Office 365 for Windows

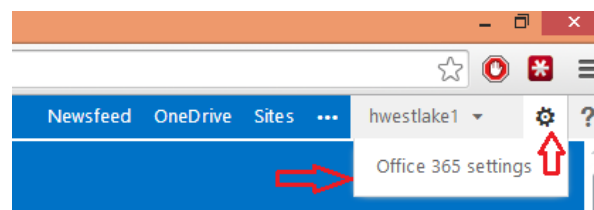## Table of Contents

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.
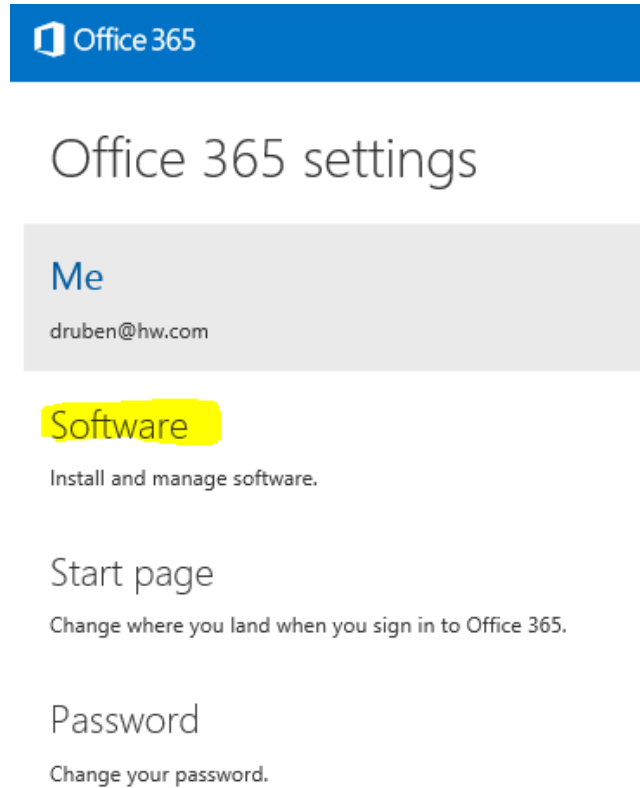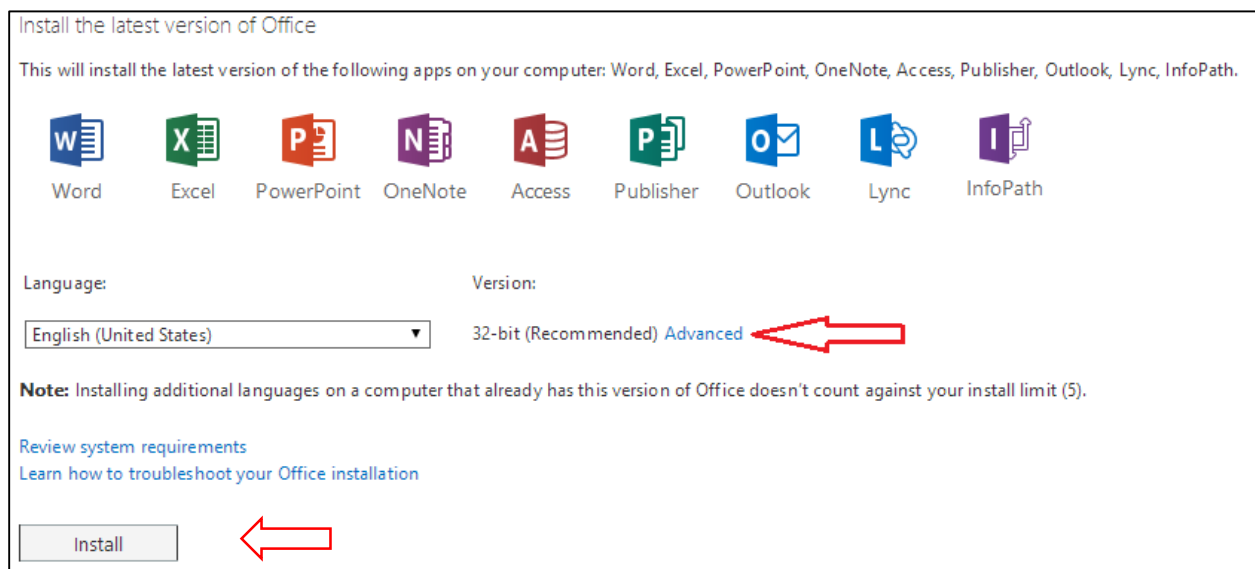

- After logging in, in the top right corner of the web page, click the gear icon, and then select *Office 365 settings*.

