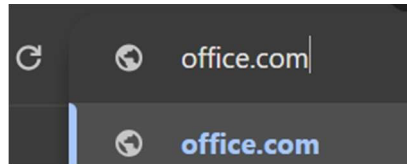
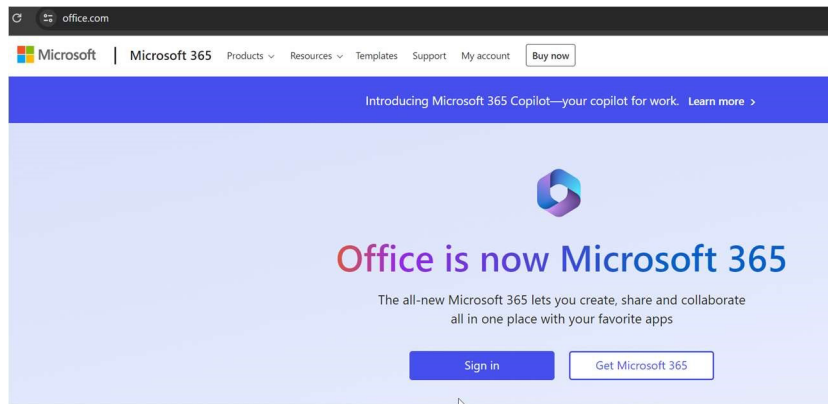


How To Setup 365 Email and OneDrive - Web Version

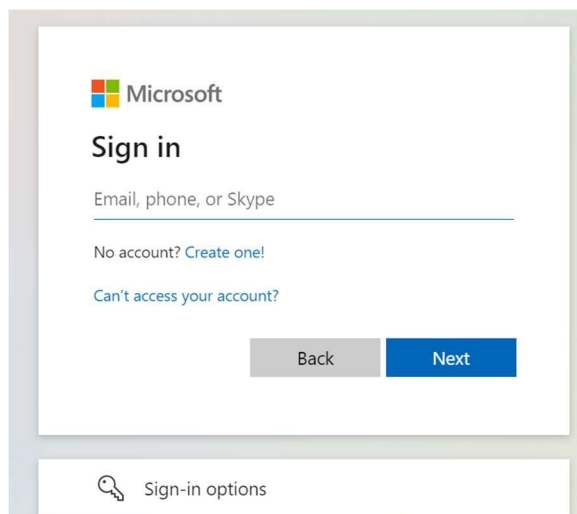
- Open internet browser - Chrome, Edge, FireFox, etc
- In address bar type - Office.com - <https://www.office.com/>



- Hit Enter
- Web page should look like this



- Click Sign In - Web page should look like this



- Type in your email address – *your_email@*a2kiwanis.org

- Click Next
- You will be redirected to this web page asking for password

Enter password

Password

[Forgot my password](#)

Sign in

- Enter temporary password provided - Click Sign In
- *Note* If MFA enabled for site please refer to “MFA Office 365 Process Document” - Once completed you can continue steps below
- Will be asked to change password o Enter current/temporary password o Enter new password
 - This will be your email password for Office 365 - The temporary password can be discarded

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....

.....

.....

Sign in

- Click Sign In
- Choose op on to don't show this again check box
- Choose yes or no to answer ques on being asked o See screen shot below

