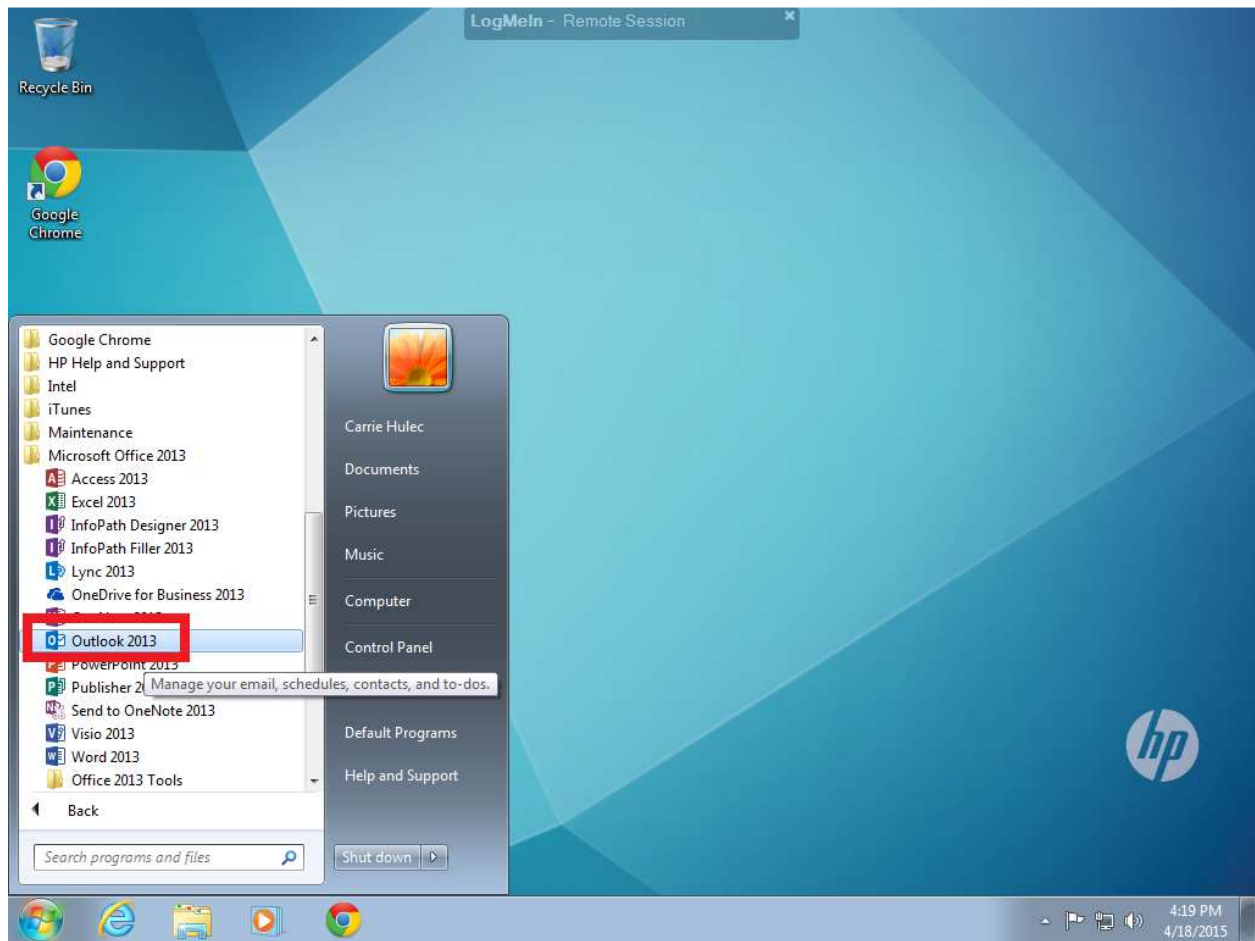
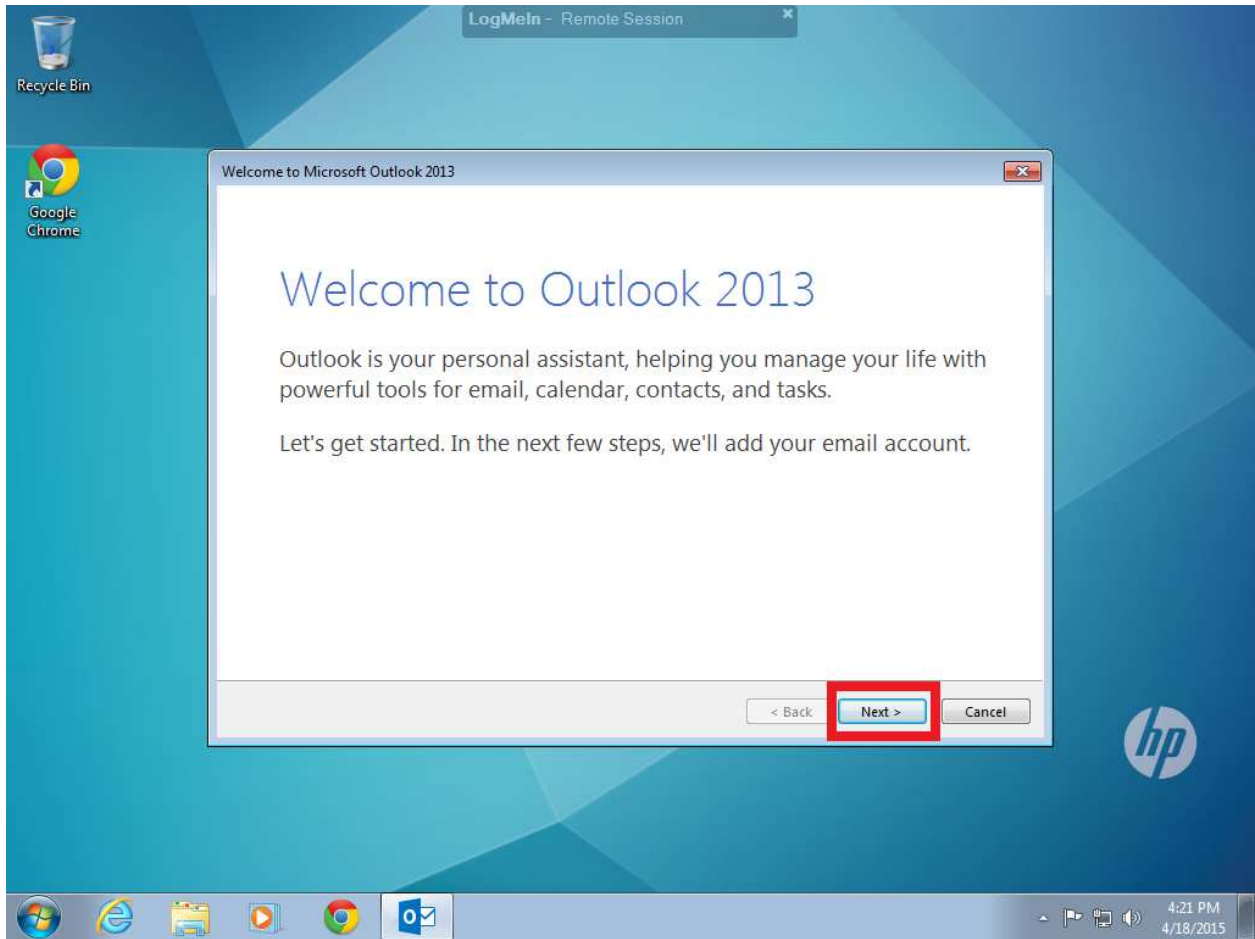


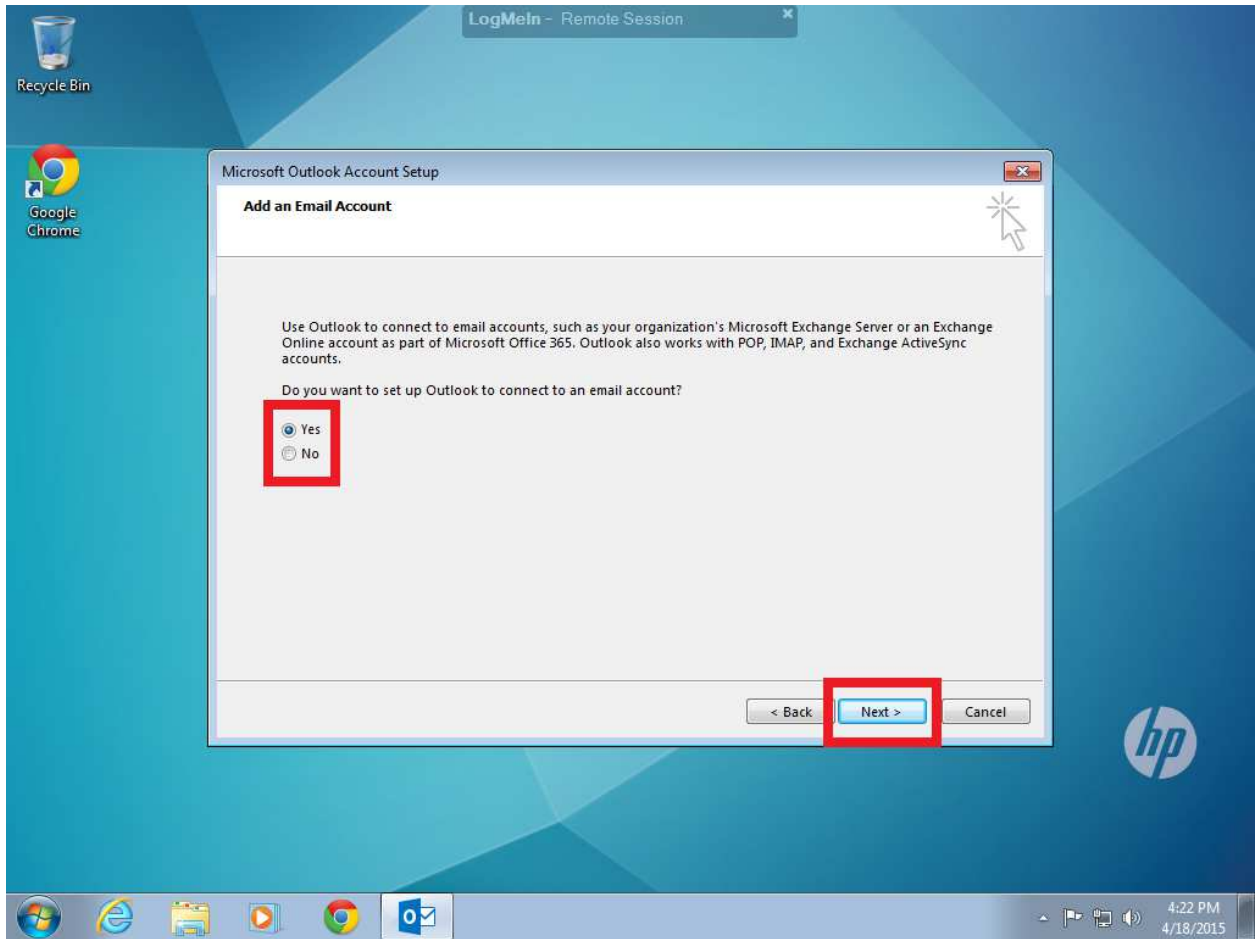