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

Office 365

Office 365 settings

Me

druben@hw.com

Software

Install and manage software.

Start page

Change where you land when you sign in to Office 365.

Password

Change your password.

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

Install the latest version of Office

This will install the latest version of the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath.

Word   Excel   PowerPoint   OneNote   Access   Publisher   Outlook   Lync   InfoPath

Language: Version:

English (United States) ▼   32-bit (Recommended) Advanced ⟵

Note: Installing additional languages on a computer that already has this version of Office doesn't count against your install limit (5).

Review system requirements
Learn how to troubleshoot your Office installation

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.*
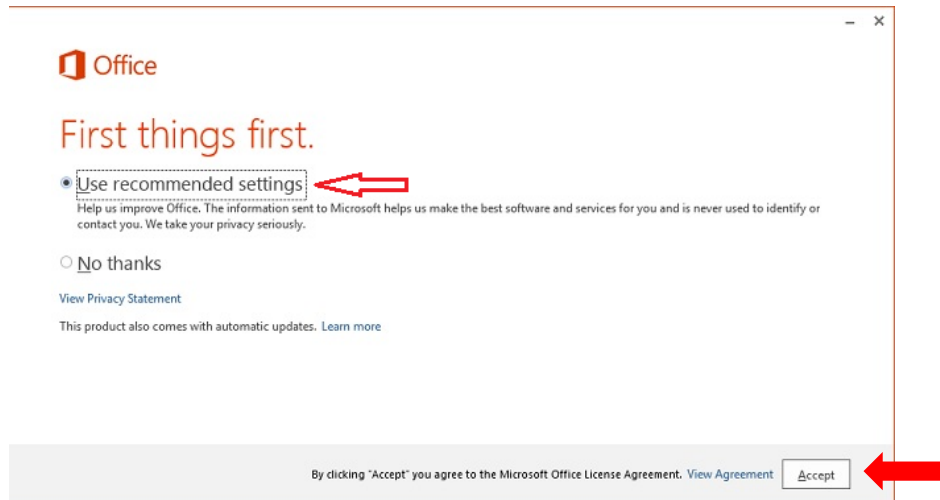
- Optional: watch the presentation to see some of the new features of Office 365.

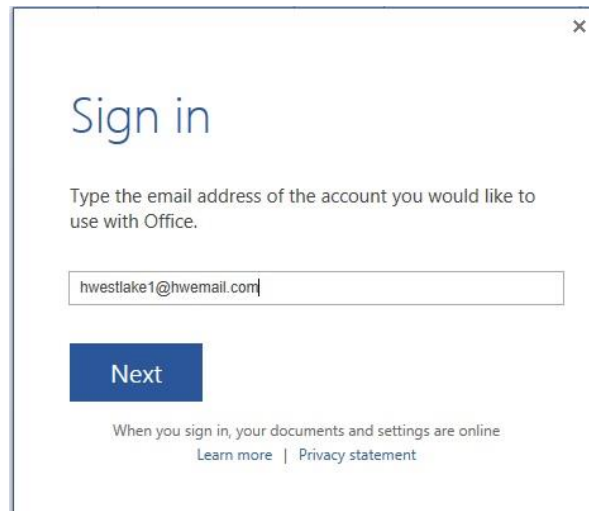- Choose the background theme you would like Office to have. You can change this option later.
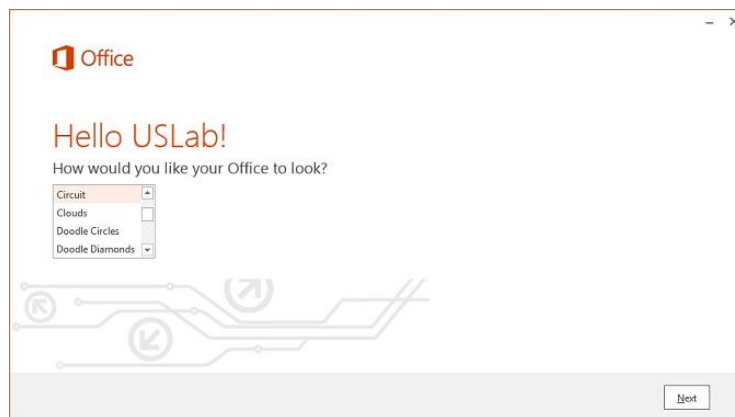
- Click *All Done* on the next window after Office has finished installing.