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

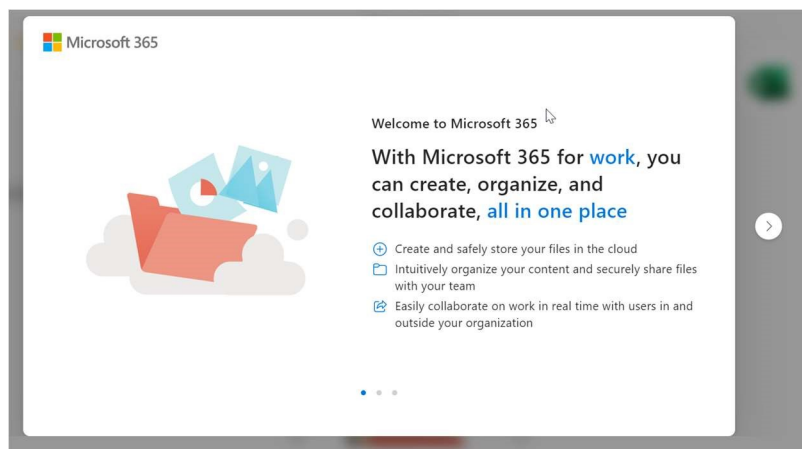
Don't show this again



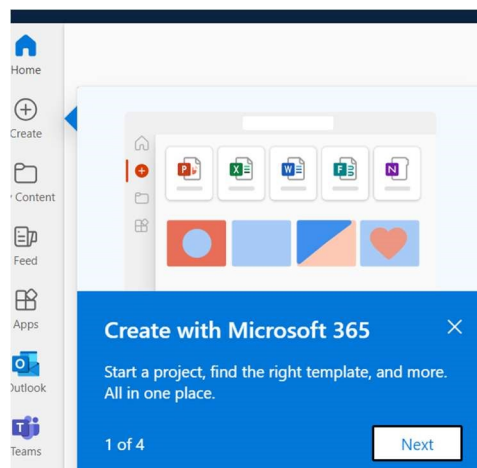
No

Yes

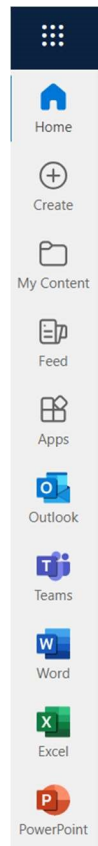
- Click through the arrows to dismiss informational pop up



- Click the X on four informational pop up



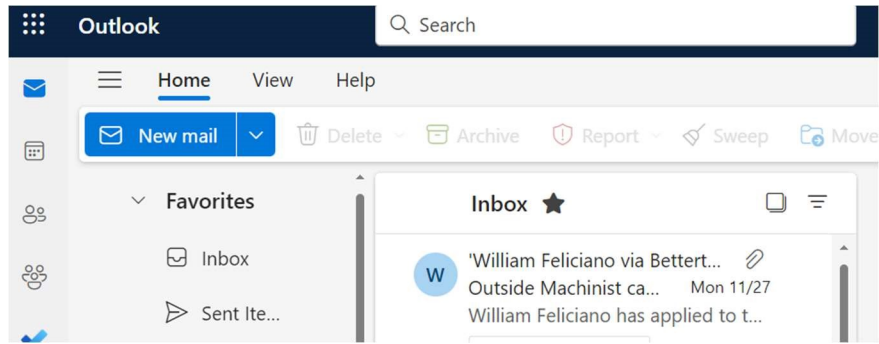
- Welcome to Office 365 Portal environment of Email, OneDrive, Teams, SharePoint, etc. web version accessed through here. On the left, choose Application to your liking



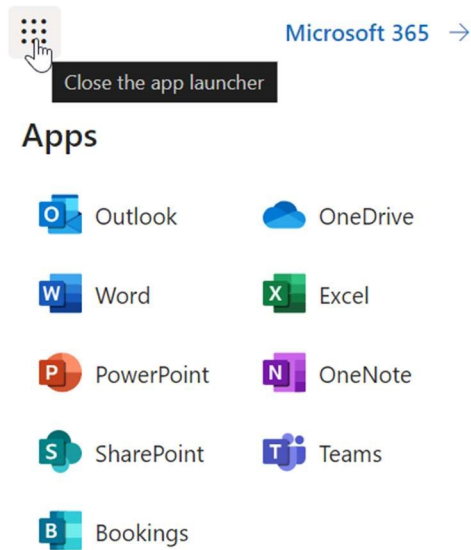
- Email
- Choose Outlook

This will open a new tab for Outlook Web Access (OWA)

- Basically, Outlook functions same as gmail.com or other web based email
- Direct link to Outlook
- <https://outlook.office.com/mail/> - This link can be saved and/or bookmarked



- OneDrive (if applicable) - Click the 9 dots to expand apps



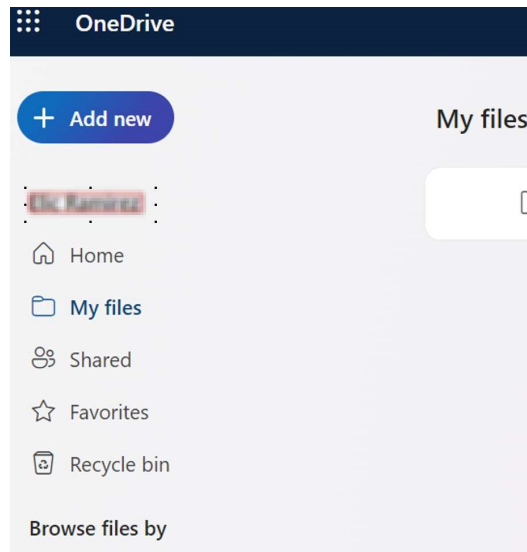
Choose OneDrive

This will open applications on on new tab

- Basically, OneDrive functions the same as google drive

Choose My Files

- You will see all files/folders that migrated from Google Drive



Your files will appear in My Files when they are done uploading.