

# Microsoft Office 365

## Instructions - How to Use

### Office 365 Online

## Microsoft Office 365 Instructions

We are pleased to announce that everyone in the company now has their own Microsoft 365 account that can be used for all the online Microsoft Office apps within the Office 365 portal (not in the desktop applications). Found below are some steps that you can go through to use your own Microsoft 365 account within the web.

There are also some walkthroughs on how to complete more common/necessary tasks while using Microsoft 365 including the following:

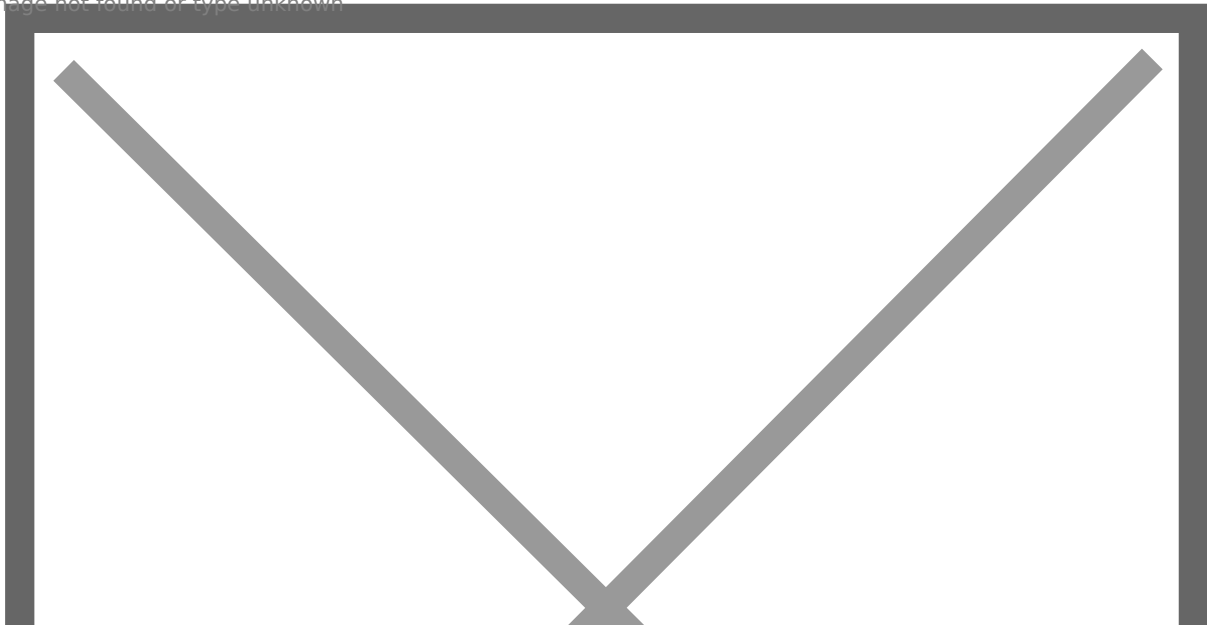
- Opening a document sent to you in an email
- sending a file to someone else's email
- saving a file in your microsoft account
- etc.

We hope this document will help clear up any confusion related to this new system.

### Signing in and basic usage:

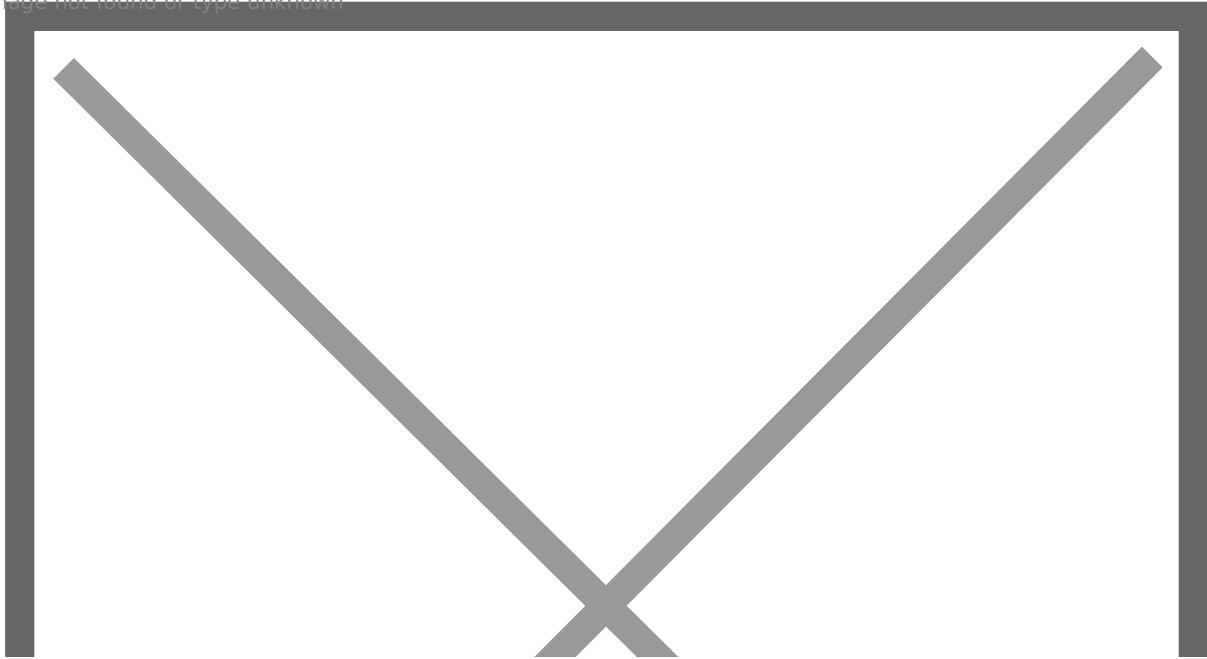
1. Open a web browser and navigate to [office365.com](https://office365.com).
2. Click on the "Sign in" option (example below). If the page you see is not the same as the page below, don't worry! You should still be able to find a sign in option in the upper-right hand corner of the page.