Activate and/or Sync Office with your HW Office 365 Account
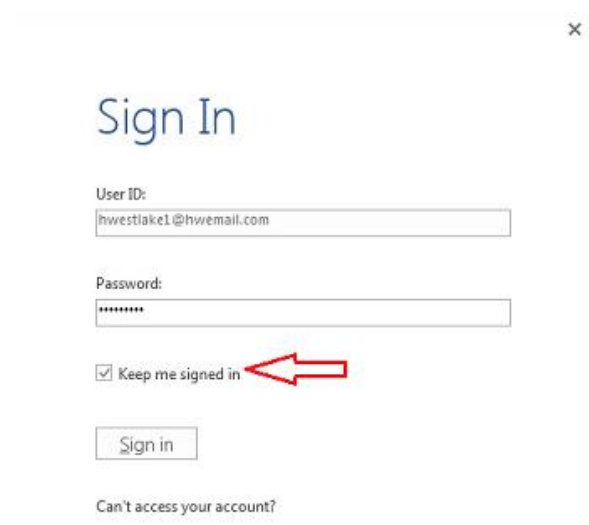
The first time your run an Office product (Word, Excel, PowerPoint, etc), you should be prompted for your HW username and password. If you are, just type in your HW email address and password. Once you do this, the activation is complete and you're done. You can skip this section.

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.*


- 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 onedrive.hw.com.
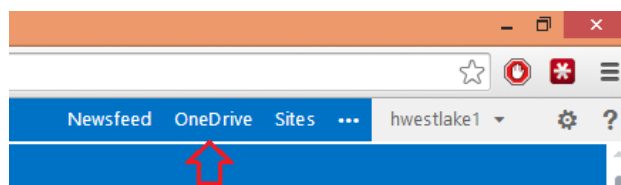- Login by typing your email address and then your password
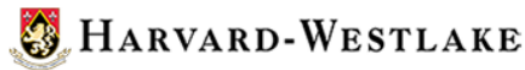
- At the top right of the next window click on the *OneDrive* link.

- 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**.
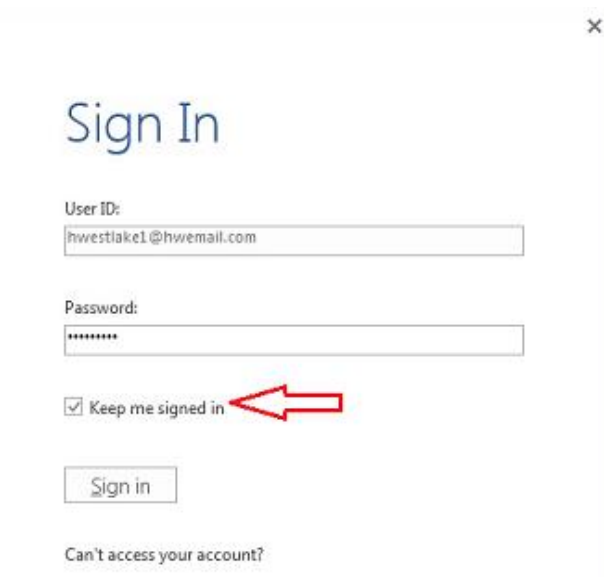
- Open the **OneDrive for Business 2013** app. You should see this window:
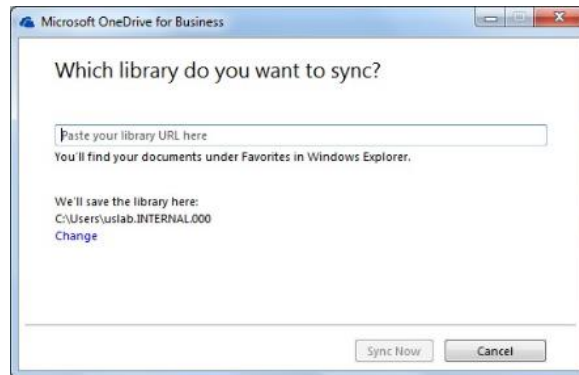
- If there is a URL (ie web address) already filled in, click *Sync Now*. If the line reads *Paste your library URL here* (as in the screenshot above) then paste the URL you copied earlier by typing Ctrl-v on that line and click *Sync Now.*

