

How to Access and Use the Church Office 365 Business on your Computer.

Instructions for the Desktop Install.

I would suggest that you read through the document before getting in front of the computer as a first walk through and then use the guide as a step by step aid.

If you previously had MS Office on your computer it will still be there and accessible for your normal computing needs.

The Church MS Office 365 Business Pro edition has been installed (in addition) to your installation – some programs you had (Word/Excel may have been updated).

Using Office (Word, Excel, PowerPoint, Publisher, etc. will normally run using the last account used and in normal tasks it makes little difference whether you are using your own version or the Church version.

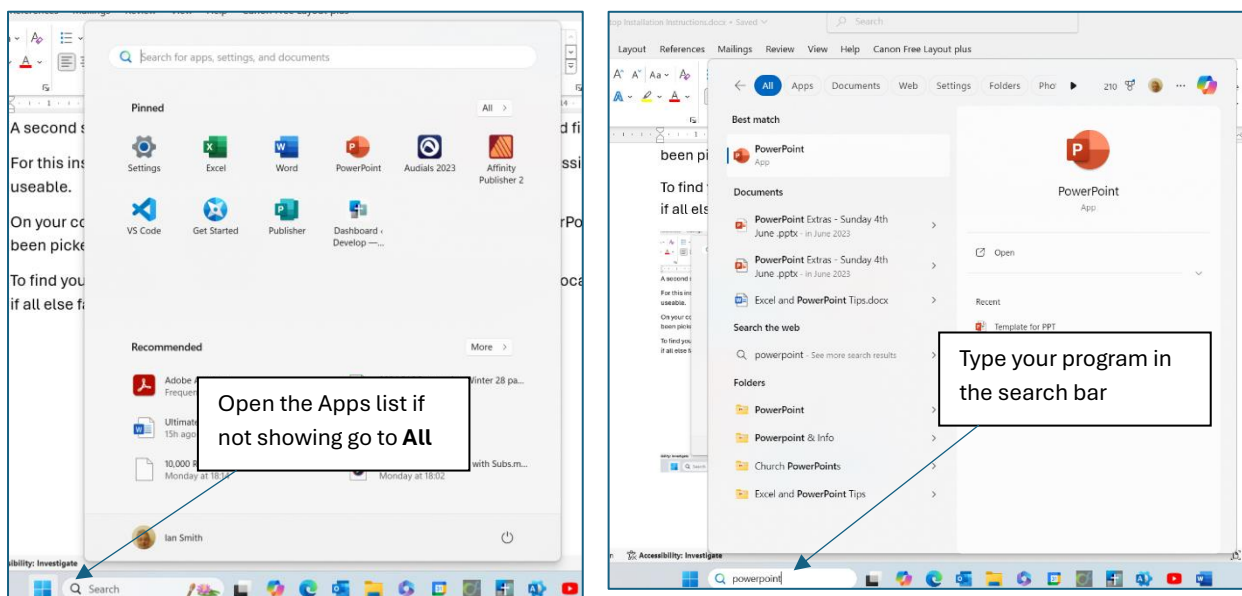
Attention does need to be paid to where you file documents as many of the Church OneDrive folders (the preferred location for saving files rather than on the computer direct) will be shared and you won't want personal files stored there as they are public (though restricted) locations.

A second set of instructions will be available to help understand OneDrive and filing.

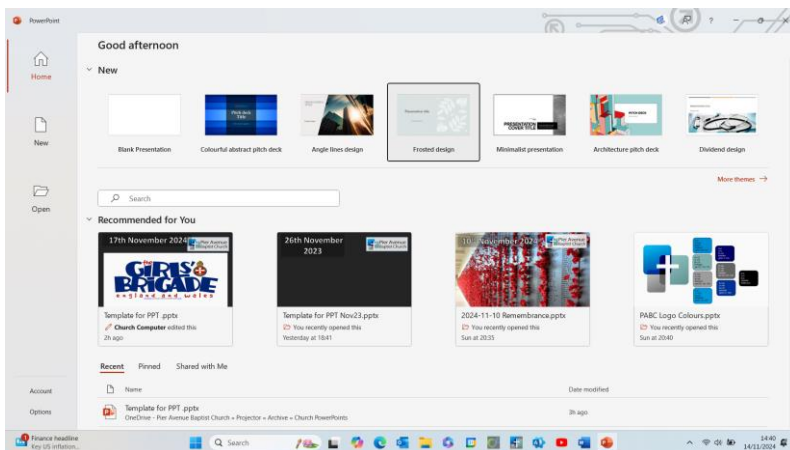
For this instruction paper its just how to get the Church Office programs accessible and useable.

On your computer open the program you want to use – for this example PowerPoint has been picked but the same applies to all the others.

To find your program you may have shortcuts set up or find them in the Apps location or if all else fails use the search box to find it. See the screen shots below.

