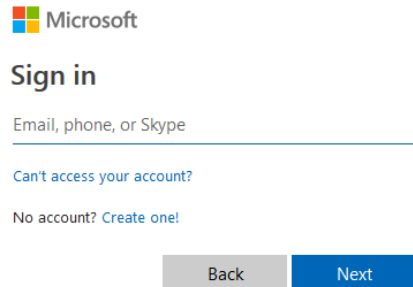
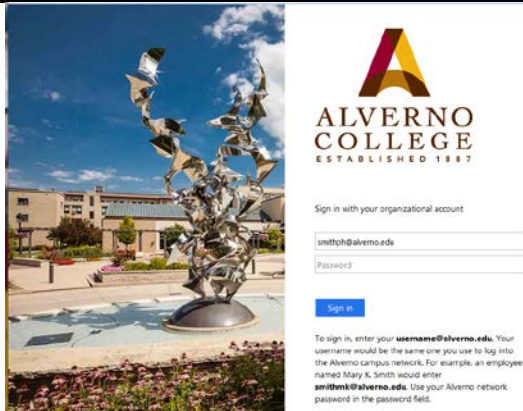
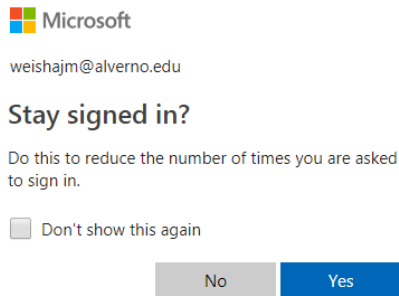


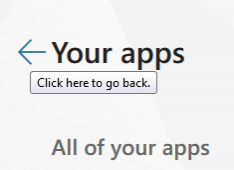
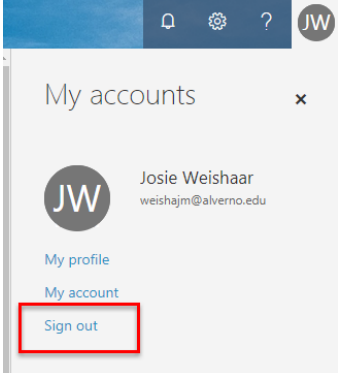


Office 365 - Faculty/Staff

Faculty and staff have access to an Office 365 account through Microsoft. The account includes Office apps and cloud services in addition to 1TB of cloud storage. Documents in this storage space can be shared with others. To access your account, using your Alverno network user name and password.

Task	Screen Shot
1. Open a browser and navigate to https://login.microsoftonline.com	
2. Login with your network username followed by @alverno.edu. For example: smithdx@alverno.edu. Click Next .	 <p>The screenshot shows the Microsoft sign-in page. At the top is the Microsoft logo. Below it is the text 'Sign in'. Underneath is a text input field labeled 'Email, phone, or Skype'. Below the field are two links: 'Can't access your account?' and 'No account? Create one!'. At the bottom are two buttons: 'Back' and 'Next'.</p>
3. On Alverno's sign-in page, enter your username@alverno.edu and your Alverno network password. Click Sign In .	 <p>The screenshot shows the Alverno College sign-in page. On the left is a photograph of a modern sculpture. On the right is the Alverno College logo and the text 'ALVERNO COLLEGE ESTABLISHED 1987'. Below the logo is the text 'Sign in with your organizational account'. There are two input fields: one for the email address (containing 'smithdx@alverno.edu') and one for the password. Below the fields is a blue 'Sign in' button. At the bottom, there is a note: 'To sign in, enter your username@alverno.edu. Your username should be the same one you use to log into the Alverno campus network. For example, an employee named Mary K. Smith would enter: smithmk@alverno.edu. Use your Alverno network password in the password field.'</p>
4. You might be asked if you want to stay signed in. Make your selection.	 <p>The screenshot shows the Microsoft 'Stay signed in?' screen. At the top is the Microsoft logo. Below it is the email address 'weishajm@alverno.edu'. The main heading is 'Stay signed in?'. Below this is the text 'Do this to reduce the number of times you are asked to sign in.' and a checkbox labeled 'Don't show this again'. At the bottom are two buttons: 'No' and 'Yes'.</p>

Task	Screen Shot
<p>5. Navigate through all your Office 365 apps and any documents saved to your OneDrive cloud storage by clicking on Explore all your apps or click on the “waffle” in the upper-left hand corner.</p>	
<p>6. To return to your Office 365 page:</p>	<p>If using the “waffle”, click on Office 365:</p>  <p>If using the Explore all of your apps link, click on the arrow in front of Your apps.</p> 
<p>7. To sign out of your Office 365, click your initials in the upper-right hand corner (or the profile icon) and click on Sign Out.</p>	
<p>8. For additional help, click the question mark icon→Help in your Office 365 account..</p>	