How to setup Outlook and One Drive:



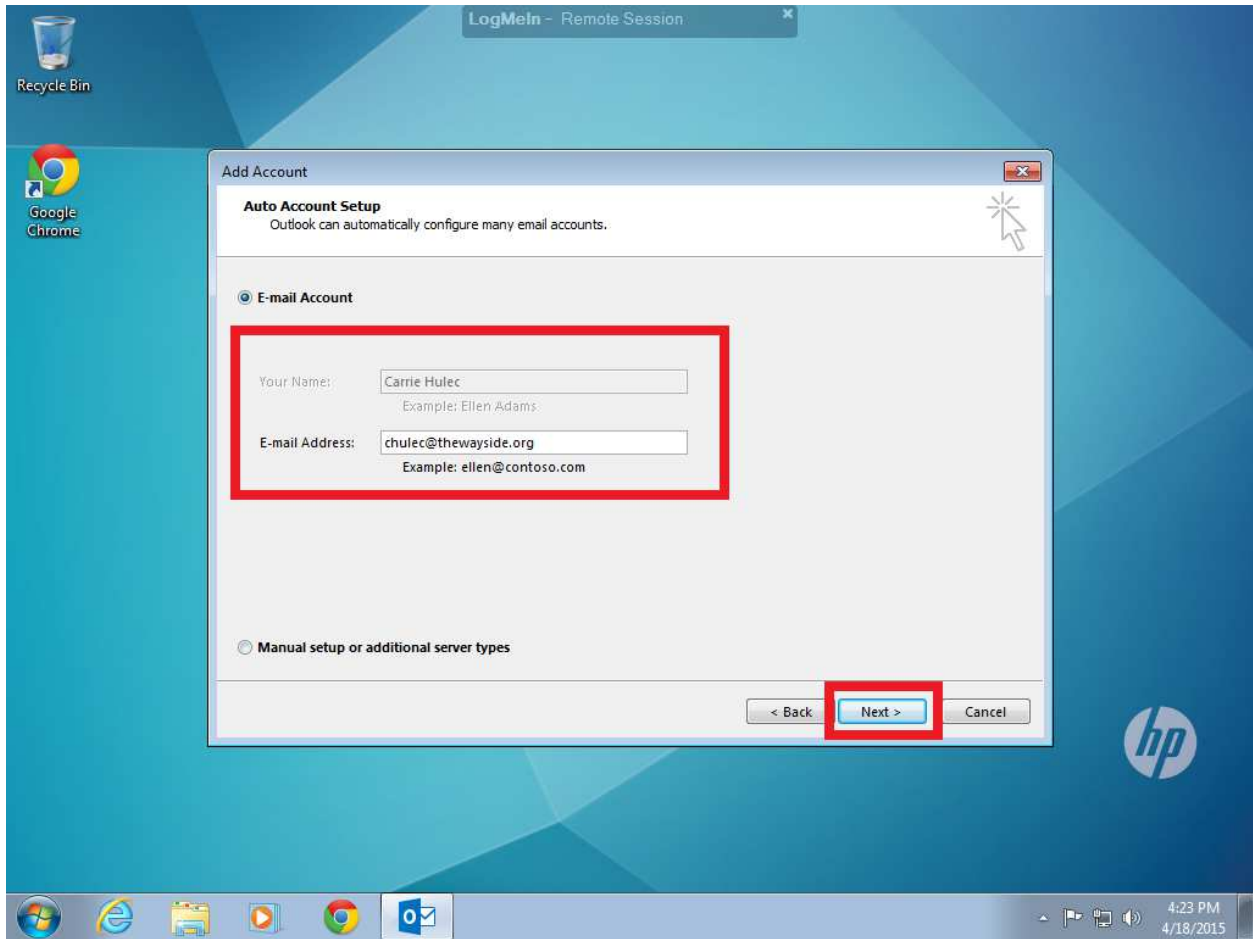
