



EOHHS-Information Technology

Executive Office of Health and Human Services

User Guide Library Series

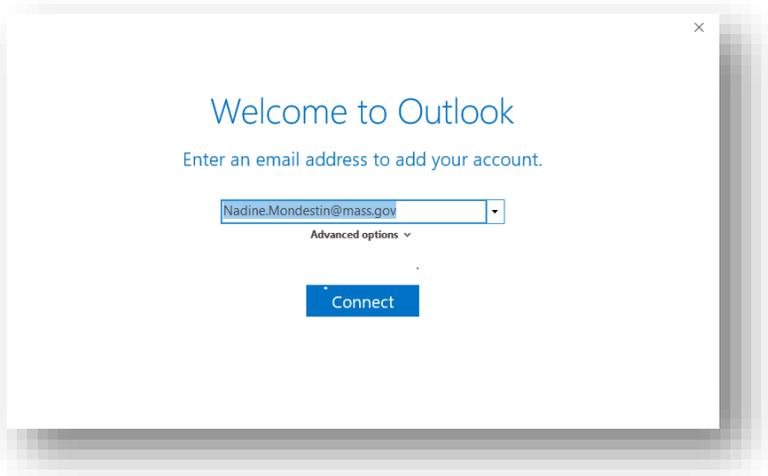


Office 365 Activation



Summary:	The following instructions will explain how to activate an Office 365 account.
Content:	<ul style="list-style-type: none">• Initiate the Activation Process• Setup Office 365 Account

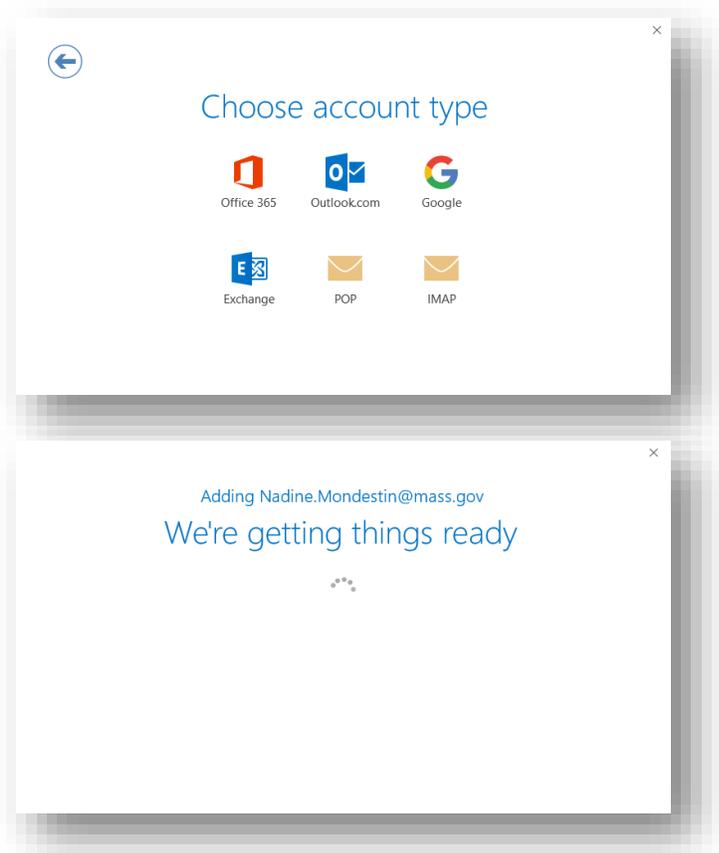
INITIATE THE ACTIVATION PROCESS:

Step 1:	<p>Open an Office 365 product (Outlook) to initiate the activation process:</p> <ul style="list-style-type: none">• Click the Windows Start button () button• Scroll to the Outlook application ()• Click the icon to launch the application
Step 2:	<ul style="list-style-type: none">• Enter the user email address used to log onto Windows at the office <div data-bbox="618 1367 1386 1843"></div>