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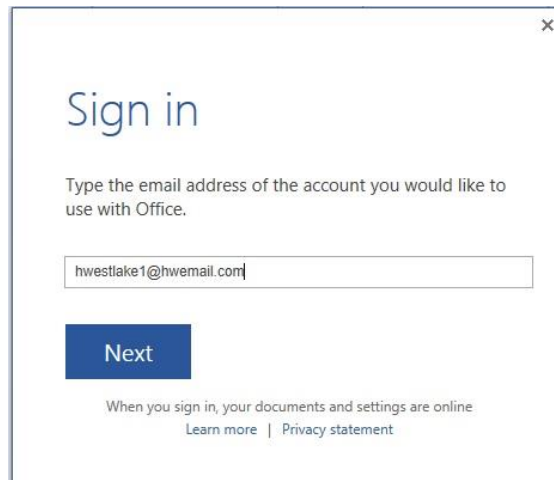
- In the next window, fill in your Harvard-Westlake password, check the box that says *Keep me signed in* and then click *Sign In.*
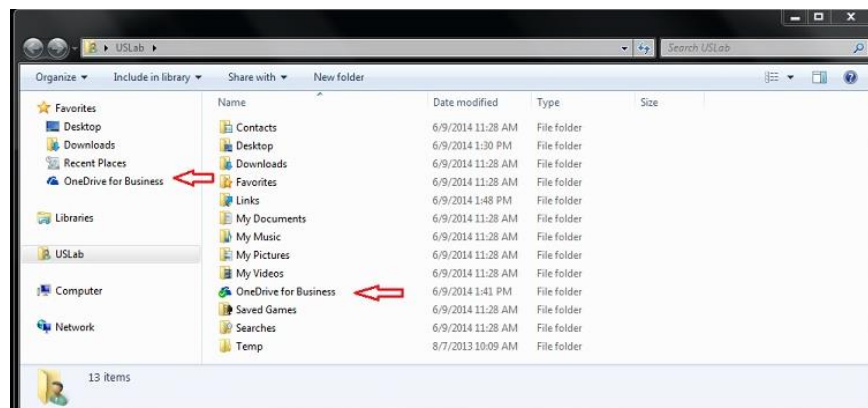

- When you browse the folders on your computer, you will now see that there is an OneDrive for Business folder under your profile and shortcut to that folder under the Favorites section of the Navigation Pane.
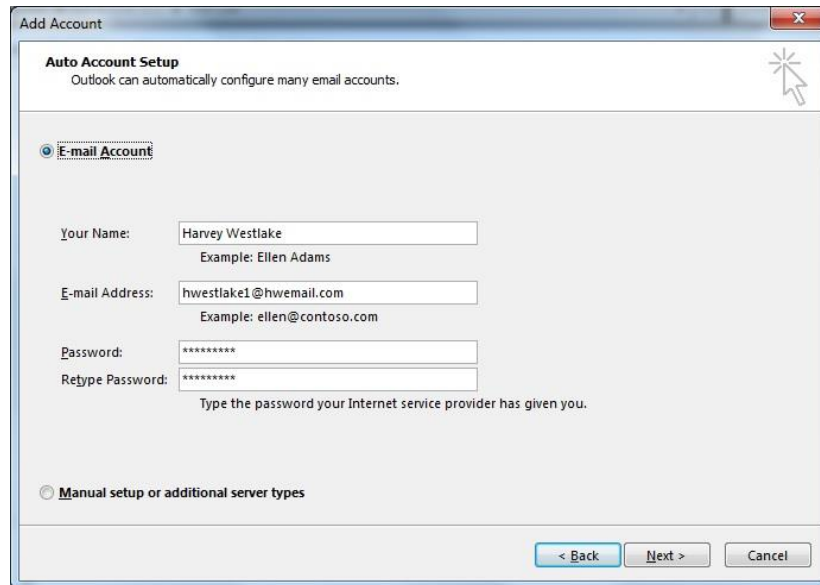

- The OneDrive for Business app is now installed.

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 mail.hw.com 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*.

- 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.***

- 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.
  - **In the next window, make sure all boxes are checked.**
  - 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.*

  - 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.