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.

1	LogMeIn - Remote Session ×		1.0.100001
Recycle Bin			
	Add Account		
Google Chrome	Searching for your mail server settings	×	
	Configuring		
	Outlook is completing the setup for your account. This might take several minutes.		
	 Establishing network connection 		
	Searching for chulec@thewayside.org settings		
	Congratulations! Your email account was successfully configured and is ready to use.		
		Add another account	
	- change become settings	(environmental environmental environment	
	< Back	Finish Cancel	
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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

R	LogMeIn - Remote Session *	
Recycle Bin		
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Google Chrome		
	C Microsoft OneDrive for Business	
	Ready to sync your OneDrive - Our Lady of the Wayside documents? https://thewayside-my.sharepoint.com/personal/chulec_thewayside_org/Documents	
	You'll find your documents under Favorites in Windows Explorer.	1
	We'll save the library here:	
	Change	
	Sync a different library instead	
	Sync Now Cancel	
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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!