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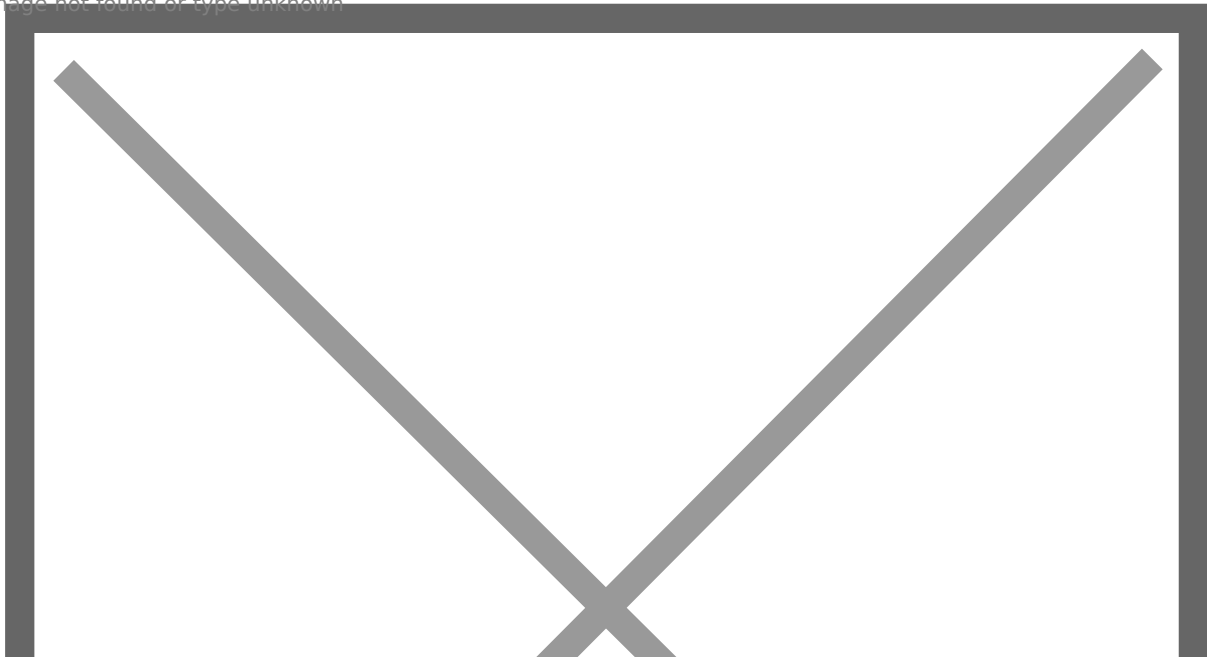
3. On the sign in page, enter your company email address (example: [tdavis@efilecabinet.com](mailto:tdavis@efilecabinet.com)) and click Next.

