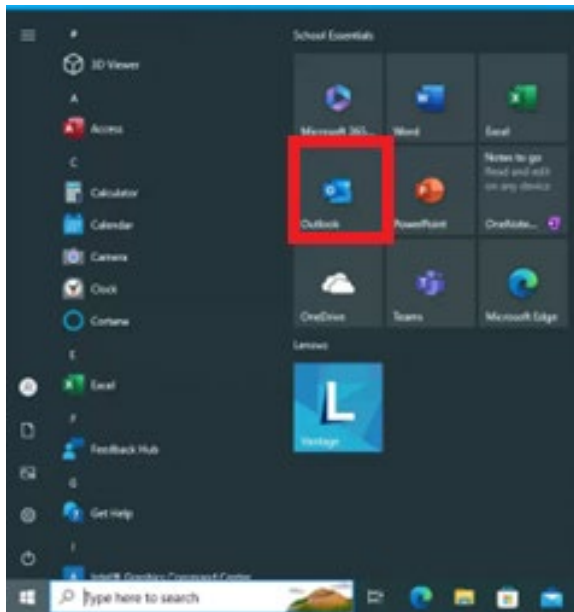


Setting up Outlook

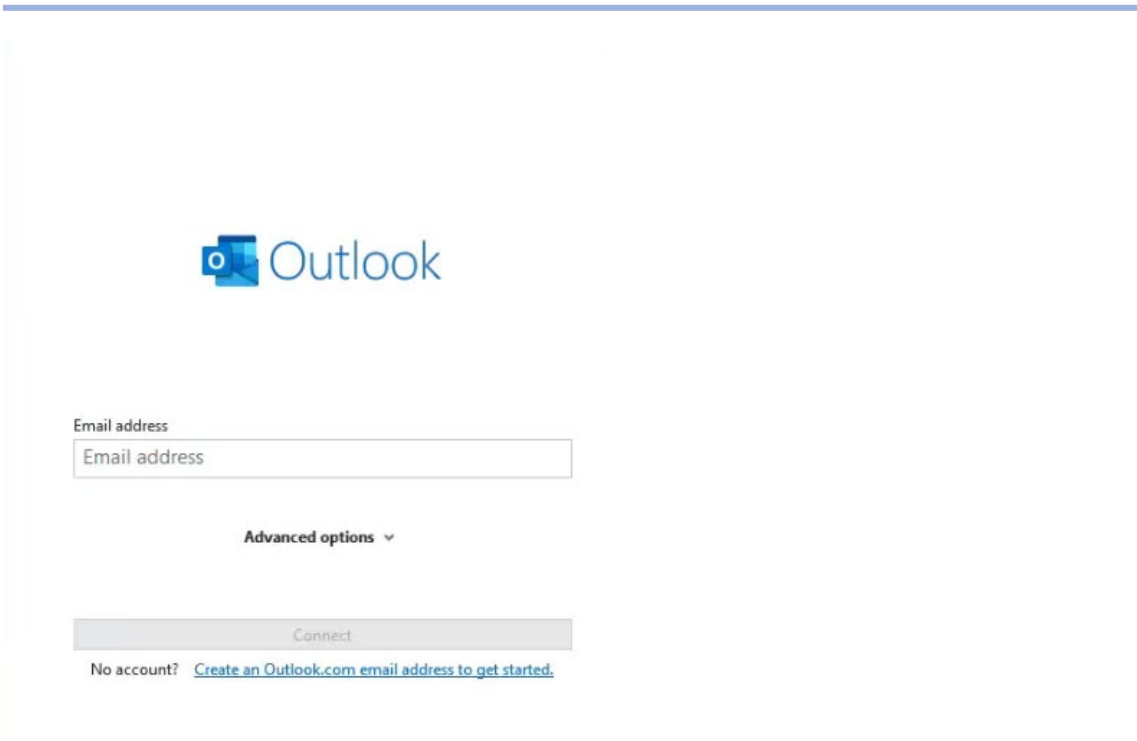
1. Open the Start menu, search for Outlook, and choose it.



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

Should you run into a problem, please call your Help Desk at 1-855-424-3917.

INR M365 User Experience




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

Should you run into a problem, please call your Help Desk at 1-855-424-3917.