Click on Start – All Programs – Microsoft Office 2013 – Outlook 2013



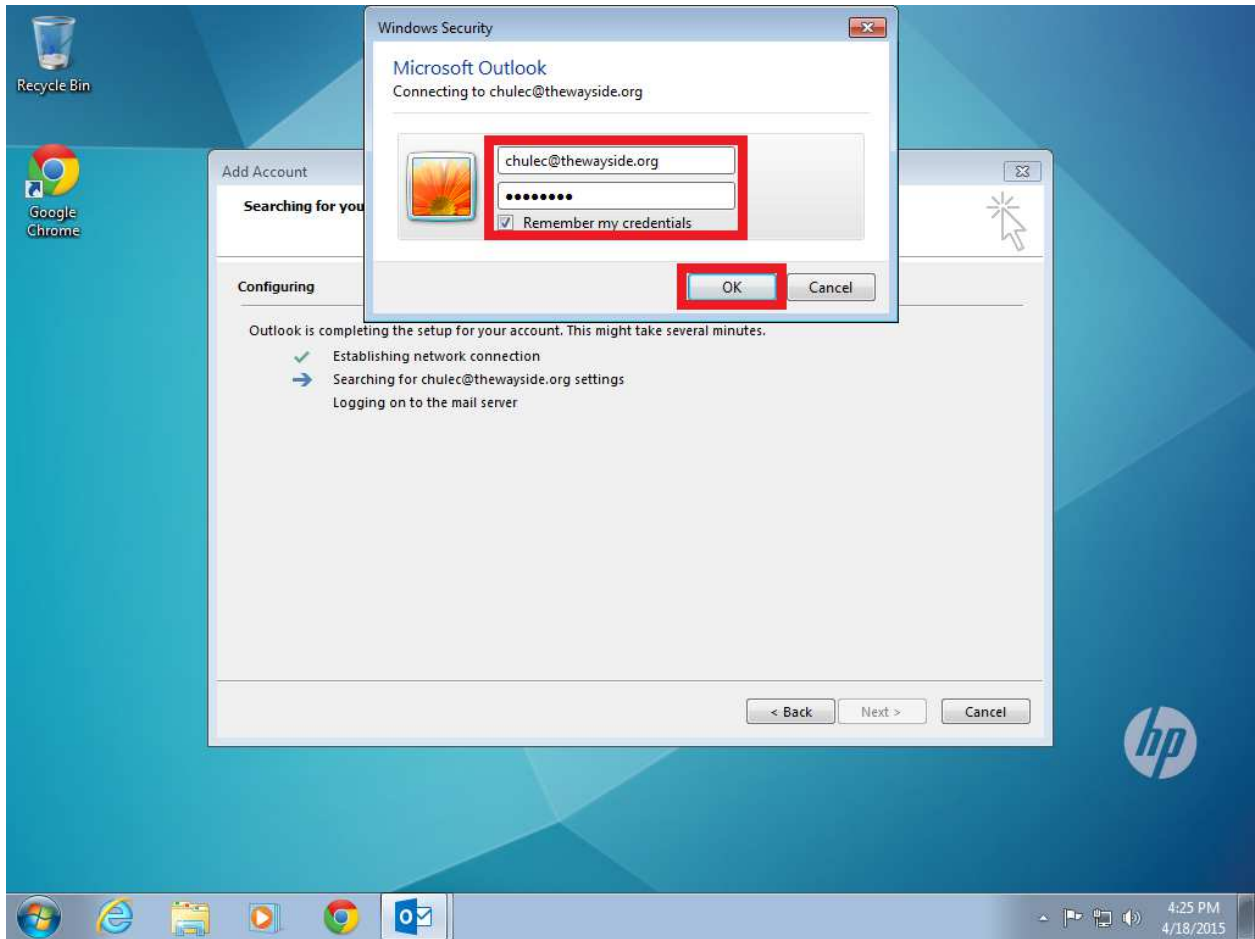