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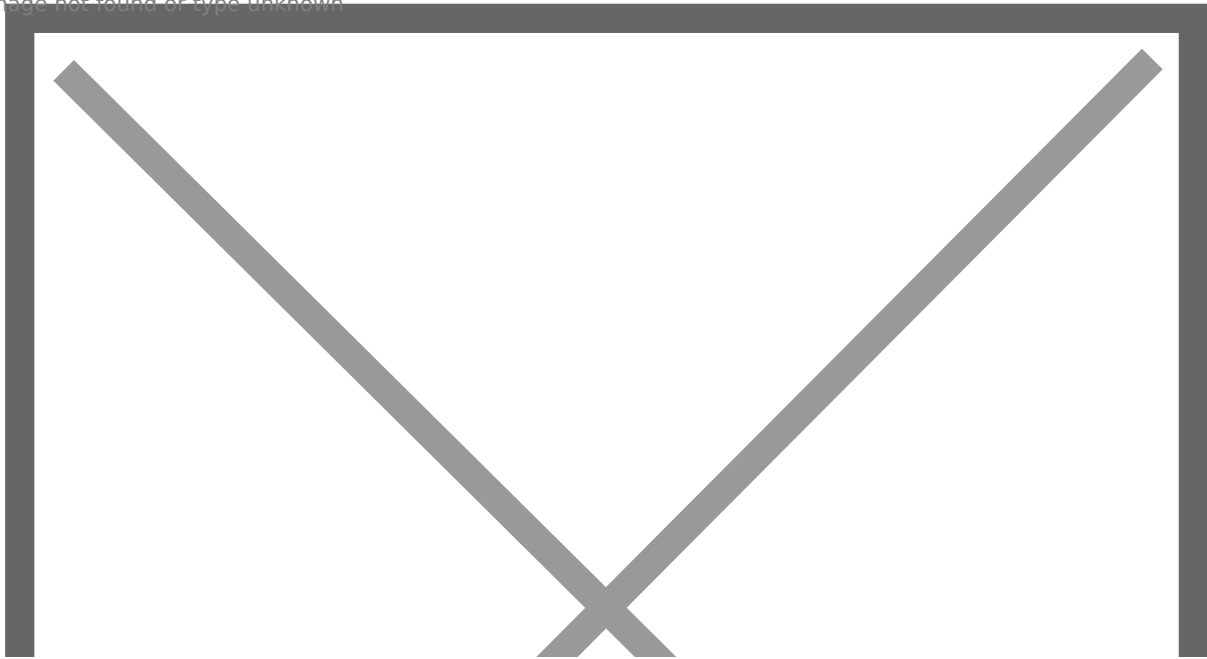
4. Enter your Microsoft Azure password (although this uses your company email address, it is not the same credentials for your Gmail account). If you don't know what this means try using your computer password. If that doesn't work or you still can't login, please email [ithelp@efilecabinet.com](mailto:ithelp@efilecabinet.com).

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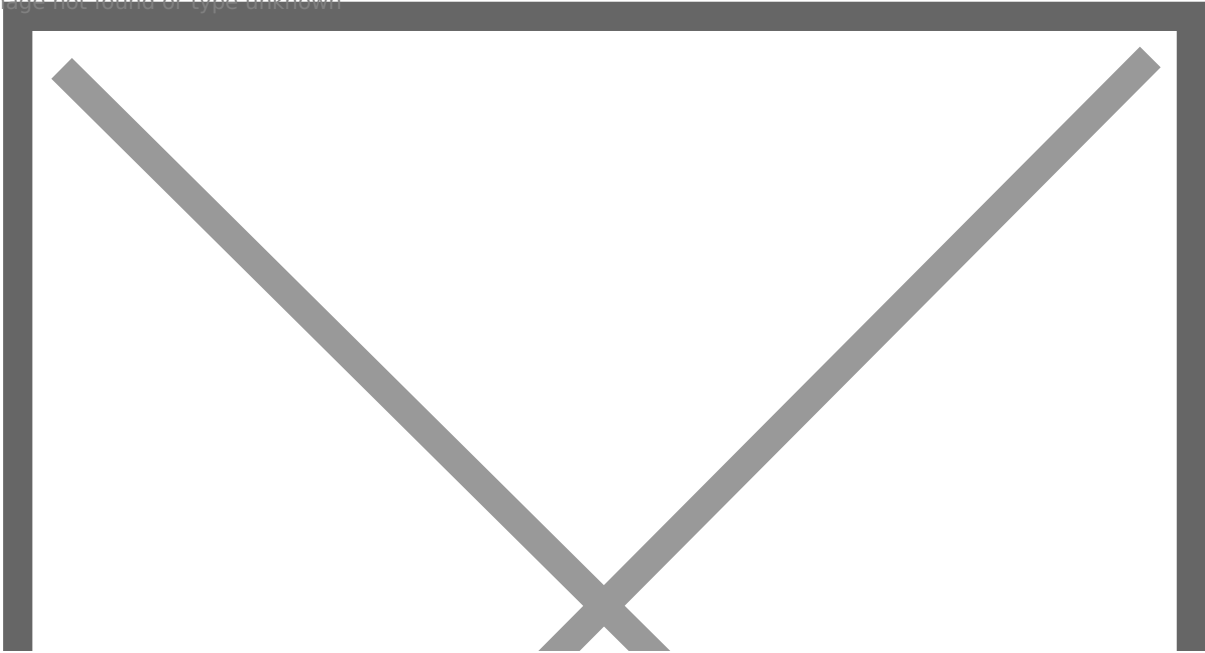
5. Next, you will be brought to a window like the one below. For ease of access and so you don't have to sign in every time, you can choose to stay signed in. You can also check the box for "Don't show this again" if you would like.

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6. You will then be brought to the Microsoft Office home page. Here, you can use any of the Microsoft Office apps while in the web page. Any documents that have been uploaded or saved to your account will appear here in your Microsoft Office home page (see instructions below for uploading files).

