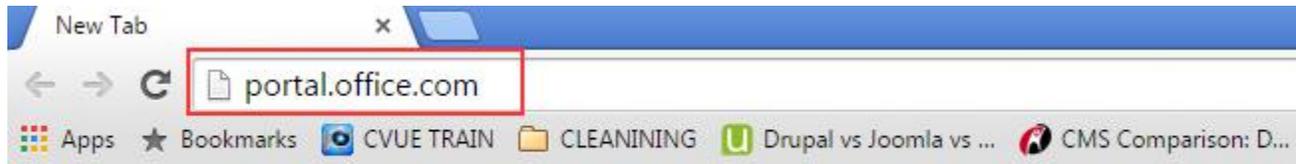
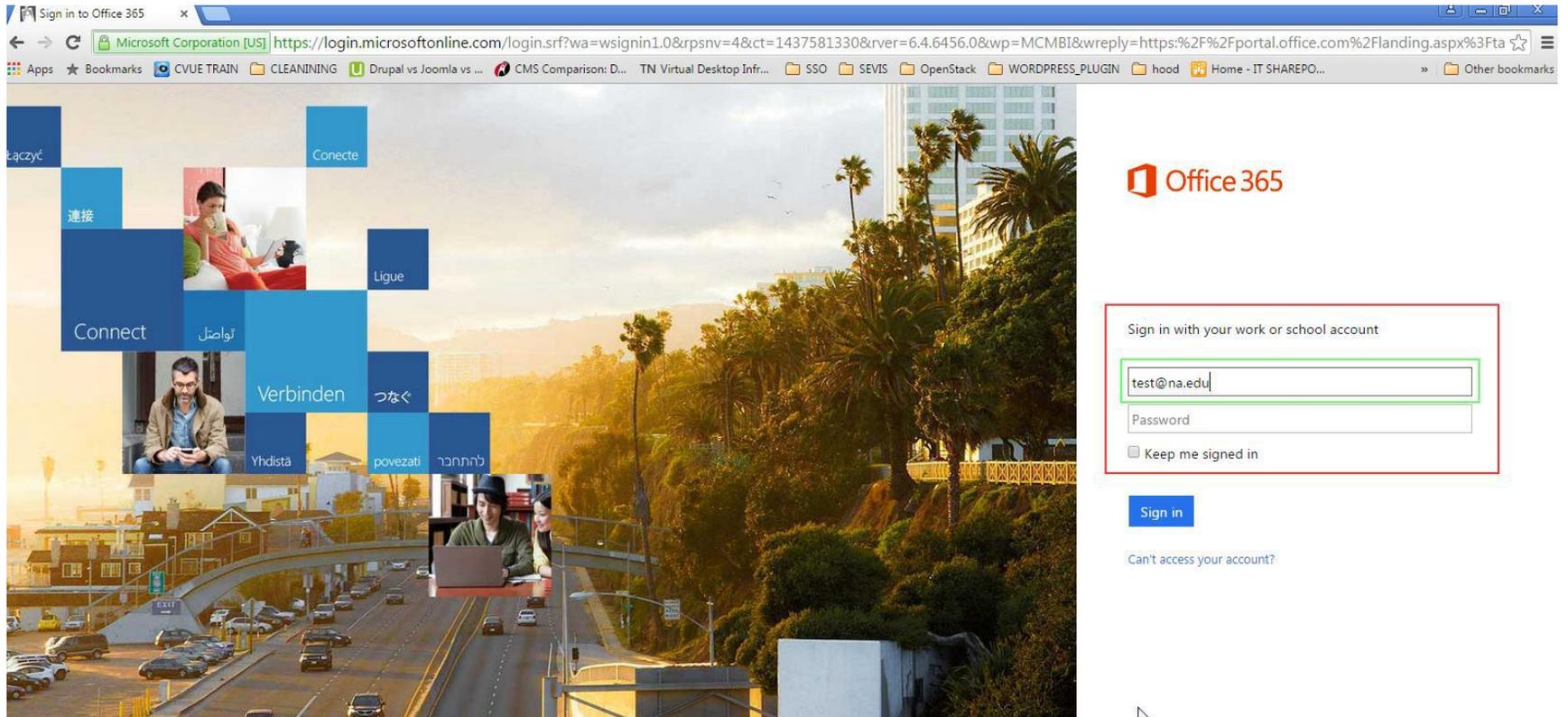