Hit Next



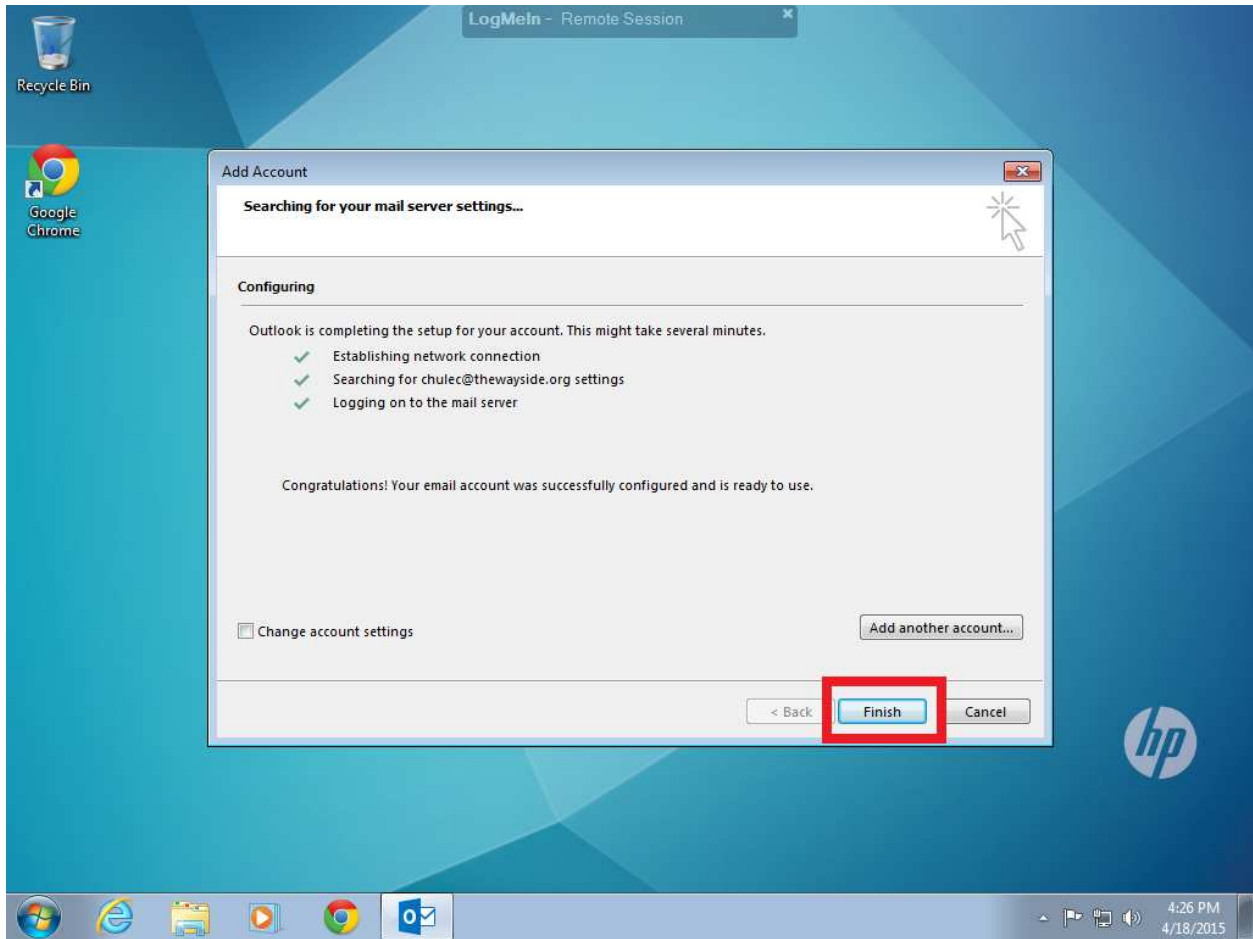
Yes, Next



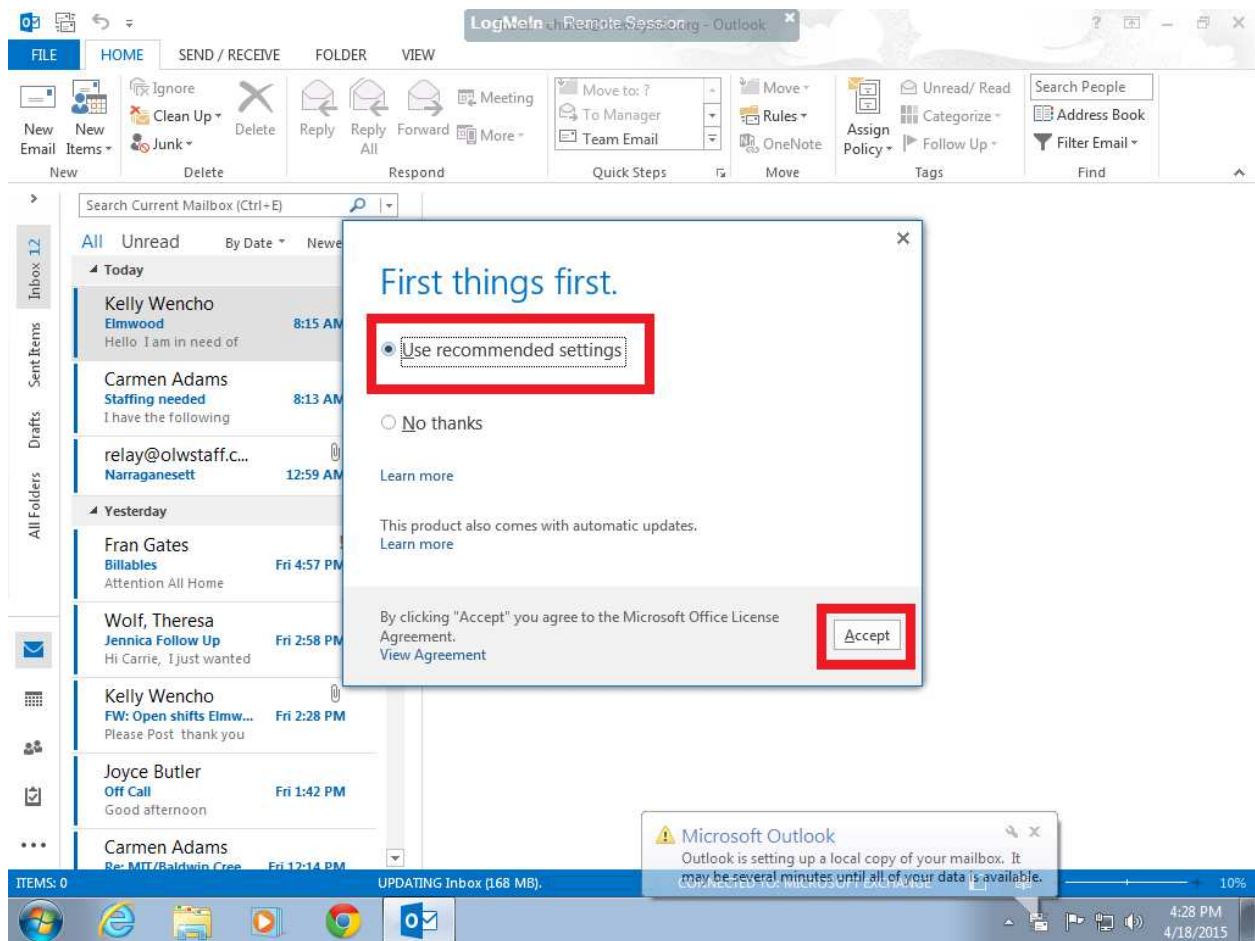