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## Create New Document/ View and Edit Documents

7. On your home page, you can click New to create a new document.
8. To view and make changes to documents sent to you by someone else, follow these next three steps:
  1. Open the email that contains the file (be sure to follow safe guidelines for opening files - make sure the email is what you're expecting and the email address is who email says it's from)
  2. Download the file
  3. Upload file to office 365 (see steps 8-11)

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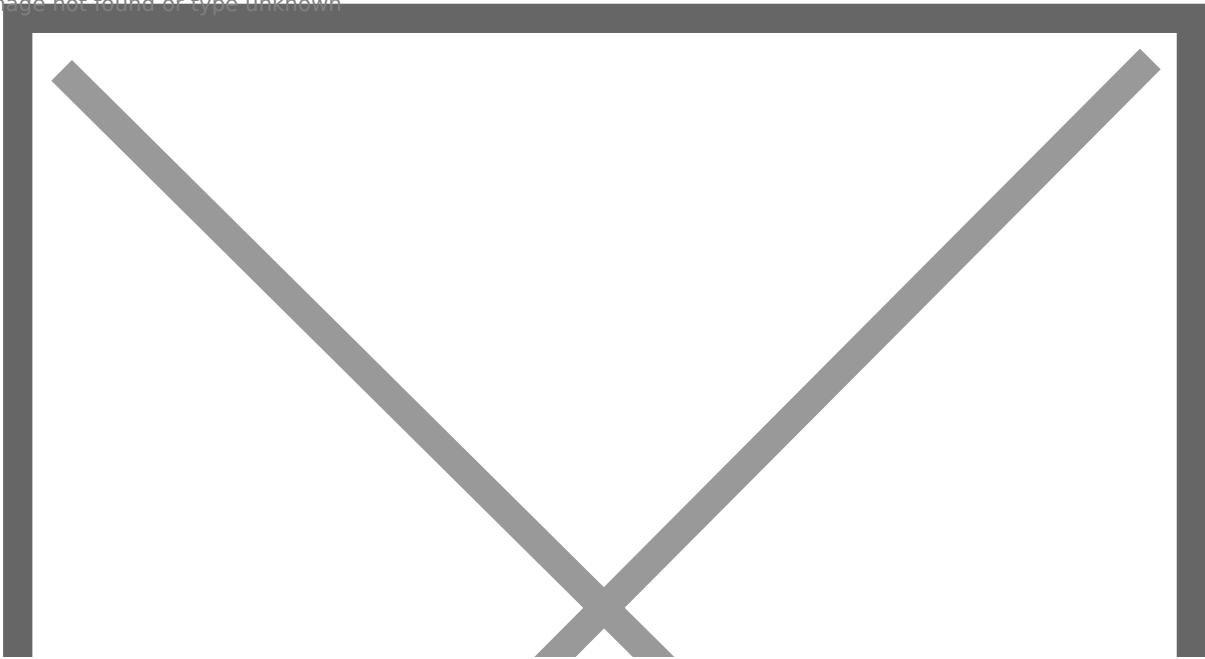
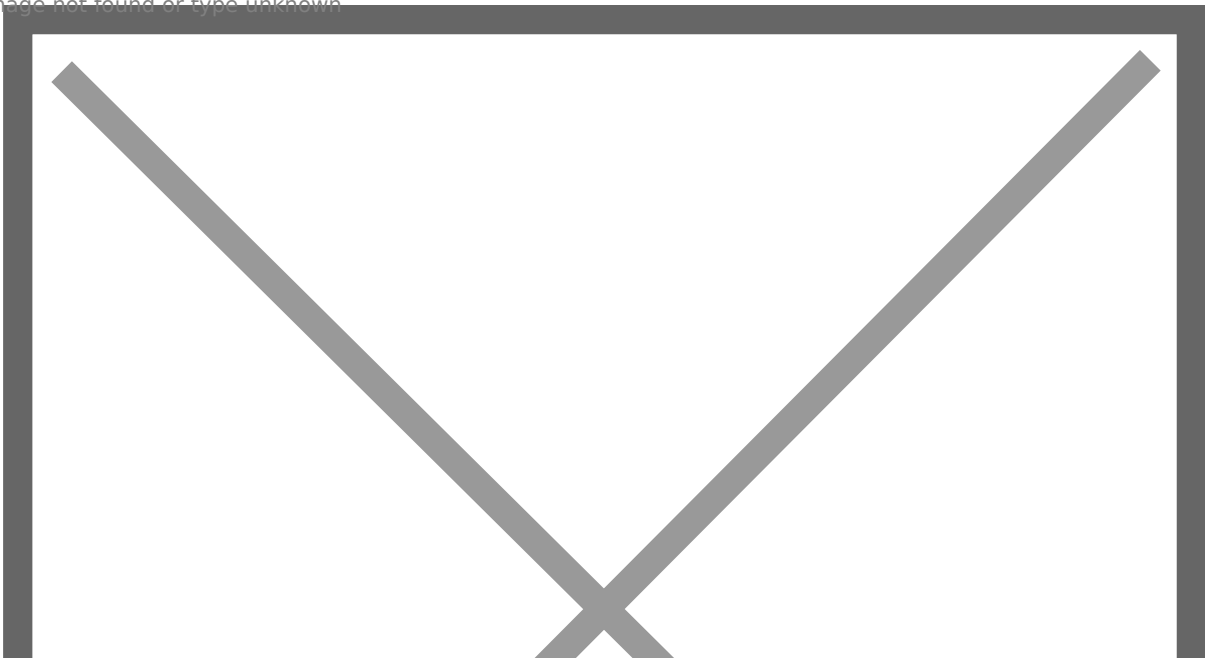