Office 365 Initial Account Setups

1. Type in <http://portal.office.com> in any browser's address.

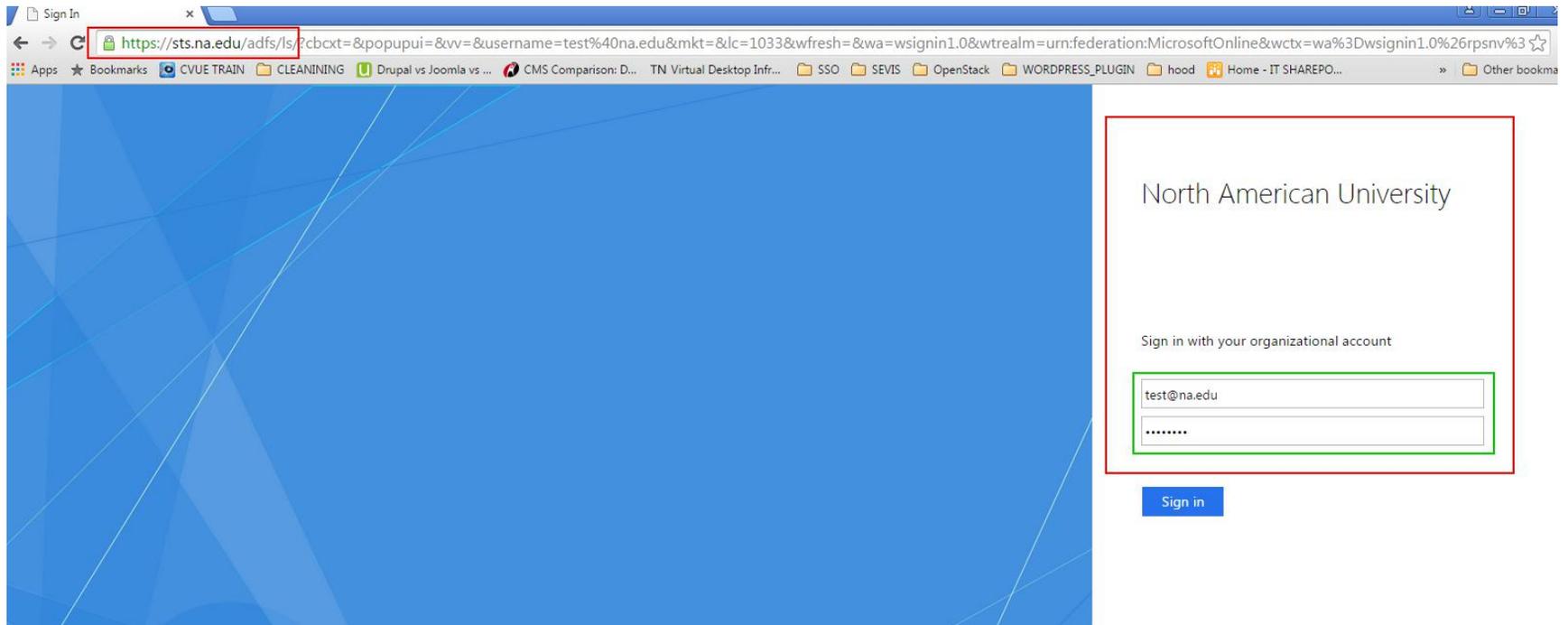


2. You will be directed to the Office 365 login page.



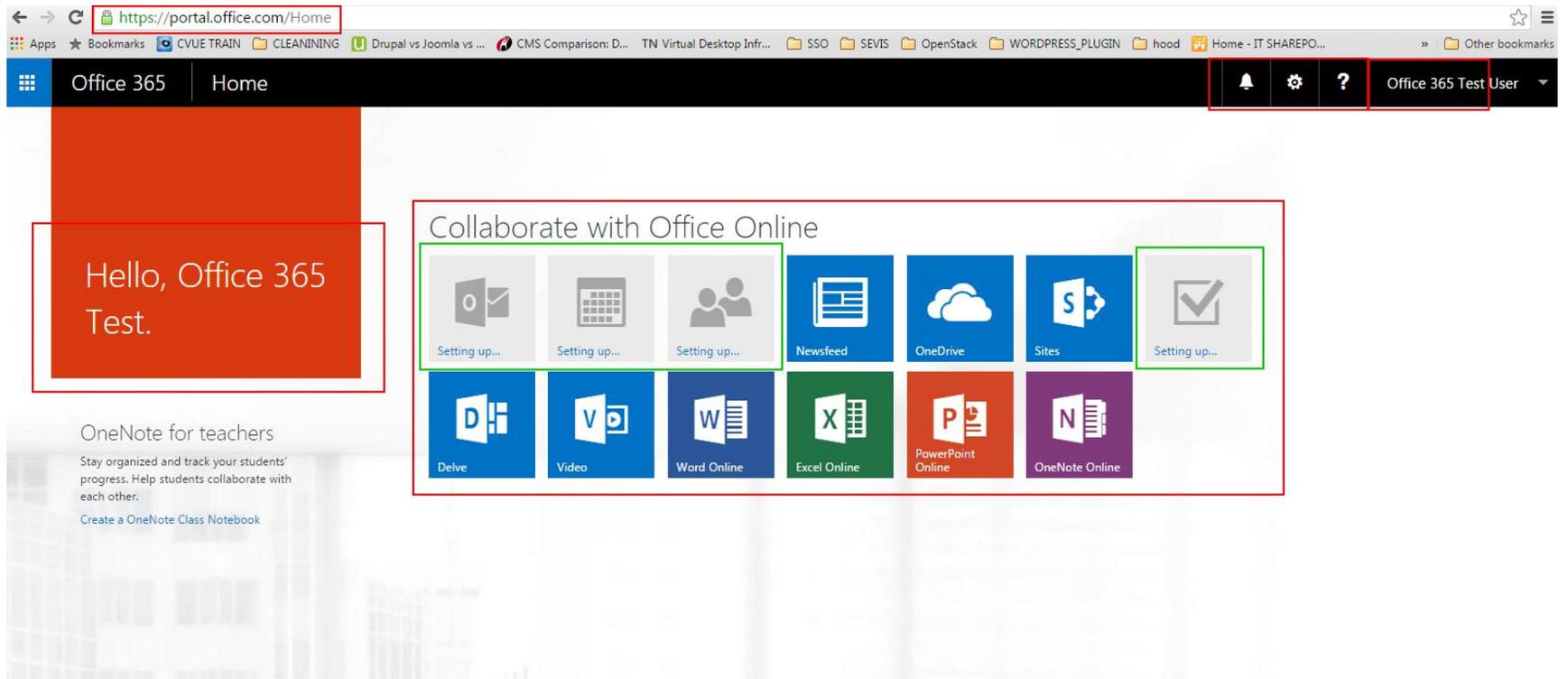
- a. Provide your na.edu account credentials (Computer Login **userid@na.edu**)
- b. As soon as you type in your user id, enter or tab entry will take you to next screen.

3. This screen brings up sts.na.edu internal server which authenticates the identity of the user based on Internal Active Directory.



