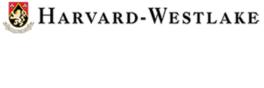
# Office 365 for Windows

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## Download and install Office

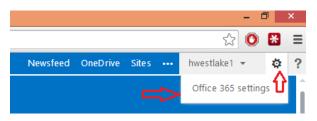
- Open a web browser (Internet Explorer, Chrome, Safari) and navigate to office.hw.com
- Login by typing your email address (eg bsmith1@hwemail.com) and then your password.



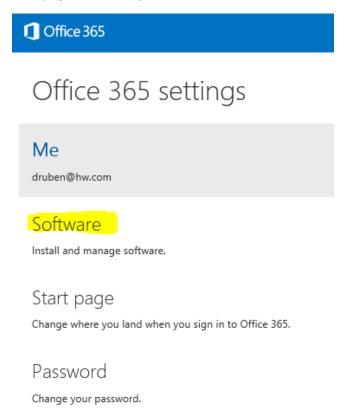
Sign in with your organizational account

YourName@hwemail.co	ım
Sign in	

• After logging in, in the top right corner of the web page, click the gear icon, and then select *Office 365 settings*.



• On the left side of the page, click on *Software*.



• On the next page make sure that under version, it says 32-bit (recommended), then click install.

Install the late	est version	of Office							
This will install	the latest ve	rsion of the follo	wing apps on y	our compute	er: Word, Excel,	PowerPoint, On	eNote, Acces	ss, Publisher, Outlook,	Lync, InfoPath.
w	X≣	P	N	A	P	0	L 🔊	Ţ	
Word	Excel	PowerPoint	OneNote	Access	Publisher	Outlook	Lync	InfoPath	
Language:			Ve	ersion:					
English (Unit	ed States)		▼ 32	-bit (Recomr	mended) Advan	ced			
Note: Installin	g additional	languages on a c	omputer that a	already has th	is version of Of	fice doesn't cou	unt against ye	our install limit (5).	
Review system		s your Office insta	lation						
Learn now to ti	oubleshoot	your office insta	ation						
Install									

• Run the install file or save it and run it after it has downloaded.

• Click *Next* in the subsequent windows and be sure to select *Use Recommended Settings* and then click *Accept*.

Help us improve Office. The information sent to Microsoft helps us make the best software and services for you and is never used to identify or contact you. We take your privacy seriously.	Office	- ×
Use recommended settings     Help us improve Office. The information sent to Microsoft helps us make the best software and services for you and is never used to identify or contact you. We take your privacy seriously.     No thanks     iew Privacy Statement	First things first	
	Use recommended settings     Help us improve Office. The information sent to Microsoft helps us make the best software and s	ervices for you and is never used to identify or
	○ <u>N</u> o thanks	
his product also comes with automatic updates. Learn more	Jiew Privacy Statement	
	This product also comes with automatic updates. Learn more	
	By dicking "Accept" you agree to the Microsoft Office	License Agreement. View Agreement

- Optional: watch the presentation to see some of the new features of Office 365.
- Choose the background theme you would like Office to have. You can change this option later.

1 Office	- ×
Hello USLab! How would you like your Office to look?	
Circuit  Clouds Doodle Circles	
Doodle Diamonds 🔽	
	Next

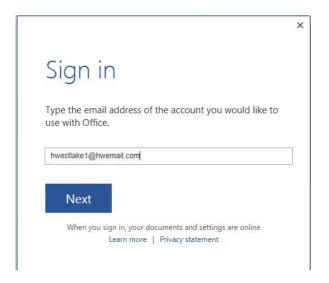
• Click All Done on the next window after Office has finished installing.

### Activate and/or Sync Office with your HW Office 365 Account

The first time your run an Office product (Word, Excel, PowerPoint, etc), you should be prompted for your HW username and password. If you are, just type in your HW email address and password. Once you do this, the activation is complete and you're done. You can skip this section.

If you aren't prompted to log in, please follow the directions below to activate your account.

- Open any Office product such as Microsoft Word 2013. (Word will be used for demonstration)
- At the top right of the new document page select *Switch Account*.
- On the window that pops up, type in your Harvard-Westlake email address and click Next.



• On the next window, fill in your Harvard-Westlake password, check the box that says *Keep me signed in* and then click *Sign In.* 

Sign In	
User ID:	
hwestlake1@hwemail.com	1
serves concerte provement com	1
Password:	

• Your Office products can now access your HW Office account and cloud storage directly.

#### Set up OneDrive for Business

The **OneDrive for Business** app functions like Dropbox or Google Drive. After being installed, you can copy or save files to the location and these files will automatically sync with the Office 365 cloud, which you can access from any device with an internet connection by going to office.hw.com and logging in with your Harvard-Westlake account information. If you install the app on multiple computers or your iPad, your files will sync automatically between those devices.

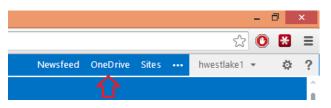
- Open a web browser (Internet Explorer, Chrome, Safari) and navigate to <u>onedrive.hw.com</u>.
- Login by typing your email address and then your password



Sign in with your organizational account

YourName	@hwemail.com	ı	
Sign in			

• At the top right of the next window click on the OneDrive link.



• Copy the URL from the link after the page loads by highlighting *all* of the text in the address bar and typing Ctrl-c.



