

## Getting Started with O365

Welcome to O365 – the newest iteration of Microsoft Office products that TISI is providing to all our associates. You have been using both components of O365, you just did not realize it.

The first component is the Office suite, namely, Word, Excel, PowerPoint, and Outlook. You have been using an older version, either 2007 (apartments) or 2010 at the district office. You will now use Office 2016.

The second component is the mechanism used to store the files that you use daily. Our apartment associates have used SharePoint to store their files. Early last fall you were asked to move your files to your SharePoint “site” and continue to use that as your storage area. This was important for several reasons, the most important being our move to O365.

TISI will take care to move your SharePoint files to the new O365 SharePoint site. You only need to log in to the new SharePoint site to access these files.

The biggest difference for our apartment associates will be that BOTH files and the office applications (Word, Excel, PowerPoint, and the Outlook email client) are available only in the cloud. Currently those applications exist on the local PC and your files are in the “cloud”. With O365, all of this is in the cloud. Here is a link to a video from Microsoft explaining what O365 is – [What is Office 365?](#)

So, how do you access this? Open your web browser and enter <https://login.microsoft.com> .

As shown in Figure 1, you will be asked to enter your CURRENT Towneproperties credentials. For instance, [jeremyharig@towneproperties.com](mailto:jeremyharig@towneproperties.com) in the “Sign in / Email” field. Click on **Next**. You will be prompted to enter your password. Once you have done that, click **Next**.

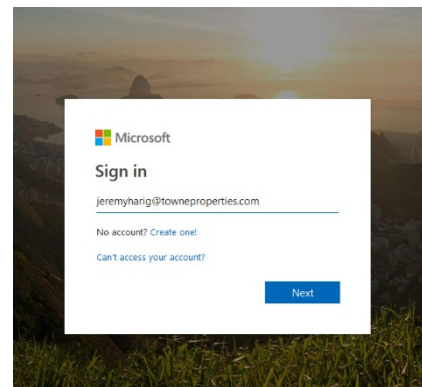
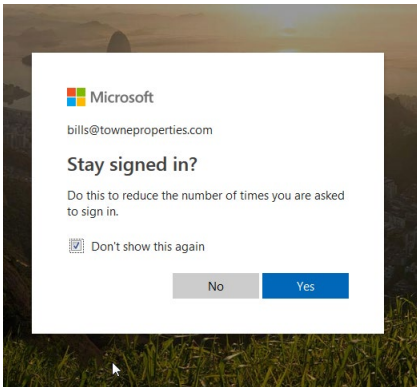


Figure 1 - Sign In Window



You may see the popup displayed in Figure 2. If so, click “*Don't show this again*” and click *Yes*.

After clicking on Yes, you will be logged in to the Microsoft O365 Environment.(Figure 3)

Figure 2 - Sign In Prompt

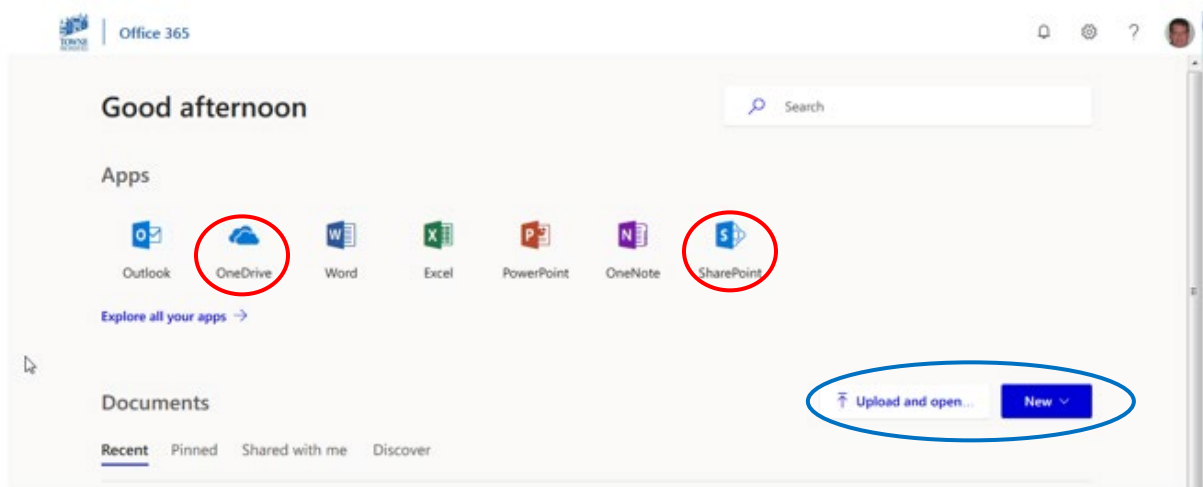


Figure 3 - O365 Environment

Figure 3 shows the screen you should see after logging in. The focus is on the Microsoft Apps and your files. The items circled in red as the icons that represent your files. The OneDrive area is used to store files that only you use. The SharePoint area is the SharePoint that you are used to. You can double click on those icons to view the files or any of the apps to start them up. Each will be displayed in a new browser tab that looks very much like your favorite

applications.

The blue circle shows the “shortcuts” for uploading files to this environment from your PC (“Upload and open..”) and the for creating New Word, Excel or PowerPoint presentations. (Figure 4)

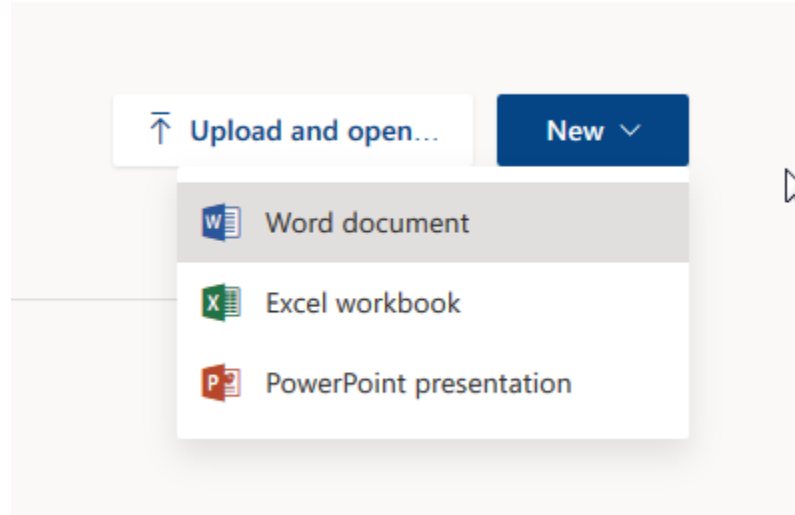


Figure 4 - Result of Clicking on New Button