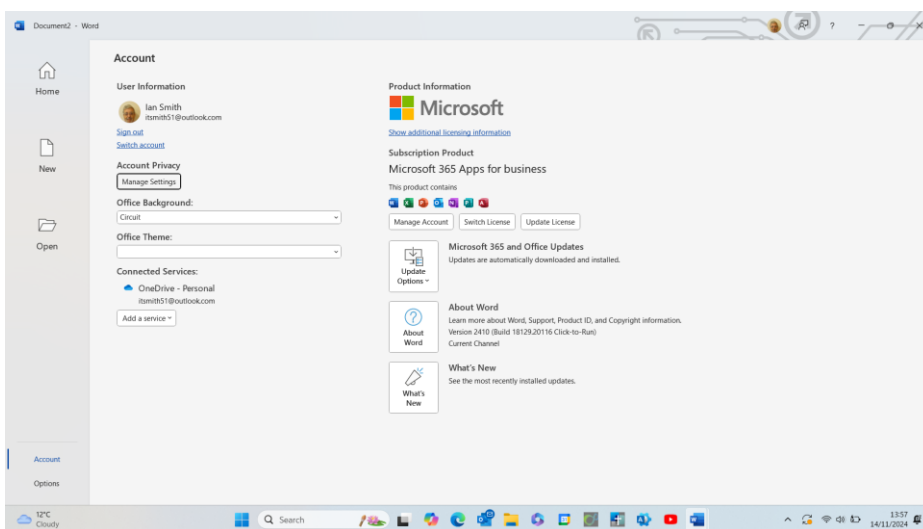


PowerPoint will launch as in the screen below.



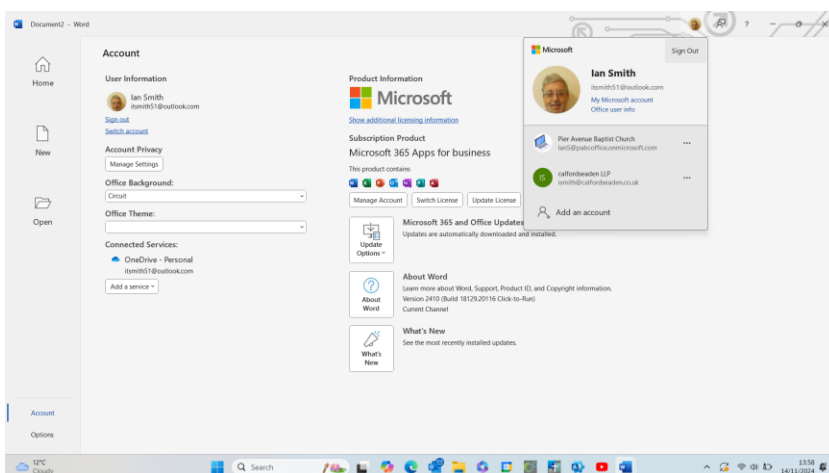
It's not obvious which account you're using but you will most likely see the last documents you were working on in the list of recent documents ready to restart if required with just a click.

To check which account, press the Account name in the lower left corner.



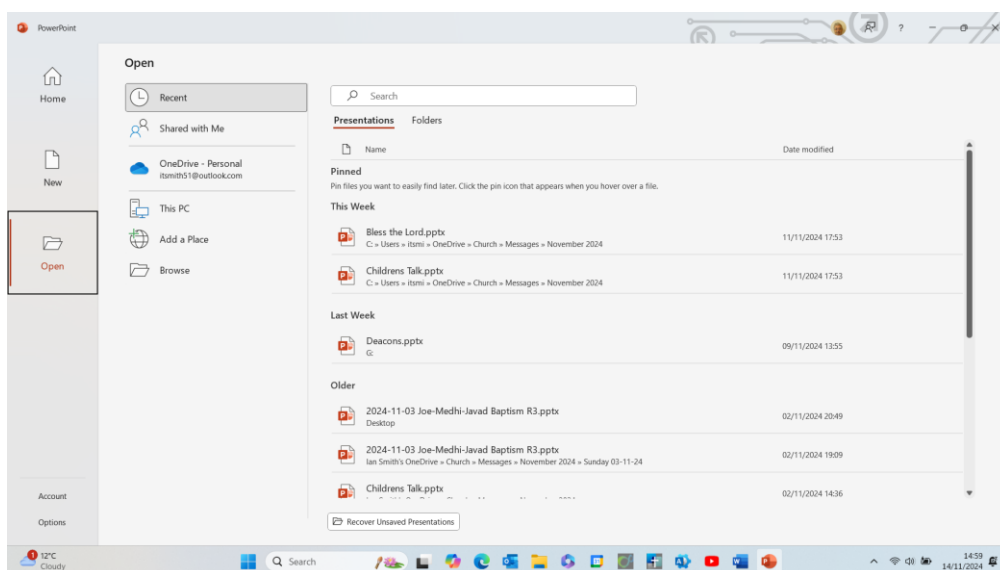
That opens up the page with information on account currently being used.

This shows it my personal account, so it is best if I change to the Church one.



Under User Information there is a Switch Account link or on the top bar by the account image photo/logo selecting that opens up the accounts available including the church one '**pabcoffice**'.

Select the Church account and the instance of the program changes to the Church Office 365 and if you press Open (folder) in the left vertical task bar you will have all the files you have been working on recently.



You should be free to go now and create whatever.

Where you save documents is important so this will be the topic for the second instruction sheet.

This is a first draft and your comments and observations will be helpful and valuable – as I kind of know what I'm doing it's sometimes hard for me to see the points that need amplification of clarification – please let me know where you find any difficulty in grasping what is required or where things didn't quite work as on this instruction. There are different Windows versions, and the program finding is different but hopefully you have mastered finding programs.

Ian Smith

14/11/2024

Rev 1.