

How to Access and Use the Church Office 365 Business Admin.

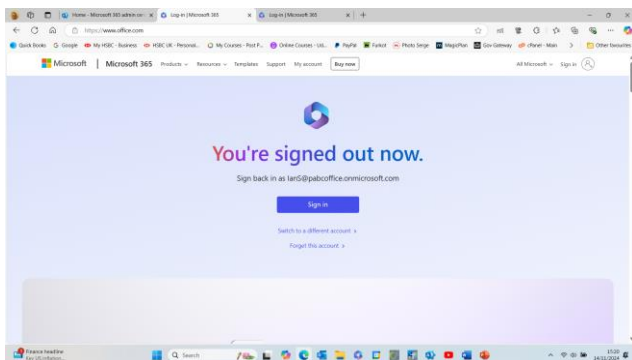
It may be helpful to read through this document first before starting to follow the instructions on the computer.

This link should take you to the login page.

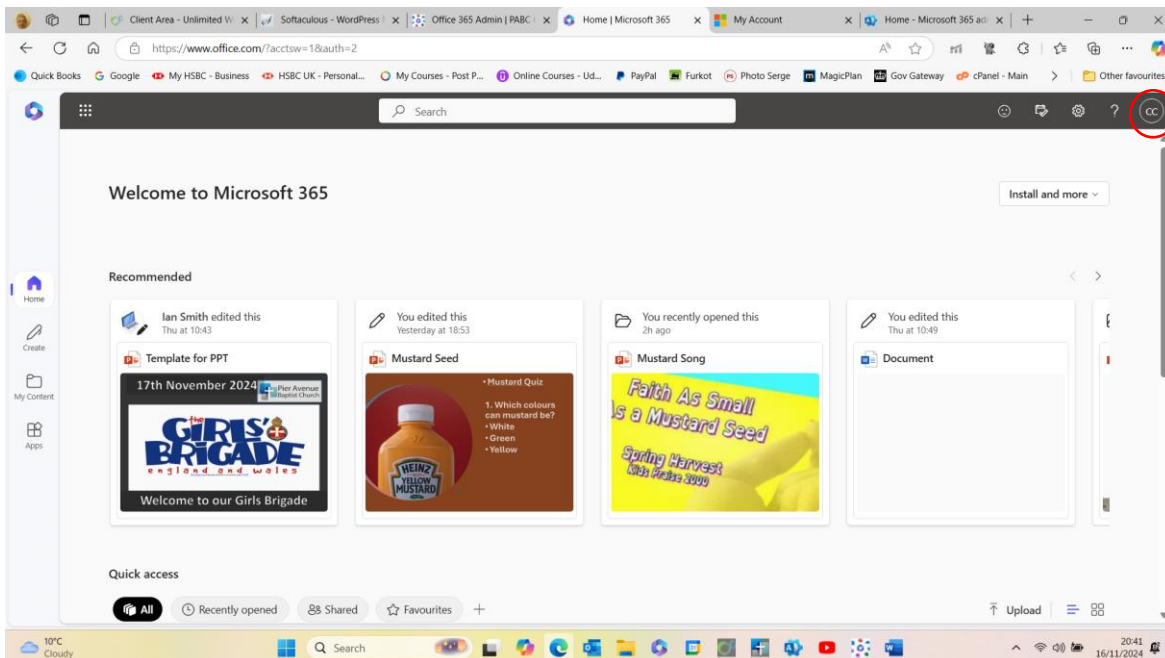
[Log-in | Microsoft 365](#)

Selecting this link from your computer (document needs to be open on the computer) or go to this address <https://www.office.com/>

The link will open up a Browser/Web page as below.

