
O365 LAUNCH MEMO

Subject: [ACTION REQUEST] Welcome to Office 365



Welcome to your new Office

With Office 365 you can get work done from virtually anywhere on the devices you use most. Your documents, email, calendars, and contacts all come with you. We encourage you to use the new features and functions to take your performance to the next level and be the very best at what you do.

Let's get started

Follow the steps below to start using Office 365 on all of your devices.

User ID: [Firstname.Lastname@<COMPANY>.com](#) **Password:** Use your <COMPANY> Password



Log on to your computer using your <COMPANY> User ID and Password



To access email or programs from a mobile device, see instructions below



To set up your standard email signature, see training packet and click [here](#)

Mobile App Installation

To access Outlook email from your phone, download the Outlook mobile app and logon with your <COMPANY> credentials

- On an iPhone, in the Apple App Store, search for "Microsoft Outlook – mail and calendar" and click Install
- On an Android Phone, in the Google Play Store, search for "Microsoft Outlook" and click Install

Optional: To access other Office programs, download Office mobile apps and logon with your <COMPANY> credentials

- In the Apple App Store or Google Play Store, search on "Microsoft" to see available apps
- For apps with business and personal versions, ensure that you select the "Skype for Business" and "OneDrive for Business" versions



Office 365 questions may be directed to:
<HELP DESK LINK>

[Learn more about Outlook](#)

[Learn more about OneDrive](#)

[Learn more about Skype](#)

[Explore training resources](#)

<COMPANY LOGO>