears. Do any of the following:

- To open the app in a new tab, select **Open in new tab**.
- To learn more about the app, select **Learn more**. Click the **Back**  button when you are finished.
- To pin an app to the Launcher, select **Pin to launcher**.



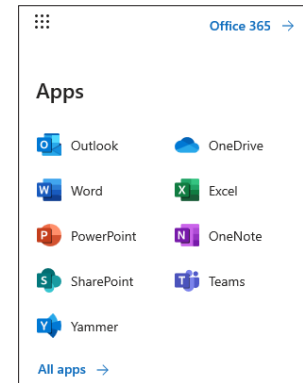
Removing an Item from the App Launcher

1. Click the **App Launcher**  button.
2. Hover your mouse cursor over the app or feature you want to remove and click the **More**  button.
3. Select **Unpin from launcher** to remove the item.

Using the App Launcher Features

To access features and apps, click the **App Launcher**  button.

- **Outlook** - the email hub to send and receive messages.
- **Word** - create and edit documents.
- **PowerPoint** - create and work with presentations.
- **SharePoint** - access your **Team** or **Public** site, as well as sites you are following. You can also create new sites.
- **Yammer** - communicate and share information with your coworkers.
- **OneDrive** - contains the Office Web Apps and your file list for storing and editing different types of Office items.
- **Excel** - create and work with worksheets and workbooks.
- **OneNote** - create notebooks for storing information.
- **Teams** - collaborate and share files with your coworkers.



Note: Depending on your Office 365 account and what you have pinned to the **Launcher** you may see other apps. Click the **All apps** shortcut to see additional apps.

Settings

Changing Your User Password


1. Click the **User** icon on the **Nav Bar**.
2. Click the **My account** shortcut.
3. Select **Security & privacy** in the left pane.
4. Click the **Password** shortcut.
5. In the **Old password** box, enter your old password.
6. In the **Create new password** box, enter your new password.
7. In the **Confirm new password** box, enter your new password again to verify the correct spelling.
8. Click the **submit** button.

Signing Out

1. Click the **User** icon on the **Nav Bar**.
2. Click the **Sign out** shortcut.

Changing the Theme

Changing the theme in any Office 365 app will change it across all apps.

1. Click the **Settings**  button on the **Nav Bar**.
2. Click the **View All** shortcut in the **Office 365** section. In some apps you may not need this step.
3. Click **View all** to expand the theme options.
4. Click the theme that you want to apply