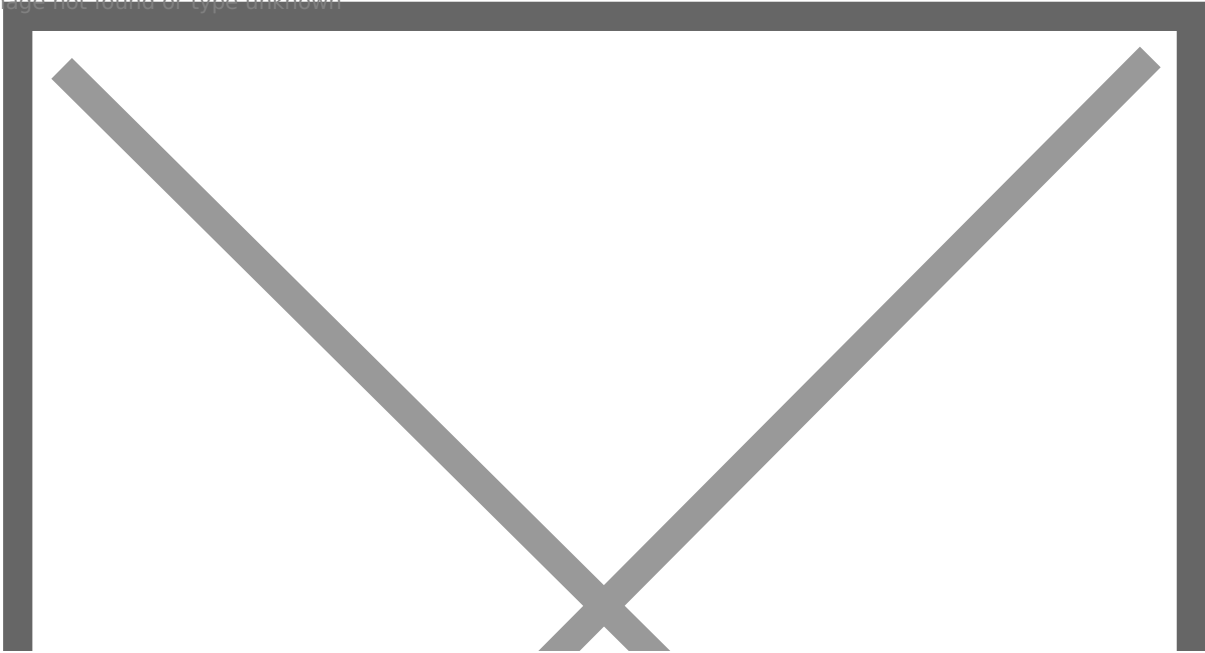
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## Upload a File

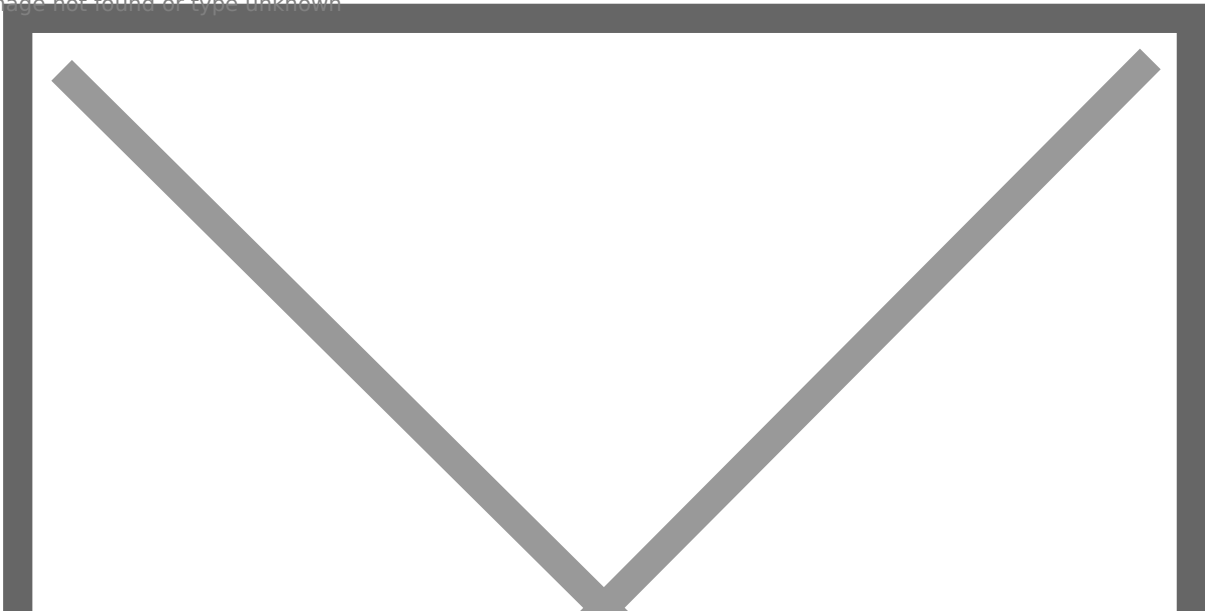
9. To upload a file that is on your computer or one that has been sent to you (see steps 7a-7c), you can click either the Upload option or Upload and Open option (both are highlighted in the two images below).

