1. SETTING UP OFFICE365

You need to go through a quick series of screens/steps to activate your Office365 account:

1. **CLICK HERE to officially get your Microsoft Office365 account "set up"**
2. **On the "Get Started" screen, type your CJ email address and click "Sign Up"**
3. **You will see the "You already have an account" screen - click "Continue"**
4. **Shows your Office365 log in screen (like you use for your email) - put in password and click "Sign In"**
5. **The "No need to sign up" screen appears - Click "Okay, got it"**
6. **On the next screen, the icons under "Collaborate with Office Online" will probably be gray and say they are setting up. This takes a few minutes.**
7. **Once the icons change from gray to colors (see image below), you have access to all of Office online and can close the window.**

NOTE: You do NOT need to download or install anything from the last screen (shown above). Ignore the "Install Office on your PC" heading and INSTALL NOW button - Office is already installed on your school laptop.

However, if you would like to install Office on another computer that you use for school purposes, you can log in at https://portal.office.com/Home and click INSTALL NOW.

You are now ready to use Office365, meaning you can save your documents, OneNote notebooks, etc. online and access them from anywhere in an internet browser. This also enables collaboration/sharing of documents and notebooks through the cloud. See further instructions linked on the Moodle Student Technology Resources page.
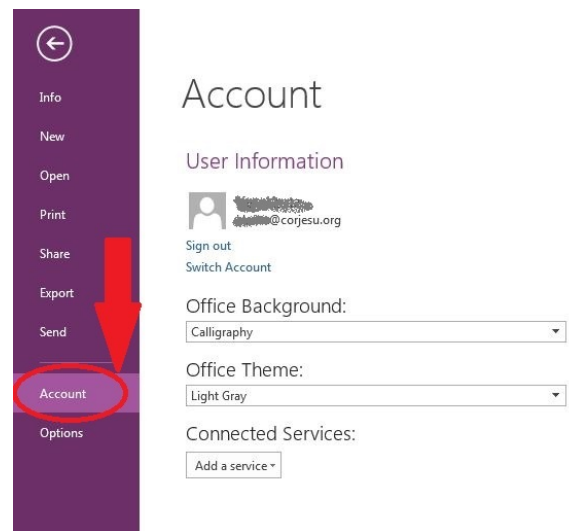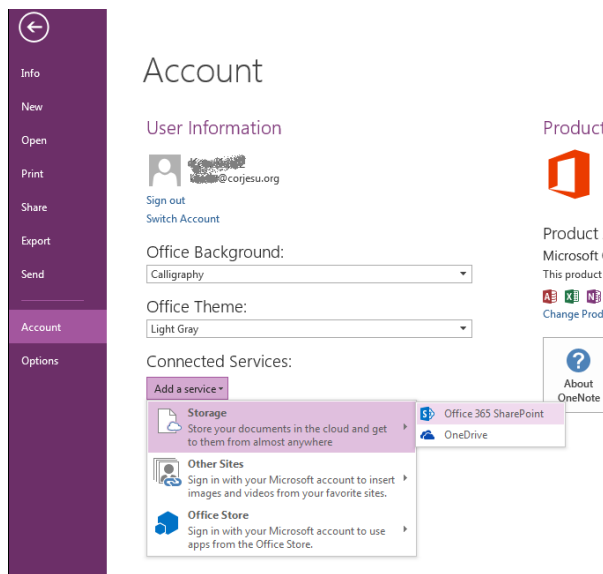
2. ADDING A CONNECTED SERVICE

Before you can add a connected service, you need to make sure you are signed into Office:

1. Open any Office application (in this case, OneNote would make sense)
2. In the top right corner of the screen, click Sign in. *NOTE: If you see the name you used for your Microsoft account, you're already signed in.*
3. Type the email address and password you use with Office in the window that pops up
4. Click the checkbox next to "Keep me signed in".
5. Click **Sign In**

Adding a Connected Service:

1. Open any Office application (in this case OneNote would make sense)
2. Click **File**, then **Account**, as shown here → → → →

3. On the Account screen, click **Add a service** under Connected Services, then select **Storage**, then **Office 365 Sharepoint**, as shown below:

4. You will now be prompted to enter your email address, then your password. An "Add Service" window will pop up and sync for a few seconds, then you will see two new "services" under Connected Services.
5. You now have the ability to save your files and notebooks to OneDrive from within any Office application - doing this once in any application will apply it to all of Office.