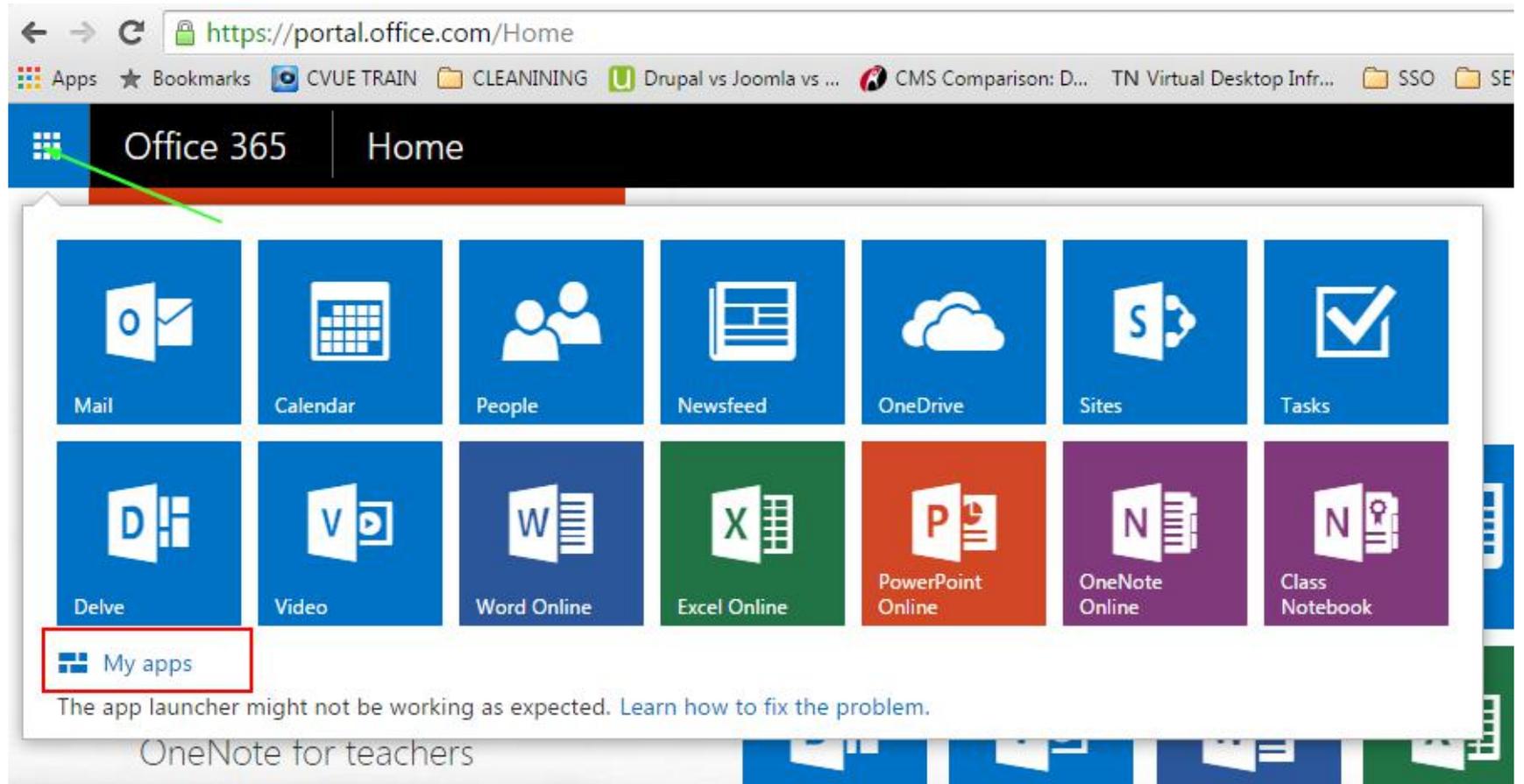
IMPORTANT: Provide your na.edu Computer Login credentials (not email, not Campus Vue credentials, only Computer Login Credentials)

4. After your Computer Login credentials are authenticated by internal server, you will be directed to the Office 365 Home page.