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10. After navigating to where the file you want to work on in Office 365, click on it to select it and then click Open.

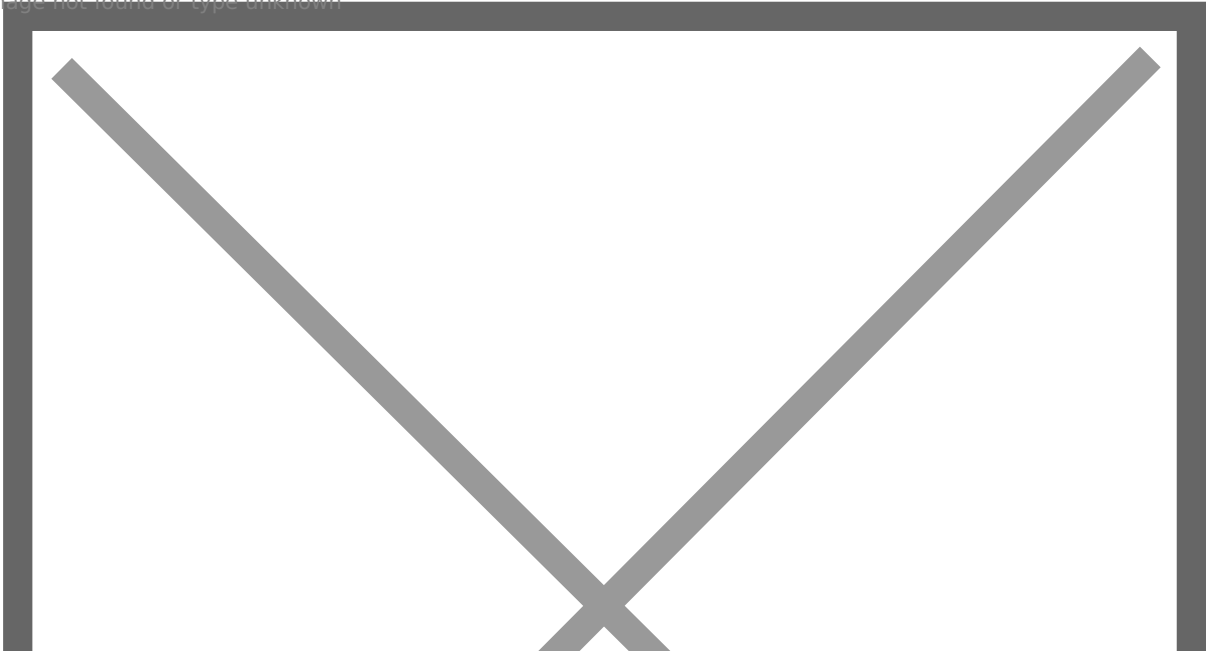
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11. You should see a screen like the one below informing you that your file is being uploaded.