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Account successfully added

 Microsoft 365

Add another email address

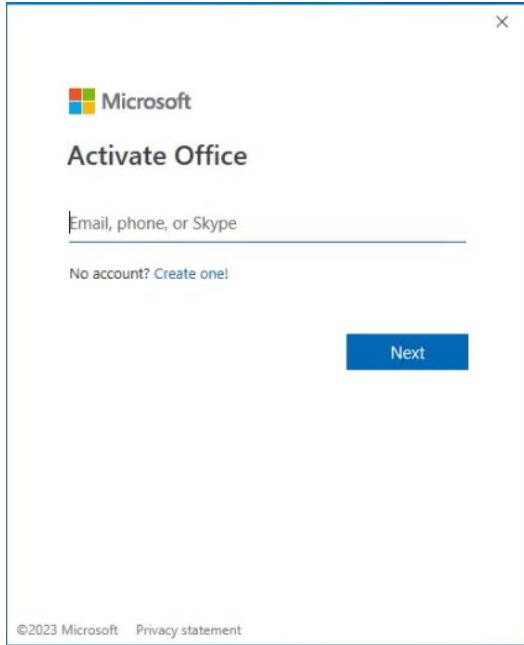
Advanced options ▼

Set up Outlook Mobile on my phone, too

4. When prompted to activate Office, enter your email address and password.

Should you run into a problem, please call your Help Desk at 1-855-424-3917.

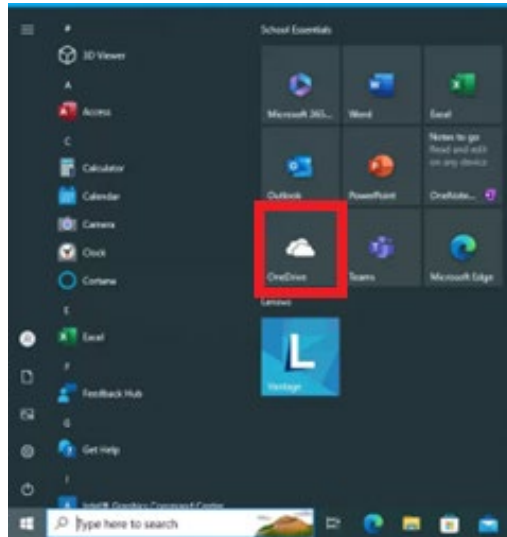
INR M365 User Experience



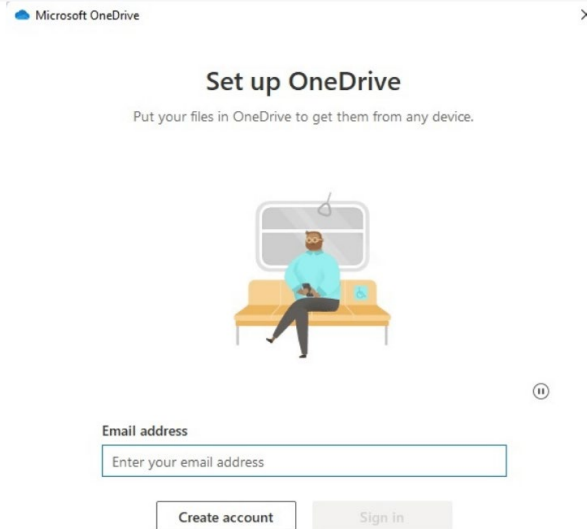
Should you run into a problem, please call your Help Desk at 1-855-424-3917.

Setting up OneDrive

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



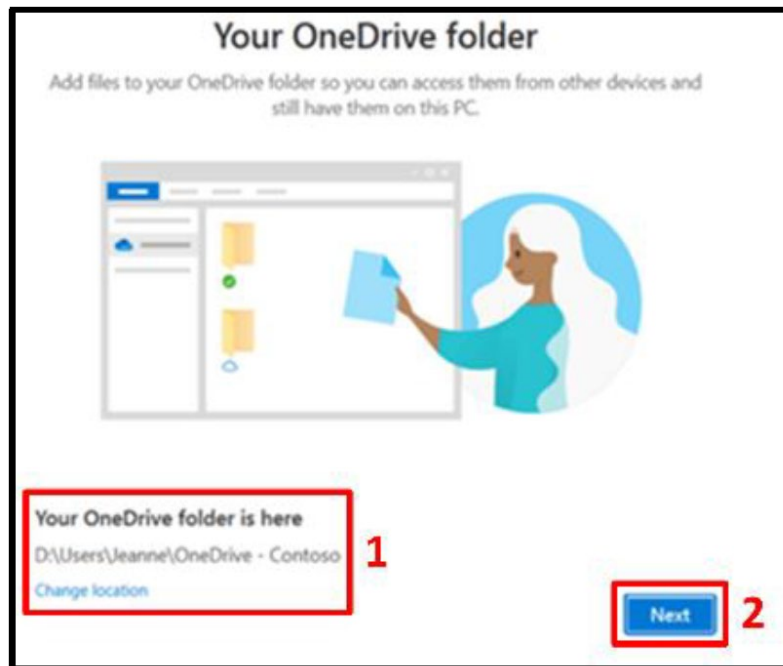
2. The One Drive box will popup asking you to sign in. Enter your email and click **Sign In**.



Should you run into a problem, please call your Help Desk at 1-855-424-3917.