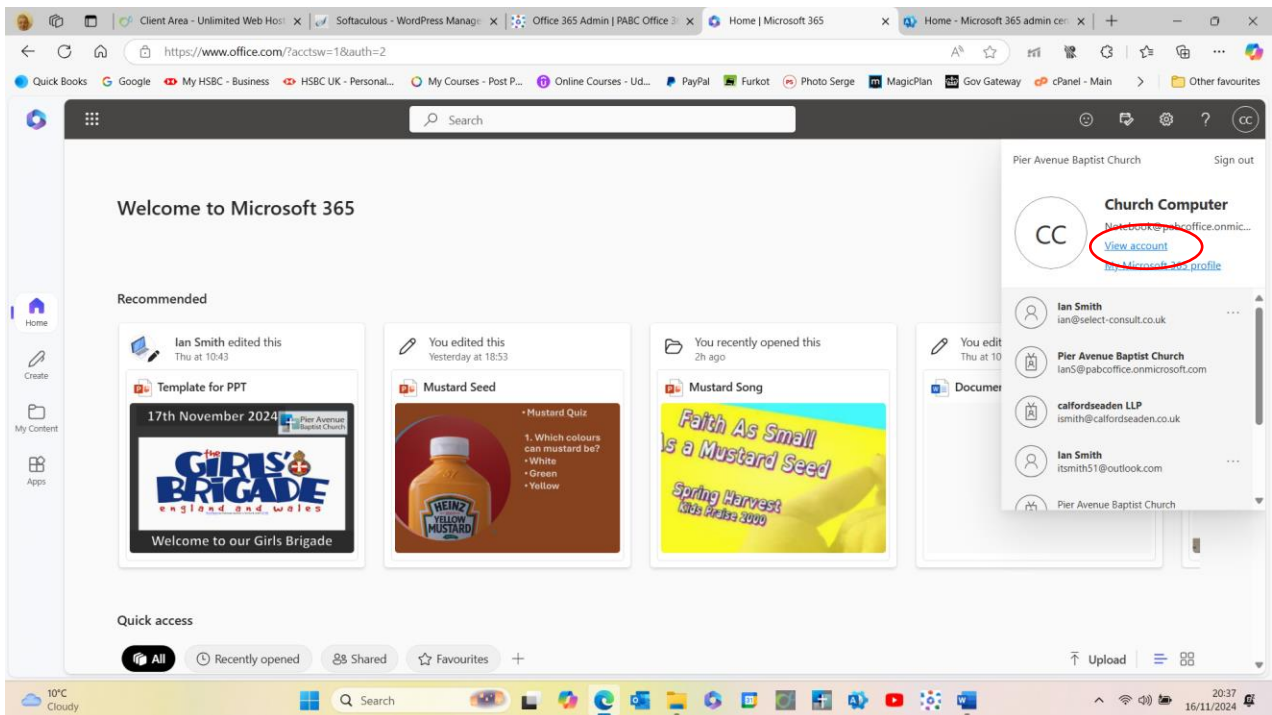


The next screen will open which is your own Office 365 account with the programs, files and folders all available to work on through the Web access.

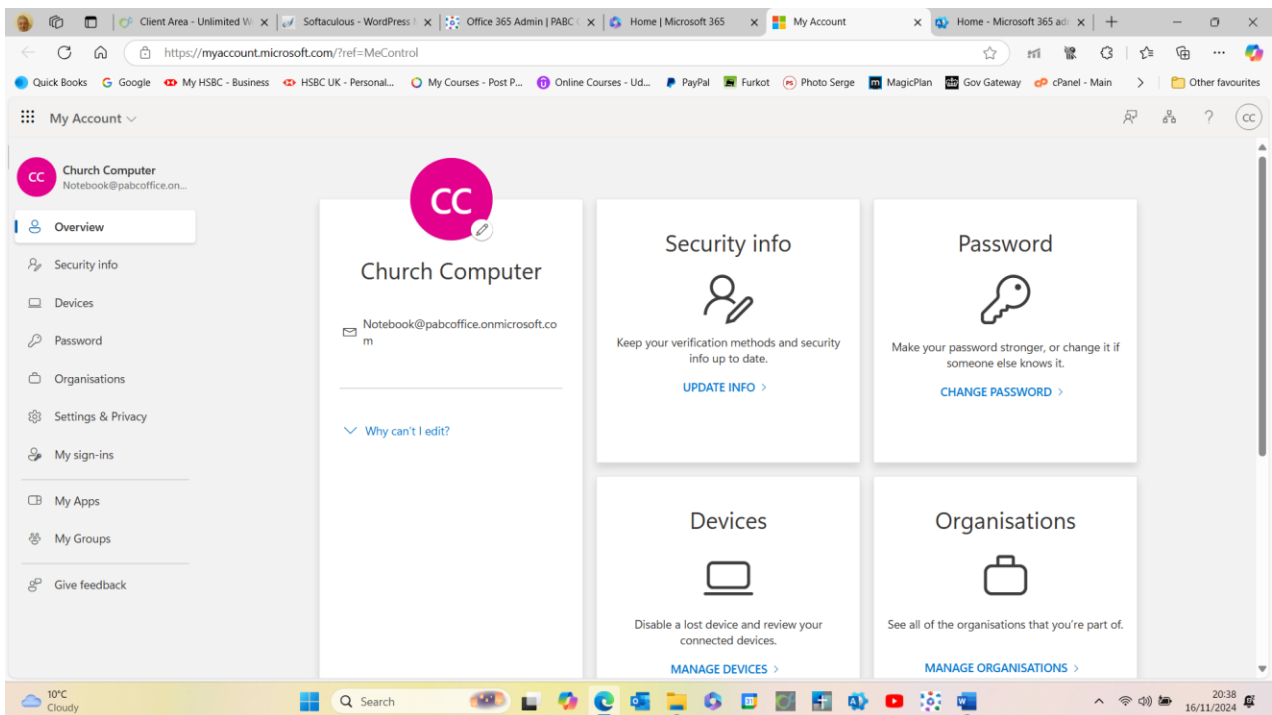


On the black bar at the top of the page on the RHS you will see your Name/Logo (Red Ring).

Click on that icon and it open up an information panel as below.



Select the link View Account (Red) and it will open up your Admin panel with options to view the details of your account. Options include Password Change.



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 or 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.

Ian Smith

16/11/2024

Rev 1.