

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

Instructions for the Office 365 Browser (Web) Version.

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

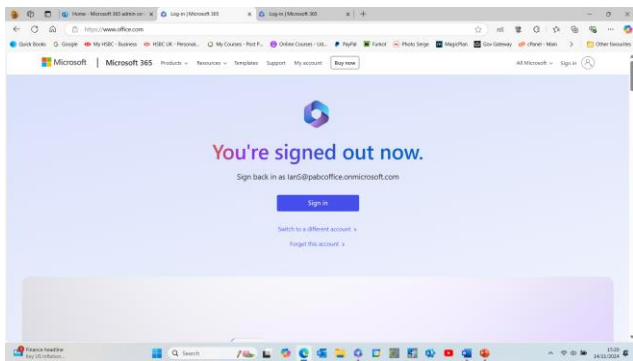
Some users will have opted for a full installation of the Office 365 on their computer and others may have the Web version via the Browser for ease of installation. These instructions are for the Web only installation.

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/>

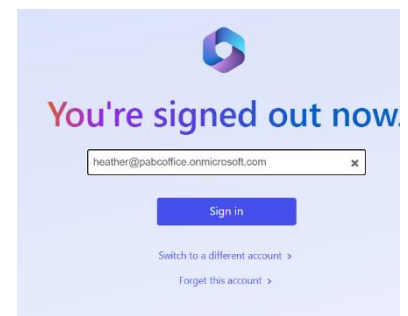
The link will open up a Browser/Web page as below.



On first sign in the screen will be slightly different but the same sign in box.

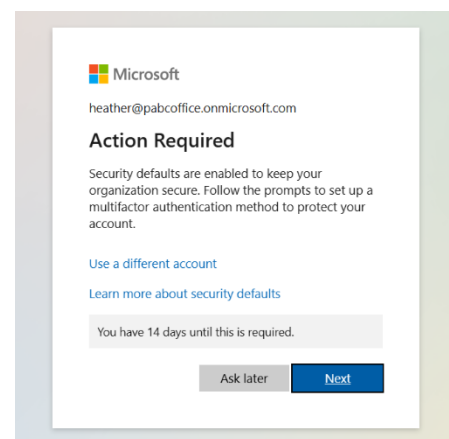
Your login details including the password will have been sent to you in an email.

Enter your login details and you will be asked for a password which you need to enter.



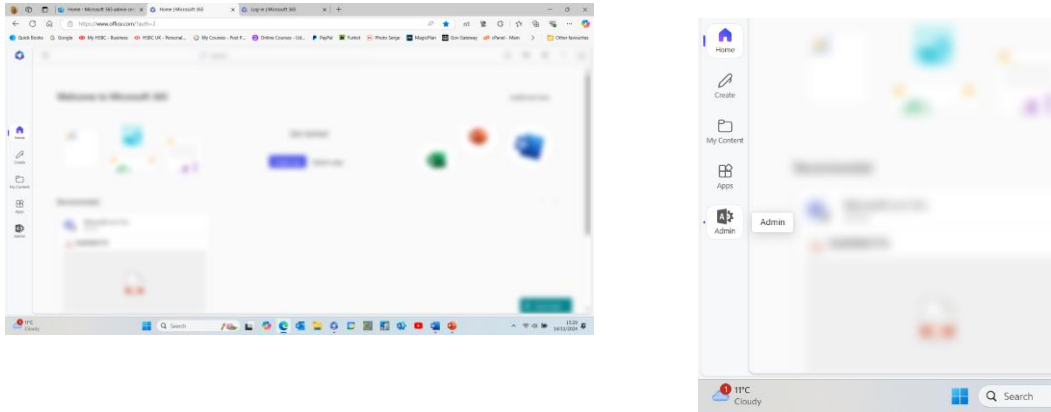
On first use the screen opposite pops up – this is where 2 Factor Authentication is added (by mobile or an App on your mobile).

Press 'Ask Later' for now. The account is now established and will be set up for Web access (it can still be added to a computer later).