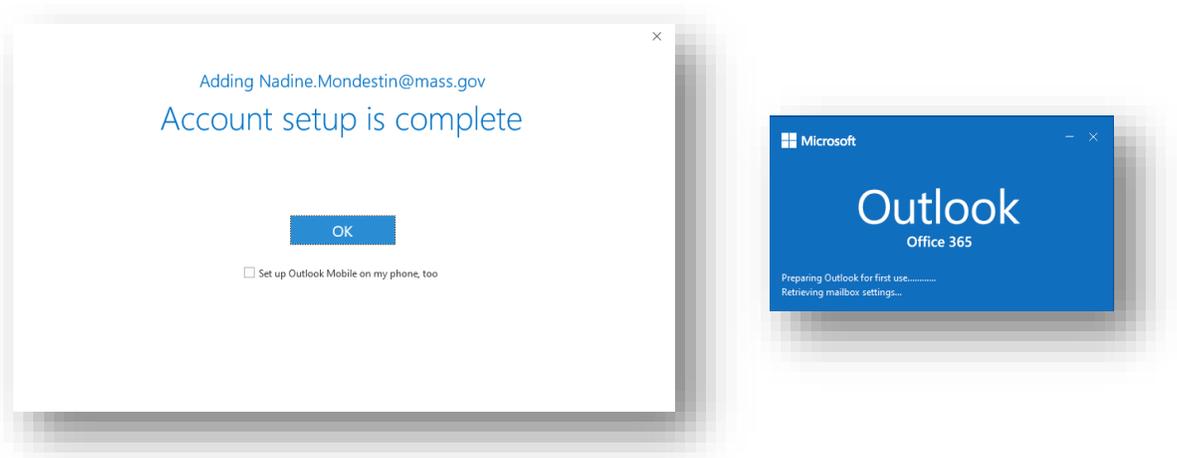
Step 3:

- Click **Office 365**
- This may take a moment to complete



Step 4:

- Click **OK**
- Outlook will deploy

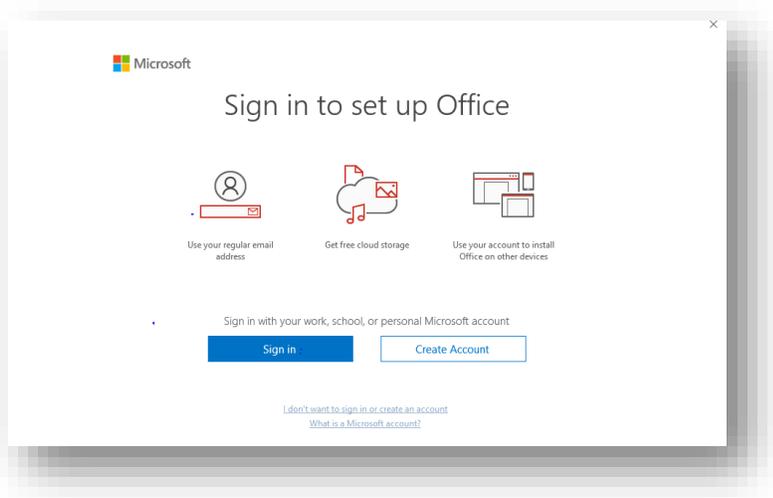




SETUP OFFICE 365 ACCOUNT:

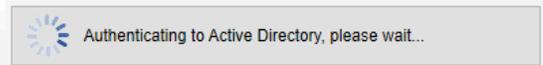
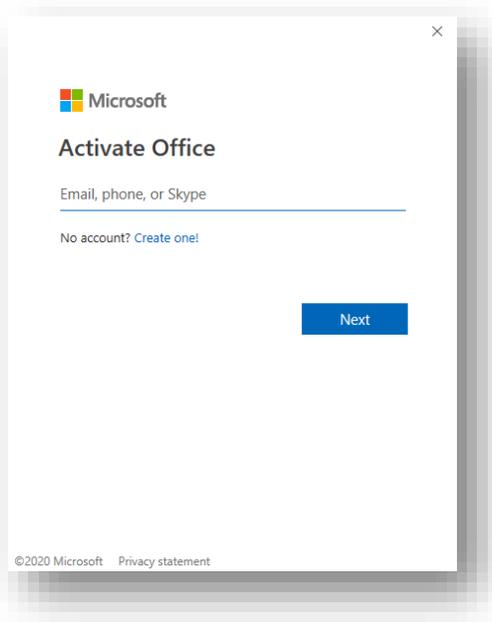
Step 1:

- Outlook will fully deploy
- Click **Sign In**

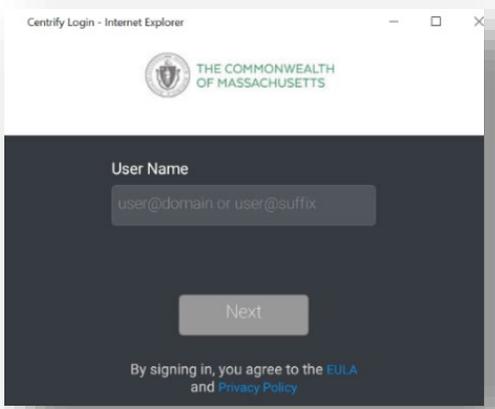


Step 2:

- Enter the user **email address** used to log onto Windows at the office
- This may take a moment to complete





<p>Step 3:</p>	<ul style="list-style-type: none">• Enter the user email address used to log onto Windows at the office• Click Next	
<p>Step 4:</p>	<ul style="list-style-type: none">• Enter the Password used to log onto Windows at the office• Click Next	
<p>Step 5:</p>	<ul style="list-style-type: none">• Click Yes• Click Done	