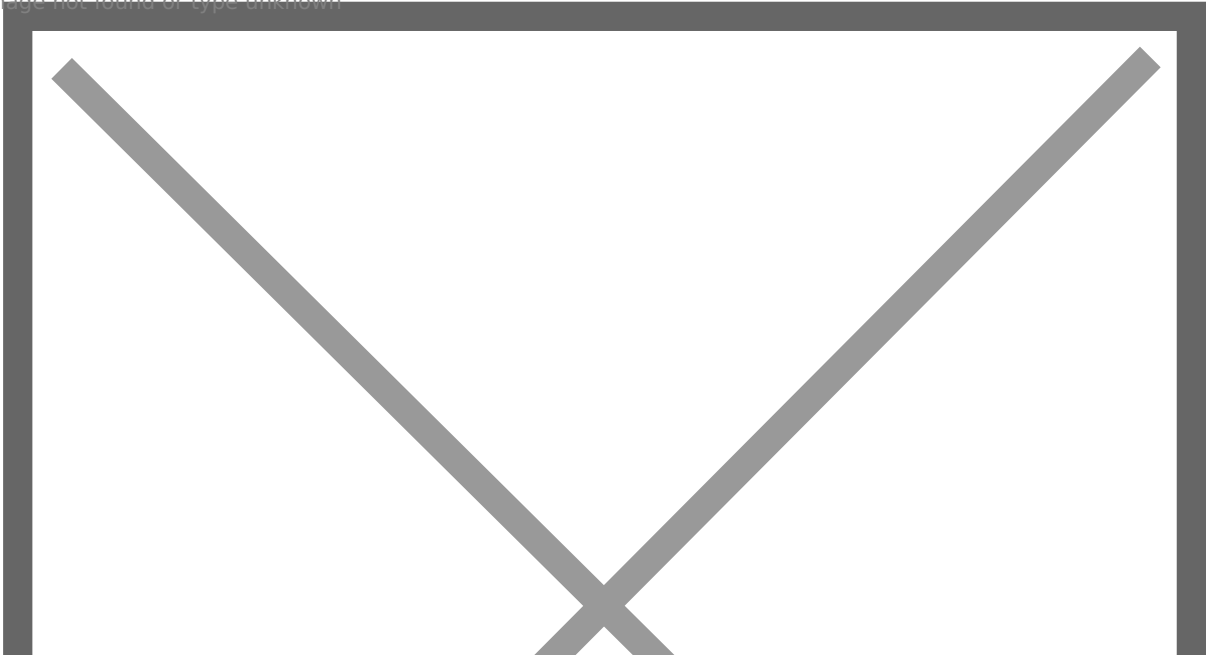


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12. You can now open the file (if you selected the upload option), or if you chose the upload and open option, your file will be opened and shown like the image below.

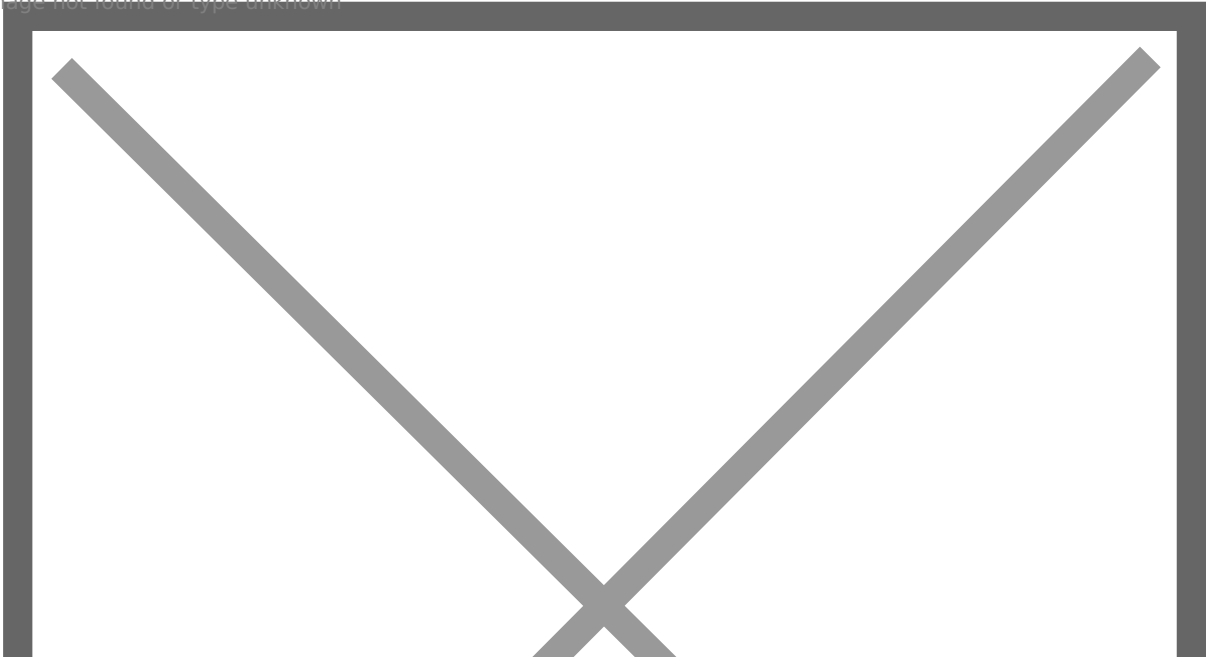
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## Save a File

13. To save a file, it's the same process as you are used to:
- Click File, then Save as
  - Choose a location and a name for the file, then hit Save.

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## Send a File

14. To send the file you have been working on in Office 365, click File, Save as, then choose Download a Copy (this will download the file to your computer and will most likely save to your downloads folder). Click Download a Copy on the next window.

