

### Setting up Outlook

1. Open the Start menu, search for Outlook, and choose it.



2. Enter your Microsoft 365 email address, and then select Connect.



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	OK		
Fmail address			
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3. Once the account has been added you will get a box notifying you. Click **Done**.



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Account successfully add	ed			
Microsoft 365				
Add another email address				
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4. When prompted to activate Office, enter your email address and password.



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MICrosott	
Activate Office	
Email, phone, or Skype	
No account? Create one!	
	Neut
	Next



### Setting up OneDrive

1. Click on the start menu and search for OneDrive.



2. The One Drive box will popup asking you to sign in. Enter your email and click Sign In.

#### Set up OneDrive

Put your files in OneDrive to get them from any device.

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	(1)
	0
Email address	_
Enter your email address	
Create account Sign in	



3. Once you've signed in it will show you where your one drive folder is located. Click **Next** through the prompts.





	All your files, ready and on-demand
With Fi	les On Demand, you can browse everything in your OneDrive without taking up space on your PC.
	Available when online
0	These files don't take up space on this PC, and will be downloaded as you use them.
	Available on this device
$\odot$	When you open a file, it downloads to your device so you can edit it while you're offline.
	Mark your important files
0	To ensure you can always access your important files even when you're offline, right- click the file (or press Shift F10) and select "Always keep on this device".
Bac	k Next

4. Once its setup, the OneDrive folder will open. Your OneDrive is now setup. **NOTE: Fileshare data** will still be accessed via their Avamere credentials.



### Accessing SharePoint

- 1. To access SharePoint login to portal.office.com using your email and password
- 2. From the Office portal, you should see the SharePoint icon on the left sidebar. Click the SharePoint icon to be taken to SharePoint.



3. From the SharePoint landing page. You will see the pages you follow, recent pages visited and featured links.



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Recent		
Featured links		

4. You can add a site to your following, click the select the star icon.