After a few seconds it should auto fill in the name and Email, if not let me know. Hit Next



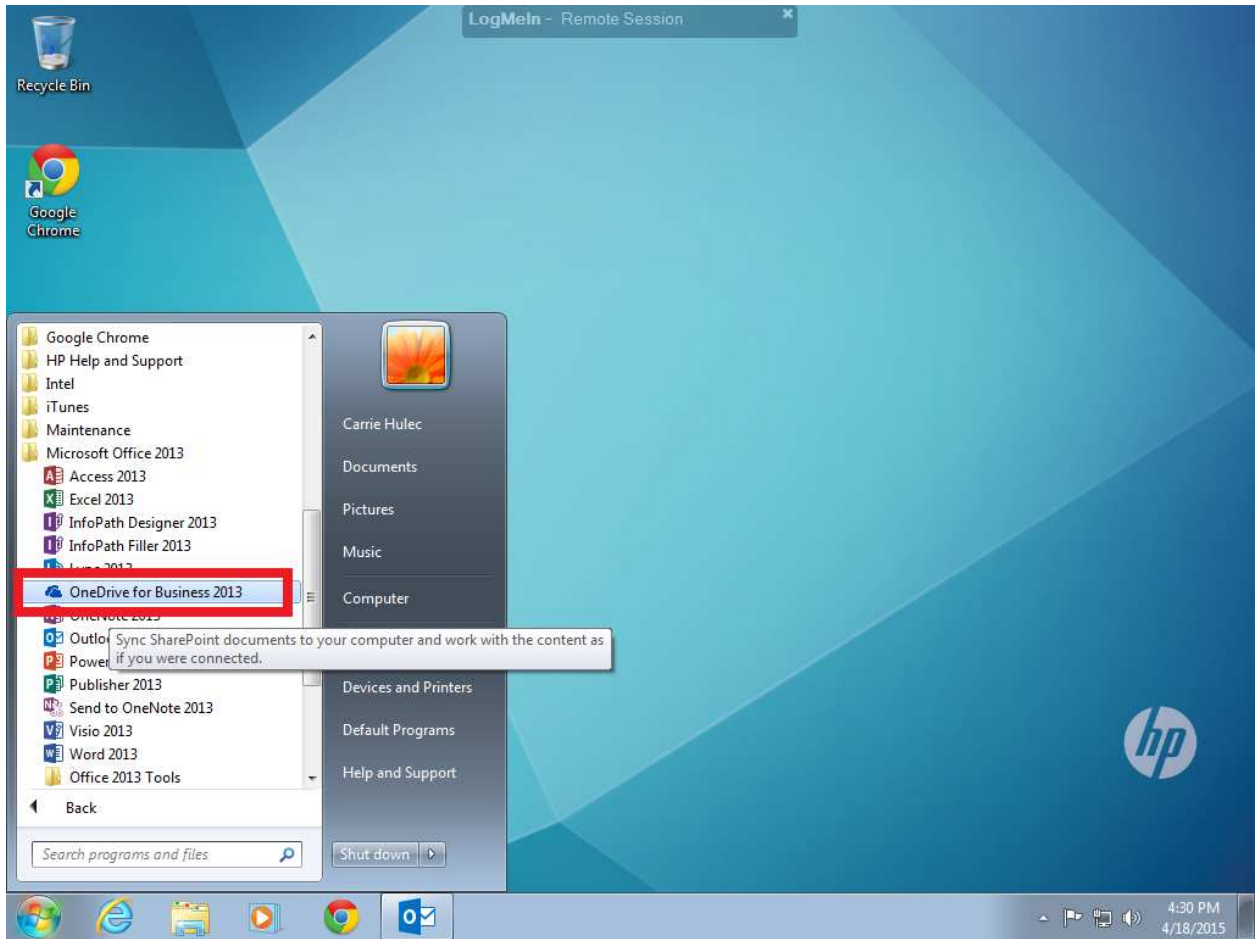
Fill in your o365 password, click remember my credentials, hit ok.