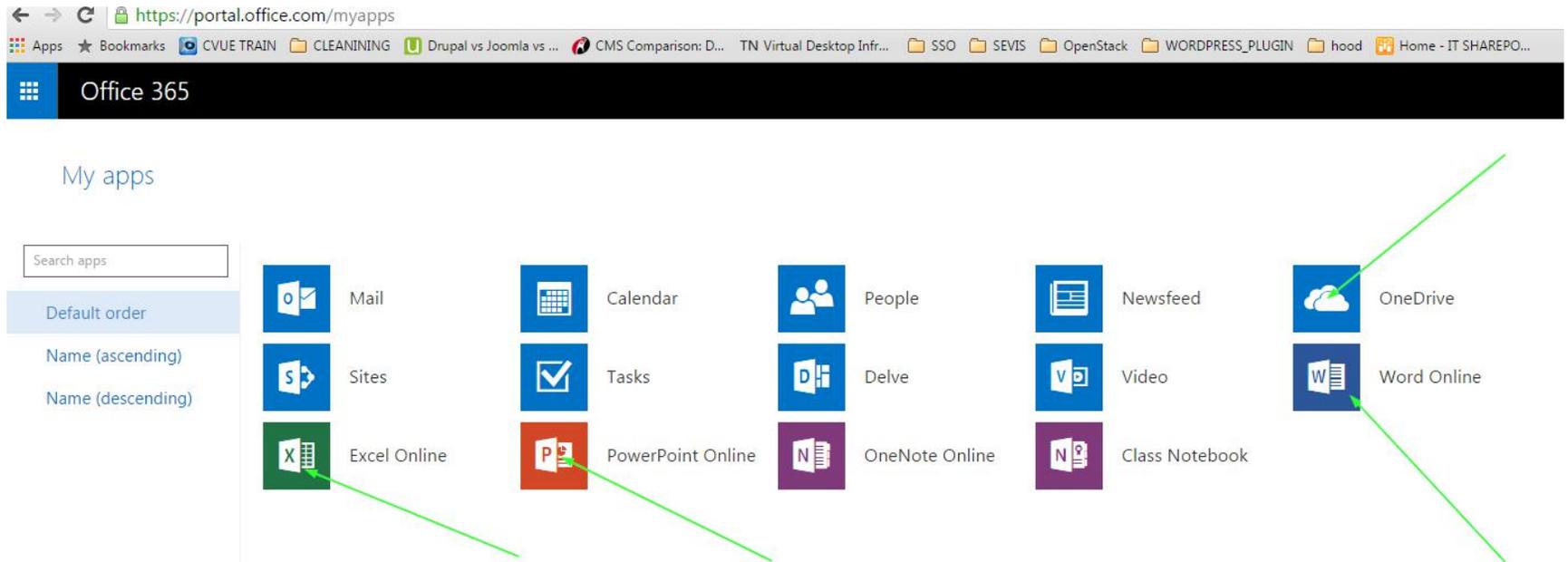
- a. You are landed to Office 365 home page
- b. Some of the applications may take some to time for initialization as you see in green boxes, this is only for the first time.
- c. You will have your settings icons on the top right corner

5. At the top left corner, you will see App Launcher Icon.



- a. To see all your available applications, please click My apps link as shown above
- b. As we develop more applications, they will listed under My apps link, for example Moodle application.

6. In order to utilize the office tools such as Word, Excel, PowerPoint and etc., you need to perform first initialization.



a. Click Word or Excel icon to initialize your account.

7. Click New Blank Document

The screenshot shows the Microsoft Word Online interface. At the top, there is a navigation bar with the text "Word Online" and "Recent". Below this, a blue sidebar contains the text "Next time you come back here you'll see your list of recently opened documents." The main content area is titled "New in OneDrive for Business" and displays a grid of document templates. A green arrow points to the "New blank document" template in the top-left corner of the grid. The browser's address bar shows the URL "https://office.live.com/start/Word.aspx?auth=2&s=4&nf=1". The browser's tab bar shows several open tabs, including "CVUE TRAIN", "CLEANING", "Drupal vs Joomla vs ...", "CMS Comparison: D...", "TN Virtual Desktop Infr...", "SSO", "SEVIS", "OpenStack", "WORDPRESS_PLUGIN", "hood", and "Home - IT SHAREPO...".

Word Online

Recent

Next time you come back here you'll see your list of recently opened documents.

Get Word for your device My account Office 365 Test User

New in OneDrive for Business

New blank document

General notes

APA style paper

MLA style paper

2015 calendar

Simple resume

Simple cover letter

2014-2015 academic calendar

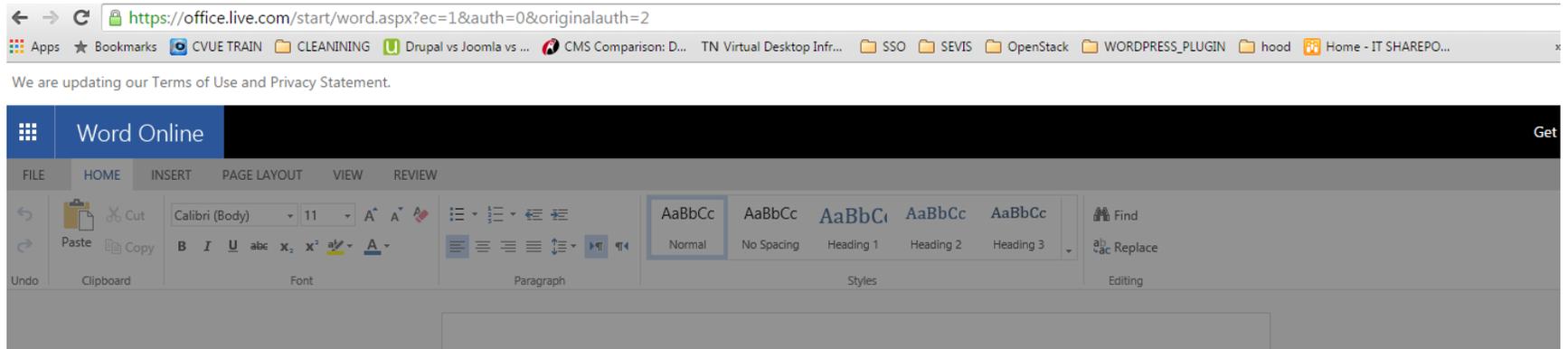
Resume and cover letter (chronological)