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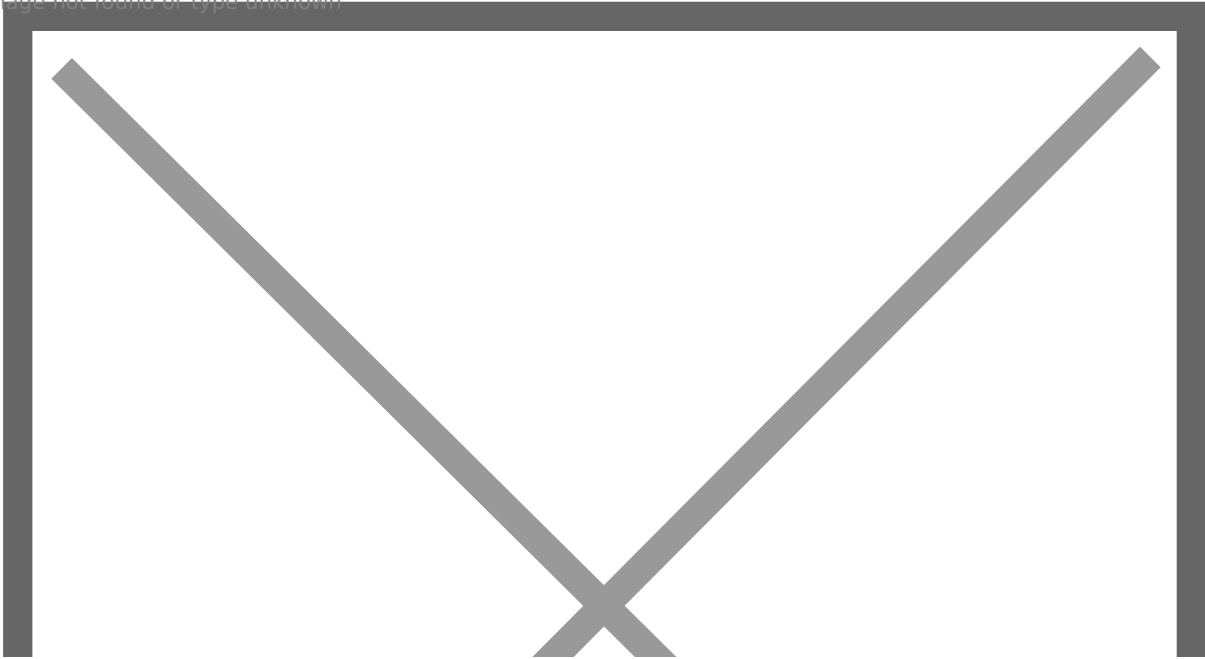
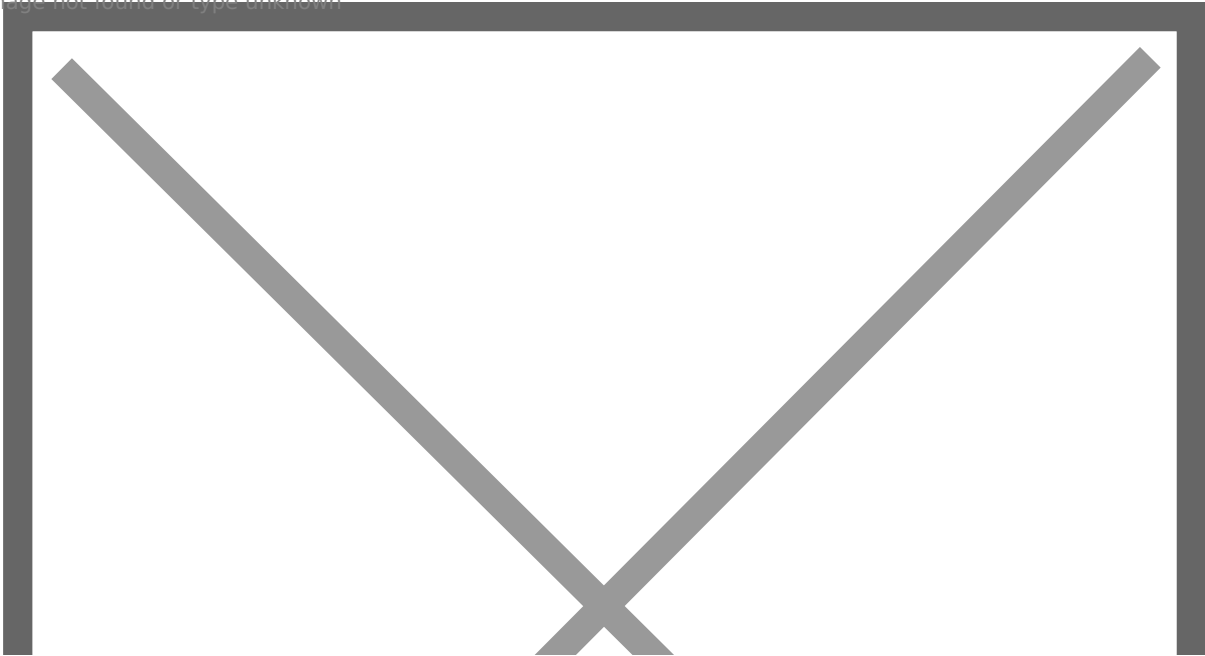


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15. Once the file is downloaded, you can attach it to an email as normal.

## Additional Standard Office Help

For more standard Office 365 help see:

<https://support.microsoft.com/en-us/office/get-started-with-office-for-the-web-in-microsoft-365-5622c7c9-721d-4b3d-8cb9-a7276c2470e5>

Click the respective links at the bottom of the page (from the link above) for Word, Excel,

Powerpoint, etc (on those instructions, you will want to make sure you have the “Web” tab selected).

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