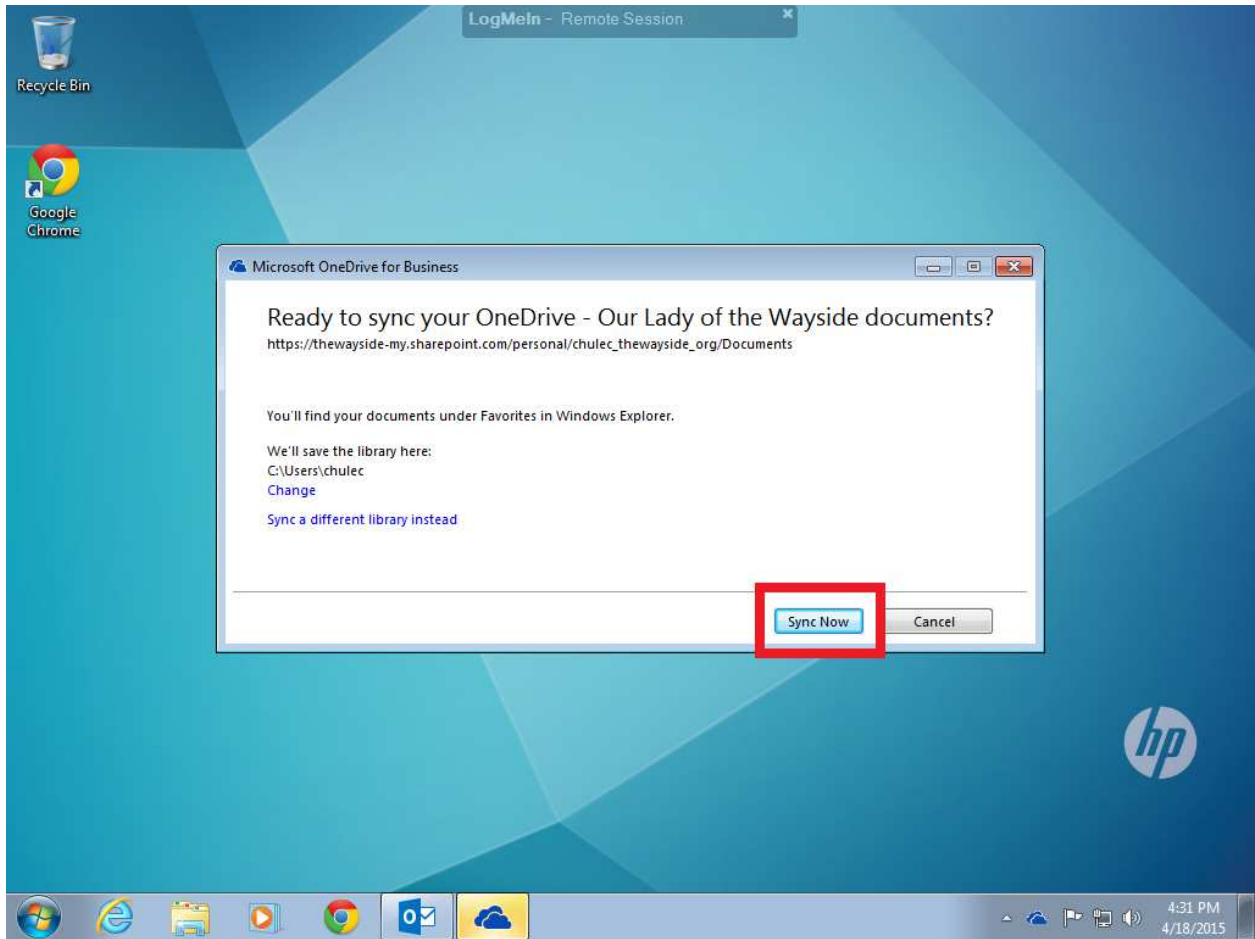
If everything goes good, you'll have all check marks, hit Finish and now after a few Outlook should load up.



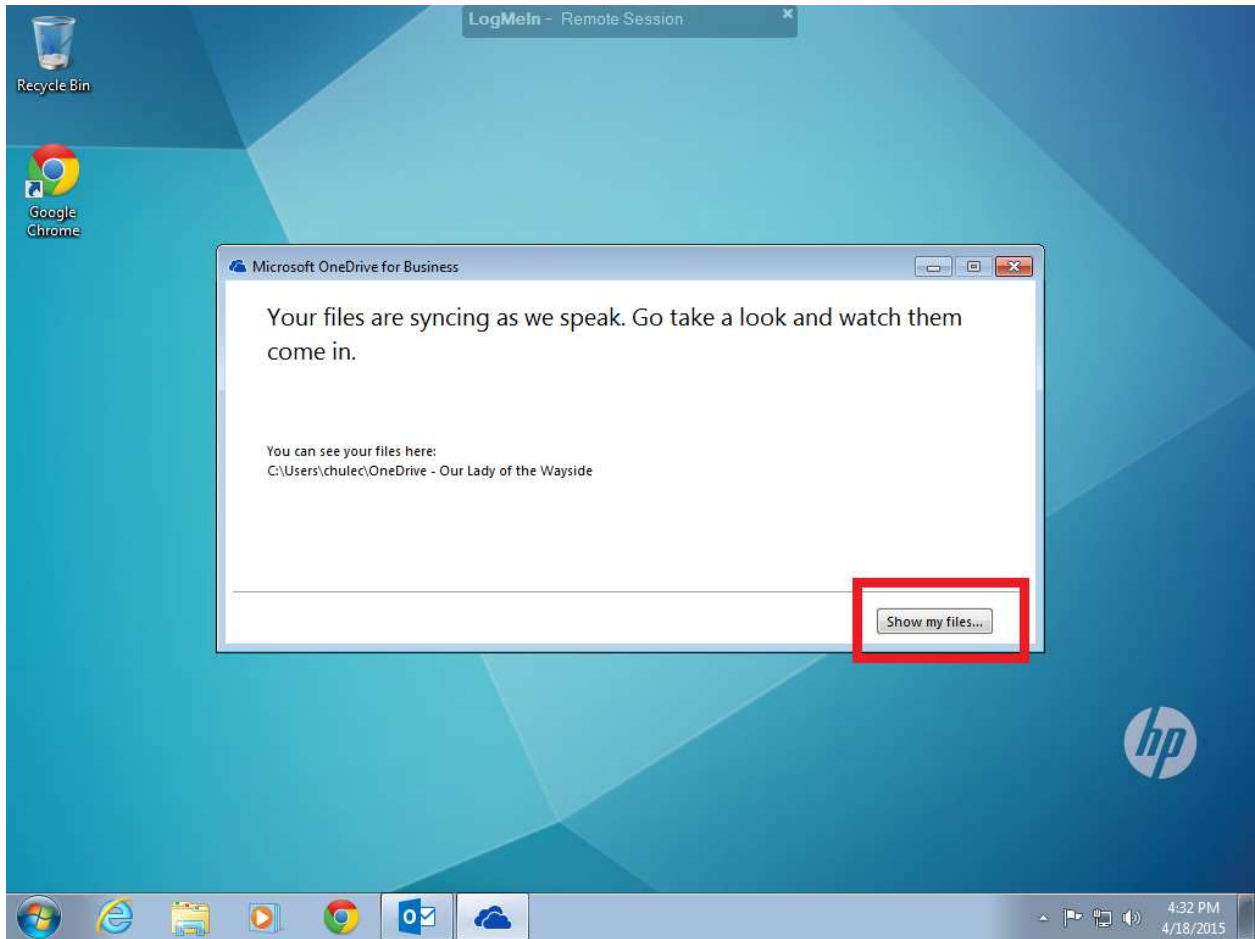
After Outlook loads, hit User Recommended Settings, Accept. Minimize Outlook.