• Go to the Start Menu on Windows 7 or the Metro on Windows 8 and type in *OneDrive* to search for the **OneDrive for Business** app on your computer. Or you can find the OneDrive for Business

app on your start menu/screen. You may have both OneDrive and OneDrive for Business on your computer. **Be sure to select OneDrive for Business**.

• Open the **OneDrive for Business 2013** app. You should see this window:

Paste your library	URL here			
You'll find your do	cuments under Favorit	es in Windows E	plorer.	
We'll save the libra	arv here:			
C:\Users\uslab.INT				
Change				

- If there is a URL (ie web address) already filled in, click *Sync Now*. If the line reads *Paste your library URL here* (as in the screenshot above) then paste the URL you copied earlier by typing Ctrl-v on that line and click *Sync Now*.
- On the window that pops up, type in your Harvard-Westlake email address and click *next*.

Sign in	
Type the email address of the account you would lik use with Office.	e to
hwestlake1@hwemail.com	
Next	

• In the next window, fill in your Harvard-Westlake password, check the box that says *Keep me signed in* and then click *Sign In.* 

Jser ID:	
hwestlake1@hwemail.com	
Password:	
-	
Keep me signed in	

• When you browse the folders on your computer, you will now see that there is an OneDrive for Business folder under your profile and shortcut to that folder under the Favorites section of the Navigation Pane.

Organize 🔻 🛛 Include in library	✓ Share with ▼ New folder				11E •	
🚖 Favorites	Name	Date modified	Туре	Size		
🥅 Desktop	Contacts	6/9/2014 11:28 AM	File folder			
😹 Downloads	崖 Desktop	6/9/2014 1:30 PM	File folder			
Sa Recent Places	Downloads	6/9/2014 11:28 AM	File folder			
🔏 OneDrive for Business <	📛 👔 Favorites	6/9/2014 11:28 AM	File folder			
	kinks	6/9/2014 1:48 PM	File folder			
词 Libraries	My Documents	6/9/2014 11:28 AM	File folder			
	🔛 My Music	6/9/2014 11:28 AM	File folder			
8 USLab	My Pictures	6/9/2014 11:28 AM	File folder			
	My Videos	6/9/2014 11:28 AM	File folder			
Computer	💰 OneDrive for Business 🛛 <	6/9/2014 1:41 PM	File folder			
	Saved Games	6/9/2014 11:28 AM	File folder			
📭 Network	📝 Searches	6/9/2014 11:28 AM	File folder			
	🗼 Temp	8/7/2013 10:09 AM	File folder			

• The OneDrive for Business app is now installed.

#### Set up Outlook

If you want to use Outlook as your email program, follow the steps below. Alternatively, you can use web mail by going to <u>mail.hw.com</u> and logging in. If you use web mail, you do not need to perform the steps below.

- Launch Outlook 2013.
- Click *Next* on the first two windows.
- On the third window, fill out the fields with your name and your Harvard-Westlake email address and password. Then click *Next*.

Auto Account Setu Outlook can autor	<ul> <li>atically configure many email accounts.</li> </ul>		
9 E-mail Account			
Your Name:	Harvey Westlake		
	Example: Ellen Adams		
E-mail Address:	hwestlake1@hwemail.com		
	Example: ellen@contoso.com		
Password:	****		
Retype Password:	*******		
	Type the password your Internet service pro	vider has given you.	
) <u>M</u> anual setup or a	dditional server types		

- On the window that pops up titled Windows Security type the following:
  - User Name: *internal\your Harvard-Westlake user name*
  - Password: your Harvard-Westlake password
  - Check the box next to *Remember my credentials* and then click *Ok.*

Microsoft	Outlook
Connecting t	o hwestlake1
SV2	internal\hwestlake1
- # -	•••••
	Remember my credentials

- After your account has been verified, check the box next to *Change Settings* then click the *Retry* button.
- Click More Settings.
  - In the window that pops up, select the *Connections* tab.
  - Check the *Connect to Microsoft Exchange using HTTP* box and then click the *Exchange Proxy Settings* button.
  - $\circ$   $\;$  In the next window, make sure all boxes are checked.
  - o In the first field confirm that it says mail.hw.com
  - In the second field confirm that it says *msstd:mail.hw.com*
  - On the drop down menu at the bottom confirm that *Basic Authentication is selected*.

dentity verif	ote Procedure Calls (RPC) within HTTP packets. Select the protocol and the ication method that you want to use. If you don't know which options to ct your Exchange Administrator.
Connection	settings
Use this <u>U</u> R	L to connect to my proxy server for Exchange:
https:// n	nail.hw.com
√ Connect	using <u>S</u> SL only
📝 Only	connect to proxy servers that have this principal name in their certificate:
ms	td:mail.hw.com
🔽 On fas <u>t</u>	networks, connect using HTTP first, then connect using TCP/IP
🔽 On slo <u>w</u>	networks, connect using HTTP first, then connect using TCP/IP
Proxy authe	ntication settings
Use this <u>a</u> u	thentication when connecting to my proxy server for Exchange:
Pacie Auth	entication 👻

- Click OK.
- Click *Apply* and then *OK* to close out the window.
- Click *OK* on the pop-up windows that explain that you must restart Outlook for these changes to take effect.
- Click the Finish button
- After Outlook finishes setting up your inbox, you will get a pop-up window titled First Things First. Select the *Use Recommended Settings* bullet and then click *Accept*.
- Outlook is now set up and ready to use.