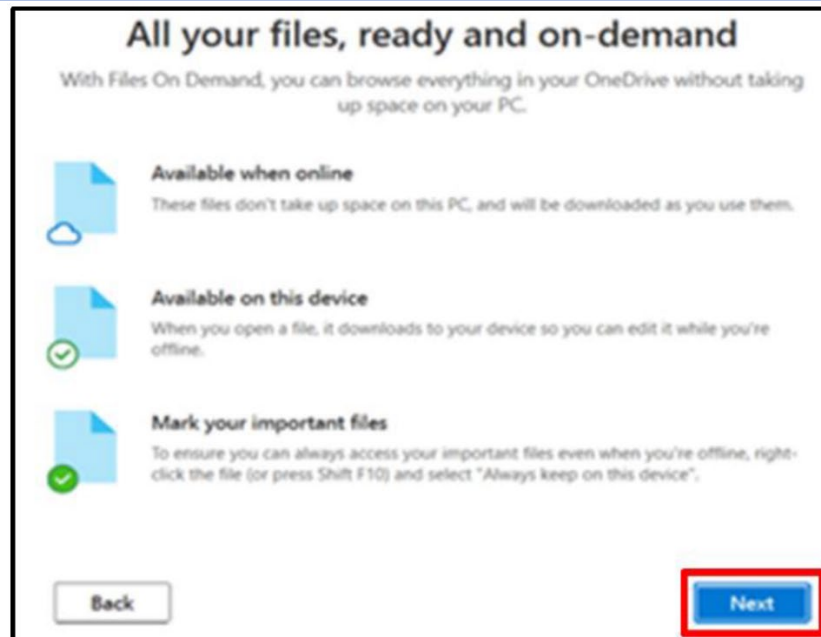
INR M365 User Experience

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



Should you run into a problem, please call your Help Desk at 1-855-424-3917.

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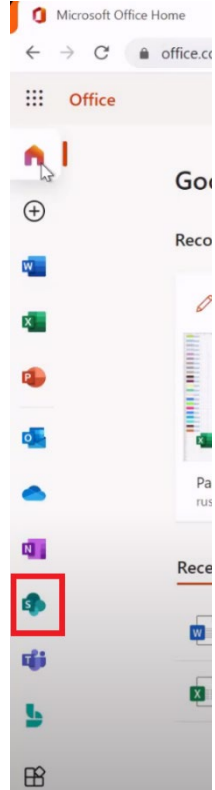


4. Once its setup, the OneDrive folder will open. Your OneDrive is now setup. **NOTE: Fileshare data will still be accessed via their Avamere credentials.**

Should you run into a problem, please call your Help Desk at 1-855-424-3917.

Accessing SharePoint

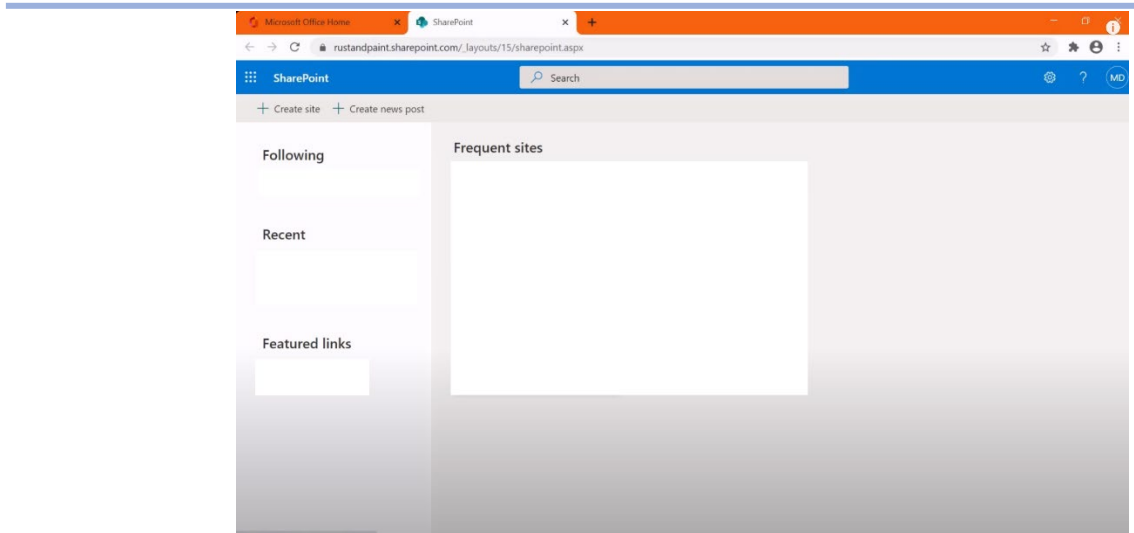
1. To access SharePoint login to portal.office.com using your email and password
2. From the Office portal, you should see the SharePoint icon on the left sidebar. Click the SharePoint icon to be taken to SharePoint.



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

Should you run into a problem, please call your Help Desk at 1-855-424-3917.

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

Should you run into a problem, please call your Help Desk at 1-855-424-3917.