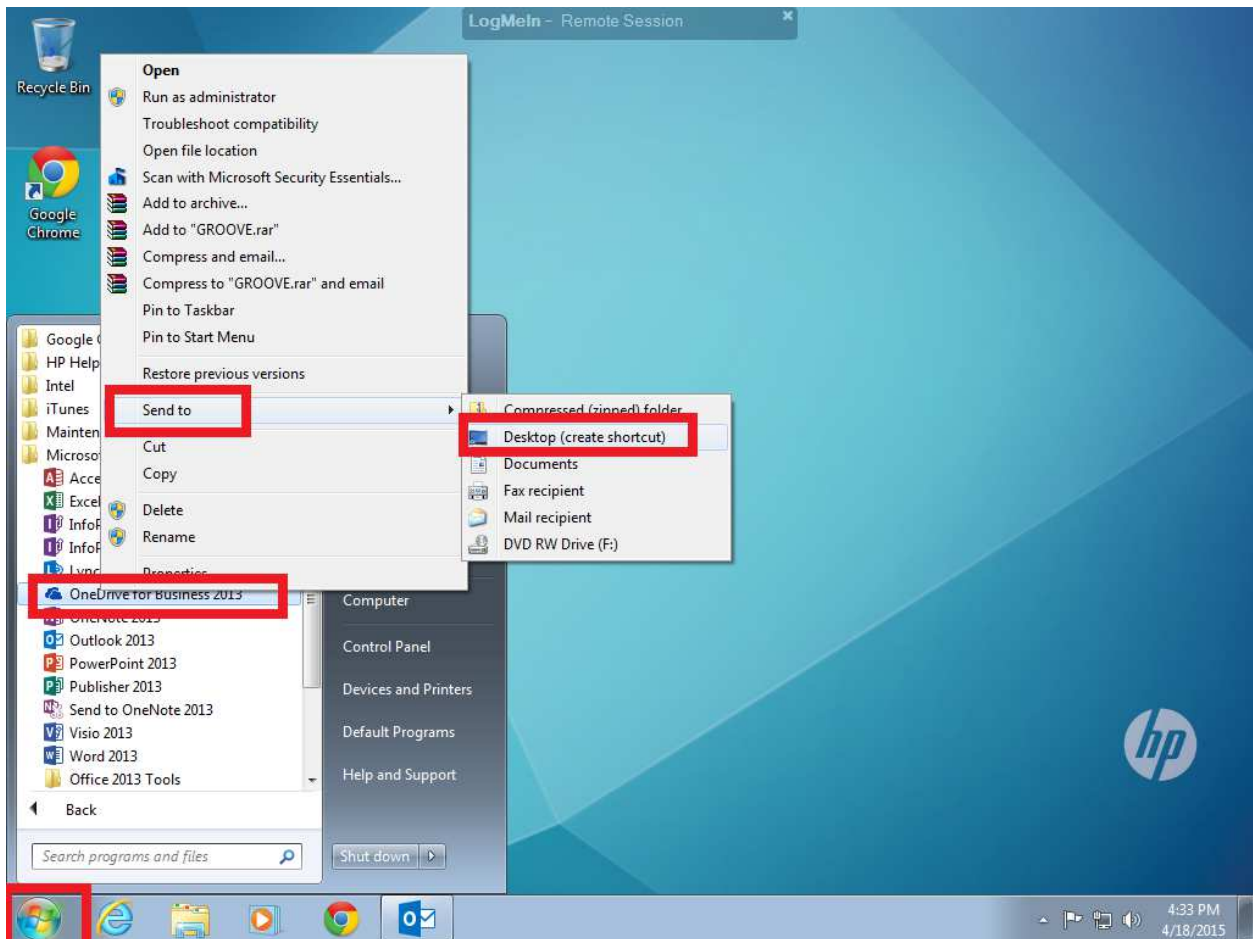
**Click Start – All Programs – Microsoft Office 2013 –
OneDrive for Business 2013**



It will load up, just hit Sync Now.



If it all goes correctly you'll get this screen, go ahead and close it. Now lets make these easier to get to.



Click on start, All Programs – Microsoft Office 2013 – RIGHT CLICK – on OneDrive for Business 2013 – Select Send To – Desktop. This should be a link for it on your desktop. You can also do this for any other Office Programs you want to have easy access too.

You are now all setup to use your computer!