Event flyer

Basic design blank template

Business team wiki

8. Click Go to OneDrive for Business



Sorry, we couldn't create your new document

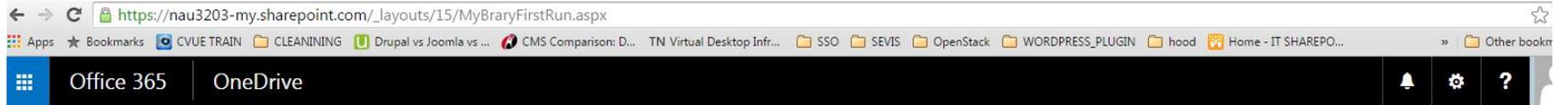
You can try again in a few minutes or go to OneDrive for Business now.

Try again

Go to OneDrive for Business



9. Click Next



Welcome to OneDrive for Business



One place for all your work files.

Next →

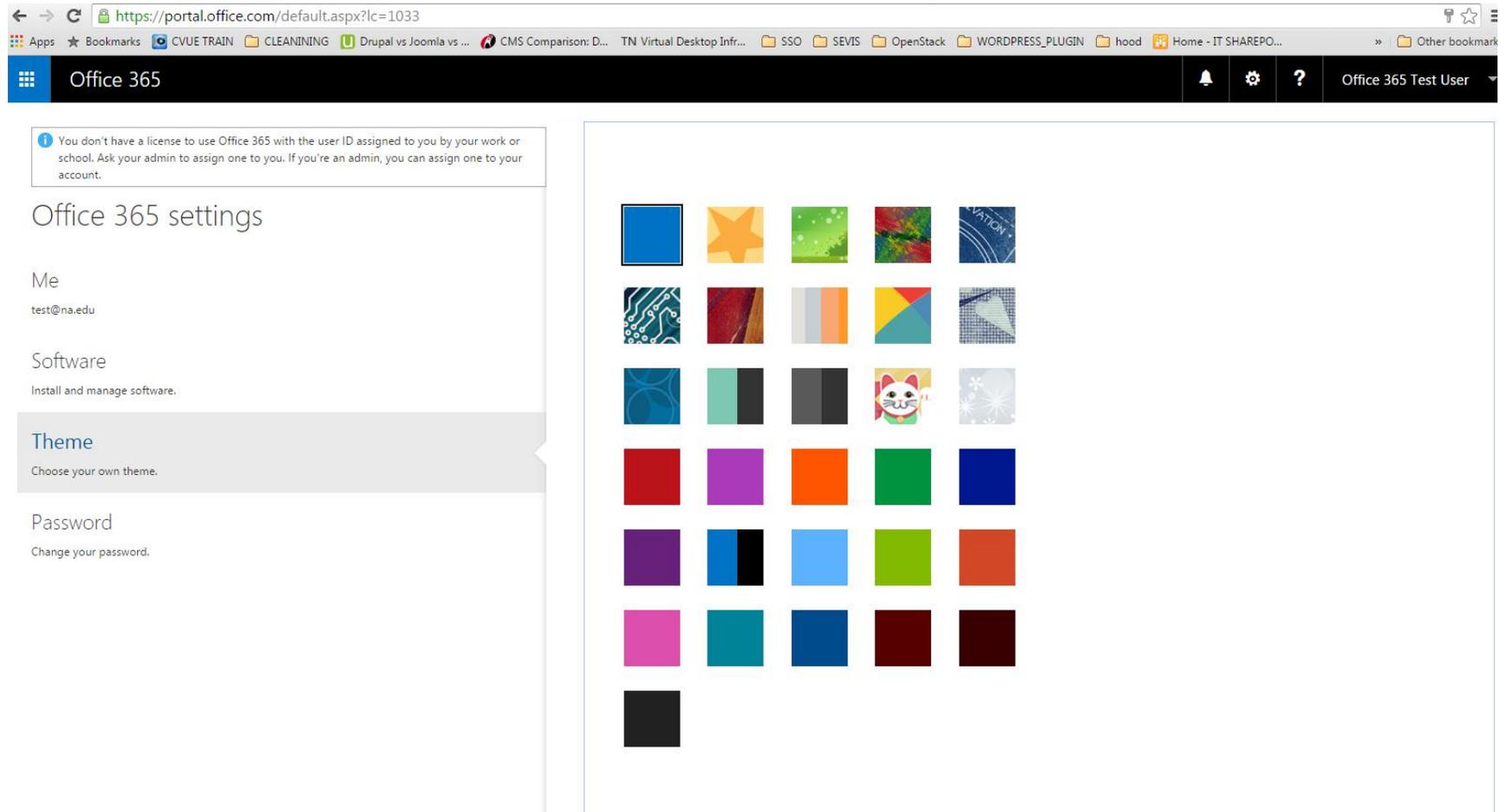
10. Your account is set and you are welcome to use Office 365 at NAU.

