

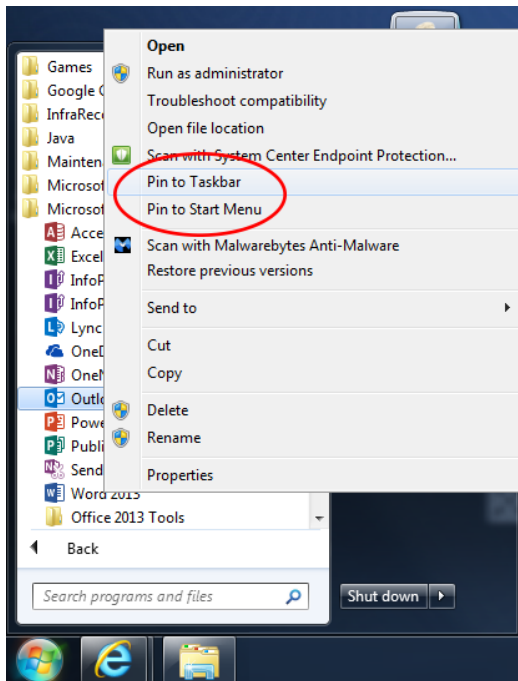
Office 365 – Initial Setup Job Aid

Purpose


Microsoft Office has been updated to Microsoft Office 365. To configure it for your use, follow these steps:

Open Microsoft Word

Any shortcuts you've previously created will no longer work.



To recreate them:

1. Open the Start menu 
2. Click on All Programs
3. Expand Microsoft Office 2013
4. Right click on the application you would like added your taskbar (*Word, Excel, and Outlook*)
5. Select Pin to Taskbar
Repeat the process to pin to Start Menu, if desired.

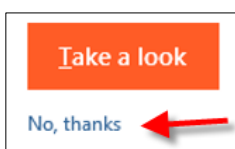


Click on Microsoft Word. When Word opens, you will be asked to login to your Office 365 account. Enter your **@oregonlegislature.gov** email address using the format below. For example:

Charlie Brown = **brownc@oregonlegislature.gov**
Sen Bob McGillicutty = **mcgillb@oregonlegislature.gov**

Enter your current network password.

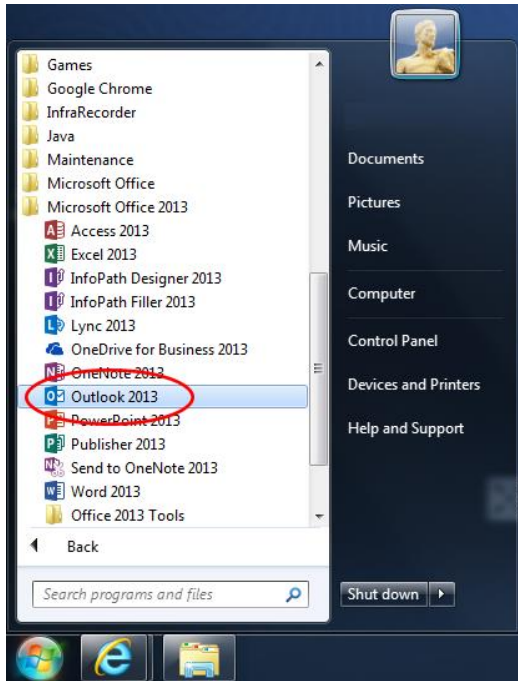
***Do not** use your state.or.us email address.




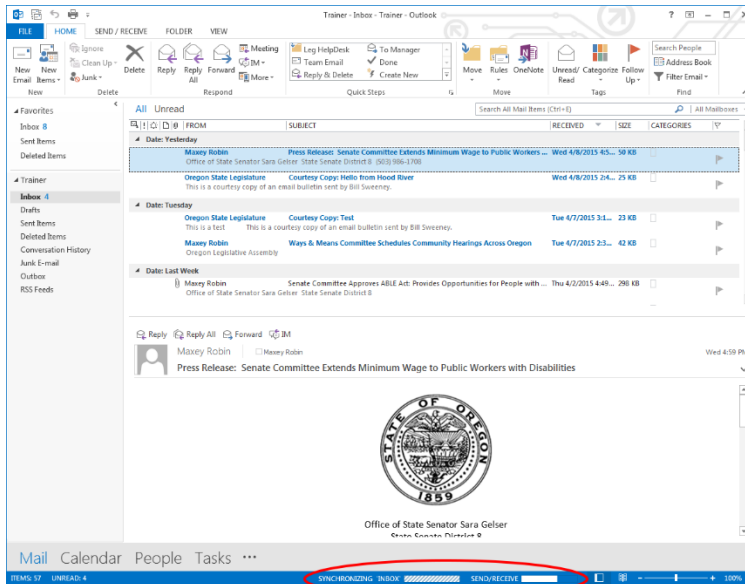
1. You will be prompted to configure Office 365 for the first time.
2. Click Next through the prompts.
3. Click on No thanks to avoid watching the video (unless you'd like to see it).

Office 365 – Initial Setup Job Aid

Open Outlook 2013



1. Open the Start menu 
2. Click on All Programs
3. Expand Microsoft Office 2013
4. Click Outlook 2013



Outlook will begin syncing all of your email. The process will take approximately 5-10 minutes.

You may begin using Outlook immediately, but please leave Outlook open until the process is complete.

Note: If emails are missing after approximately 15 minutes, please exit Outlook and reopen it. If this does not resolve the issue please contact your advisor.

Once Outlook is done syncing, it will read "This folder is up to date" at the bottom. When it shows that, Office 365 update is complete.