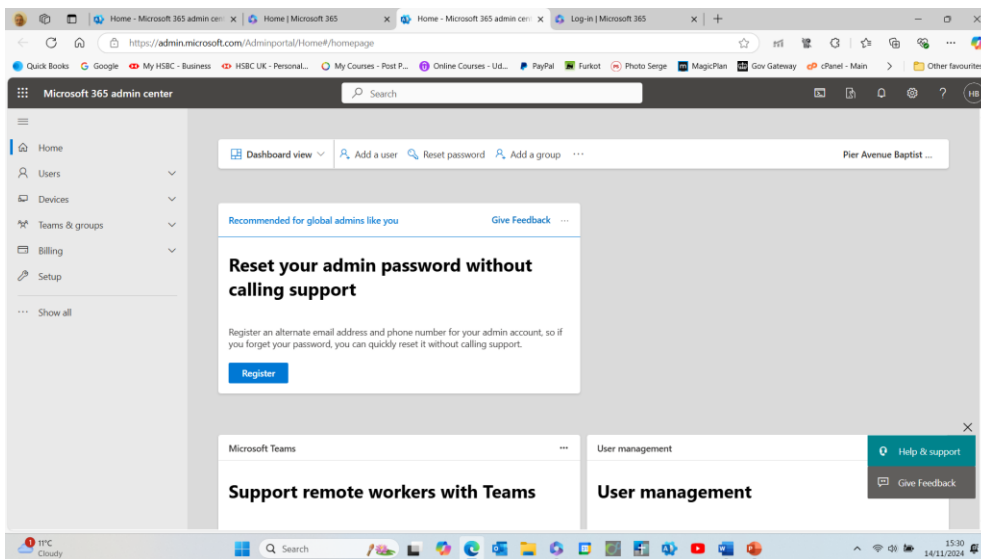


The screen may be fuzzy, don't worry, things are just being set up in the background.

For now press the Admin button at the bottom on the task bar on the LHS.

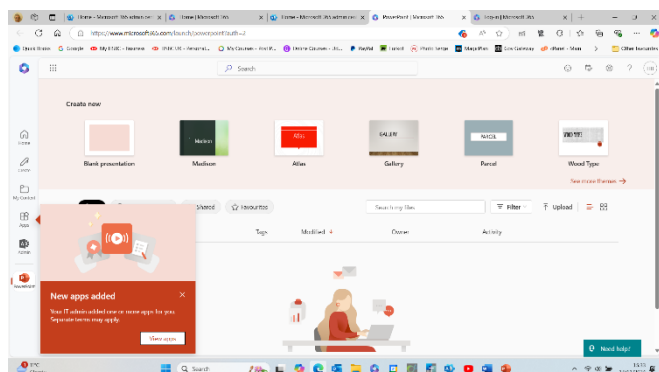
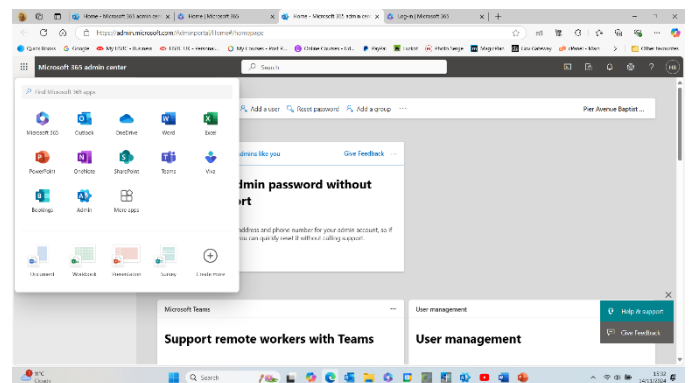


The next screen will open which is your own account Admin panel. This has advanced feature not required for now and further guidance will be provided later.



Click on the 9 dot square on the task Bar (at the top left).

This opens the access to the programs that are available to you for use in the Church Office 365.

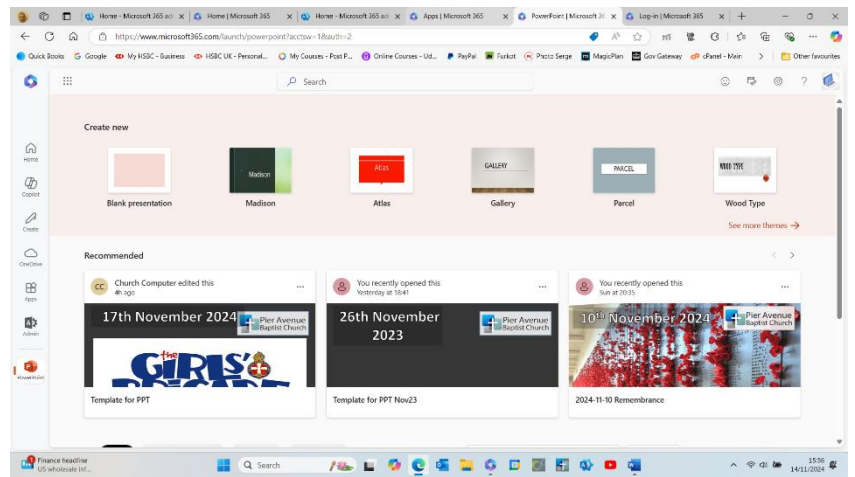


Select the program you want and it will open up ready for your input.

As this is a first opening there will be no previous documents on view so start a new one.

When you have been using the program you will find on opening it that there is easy access to your last documents.

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 where the mysteries of OneDrive will be shared.

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

14/11/2024

Rev 1.