The screenshot shows a web browser window with the URL <https://portal.office.com/myapps>. The browser's address bar and tabs are visible at the top. Below the browser, the Office 365 interface is shown. At the top left of the interface is the Office 365 logo and a notification bell icon. The main heading is "My apps". On the left side, there is a search bar labeled "Search apps" and three sorting options: "Default order" (selected), "Name (ascending)", and "Name (descending)". The main area displays a grid of application tiles, each with an icon and a label:

- Mail (blue icon with envelope)
- Calendar (blue icon with calendar grid)
- People (blue icon with two people)
- Newsfeed (blue icon with document and list)
- OneDrive (blue icon with cloud)
- Sites (blue icon with 'S' and arrows)
- Tasks (blue icon with checkmark)
- Delve (blue icon with 'D' and list)
- Video (blue icon with 'V' and play button)
- Word Online (blue icon with 'W' and document)
- Excel Online (green icon with 'X' and spreadsheet)
- PowerPoint Online (red icon with 'P' and slide)
- OneNote Online (purple icon with 'N' and document)

TROUBLESHOOTING

1. If you see screen as below, it means your account is good, but we did not assign the license to you yet. Please let IT Department know about this issue and your license will be assigned immediately.



The screenshot shows a web browser window with the URL <https://portal.office.com/default.aspx?lc=1033>. The browser's address bar and tabs are visible at the top. The Office 365 interface is displayed below, featuring a dark navigation bar with the Office 365 logo and the user name "Office 365 Test User".

A message box at the top left of the settings page reads: "You don't have a license to use Office 365 with the user ID assigned to you by your work or school. Ask your admin to assign one to you. If you're an admin, you can assign one to your account."

The "Office 365 settings" page is visible, with sections for "Me" (test@na.edu), "Software" (Install and manage software), "Theme" (Choose your own theme), and "Password" (Change your password). The "Theme" section is highlighted.

To the right of the settings is a grid of 25 theme thumbnails. The grid is arranged in five rows and five columns. The first four rows contain five thumbnails each, and the fifth row contains one thumbnail. The thumbnails include various patterns and colors, such as a blue square, a yellow star, a green field, a colorful abstract pattern, a blue pattern with the word "VISION", a circuit board, a red abstract pattern, a gray and orange striped pattern, a yellow and blue geometric pattern, a blue and white pattern, a blue pattern with circles, a green and black pattern, a gray and black pattern, a white cat face, a white snowflake pattern, a red square, a purple square, an orange square, a green square, a blue square, a purple square, a blue and black pattern, a light blue square, a lime green square, an orange square, a pink square, a teal square, a dark blue square, a dark red square, a dark brown square, and a black square.

2. At this stage your email is not transferred from Google Apps to Office 365. It will take place in Phase 2. Your email box will be empty until we finish the email transition.

