

# EOHHS-Information Technology Executive Office of Health and Human Services

**User Guide Library Series** 



Office 365 Activation



Summary:	The following instructions will explain how to activate an Office 365 account.		
Content:	Initiate the Activation Process		
	<u>Setup Office 365 Account</u>		

### **INITIATE THE ACTIVATION PROCESS:**

Step 1:	Open an Office 365 product (Outlook) to initiate the activation process:
	• Click the Windows Start button (
	<ul> <li>Scroll to the Outlook application (Outlook)</li> </ul>
	Click the icon to launch the application
Step 2:	• Enter the user <b>email address</b> used to log onto Windows at the office
	× Welcome to Outlook Enter an email address to add your account. Nadine.Mondestin@mass.gov Advanced options *



## Office 365 Activation

2





#### SETUP OFFICE 365 ACCOUNT:

		× Microsoft Sign in to set up Office
		Use your regular email address
		Sign in with your work, school, or personal Microsoft account     Sign in     Create Account
		Losin, simil using in the Losine an excount What is a Microsoft account?
Step 2:	<ul> <li>Enter the user e</li> <li>This may take a</li> </ul>	<b>mail address</b> used to log onto Windows at the office moment to complete
Step 2:	<ul> <li>Enter the user e</li> <li>This may take a</li> </ul>	mail address used to log onto Windows at the office moment to complete
Step 2:	<ul> <li>Enter the user e</li> <li>This may take a</li> <li>Microsoft Activate Office</li> </ul>	mail address used to log onto Windows at the office moment to complete
Step 2:	<ul> <li>Enter the user end</li> <li>This may take a</li> <li>Microsoft</li> <li>Activate Office</li> <li>Email, phone, or Skype</li> <li>No account? Create one!</li> </ul>	mail address used to log onto Windows at the office moment to complete
Step 2:	<ul> <li>Enter the user er</li> <li>This may take a</li> <li>Microsoft</li> <li>Activate Office</li> <li>Email, phone, or Skype</li> <li>No account? Create one!</li> </ul>	mail address used to log onto Windows at the office moment to complete
Step 2:	<ul> <li>Enter the user et</li> <li>This may take a</li> <li>Microsoft</li> <li>Activate Office</li> <li>Email, phone, or Skype</li> <li>No account? Create one!</li> </ul>	mail address used to log onto Windows at the office moment to complete

As of 4/10/20



As of 4/10/20

Step 3:	<text></text>
Step 4:	<ul> <li>Enter the Password used to log onto Windows at the office</li> <li>Click Next</li> </ul>
Step 5:	<ul> <li>Click Yes</li> <li>Click Done</li> <li>A bus will emember your account and make teader to sign in a pops and upparation's secures. You may need to allow them to manage certain settings on corporation's account accessfully. You now have access to your organization's account accessfully with more than eaccess to your organization's appeared accessfully with more than eaccess to your organization's appeared accessfully with more than eaccess to your organization's appeared accessfully with more than eaccess to your organization's appeared accessfully with more than eaccess to your organization's appeared accessfully with more than eaccessfully with more than eaccess to your organization's appeared accessfully with more than eaccessfully with more than eaccess to your organization's appeared accessfully with more than eaccessfully with more than eaccessfully with more than eaccessfully with more than eaccess to your organization's appeared accessfully with more than eaccessfully with more than eaccessfully</li></ul>