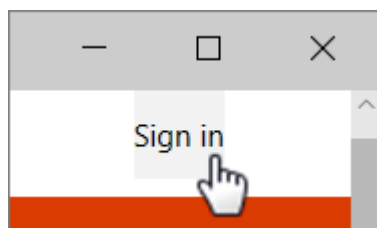


# Employee quick start for Office 365

Are you new to Office 365 for business?  [Watch this video](#) to learn about it. Then follow these steps.

## 1 Sign in

Go to [Office.com](https://office.com) and choose **Sign in**.



Type your Office 365 email address and password, then **Sign in**.

A screenshot of the Office 365 sign-in form. It features two input fields: the first contains the email address 'rob@contoso.com' and the second contains a masked password '●●●●●●●●'. Below the password field is a checkbox labeled 'Keep me signed in' which is currently unchecked. At the bottom is a blue 'Sign in' button with a hand cursor pointing to it.

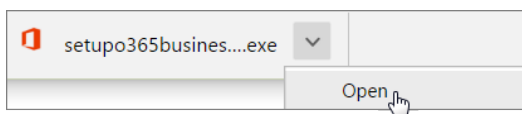
**Tip** You may be prompted to change your password. 8+ letters and numbers please.

## 2 Get Office

Choose **Install Office 2016** in the upper right.



In Chrome, go to the download on the bottom of the page and choose **Open**.



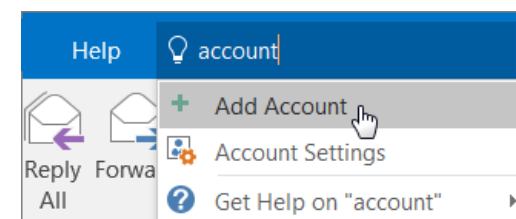
In Microsoft Edge/IE, choose **Save** then **Run**.

If asked to allow the app to make changes, choose **Yes**. Let Office setup begin.

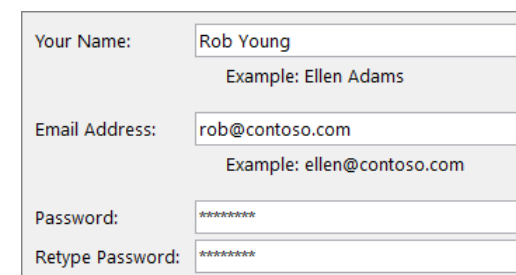
On a Mac, open **Microsoft Office\_2016\_Installer.pkg**.

## 3 Set up Outlook

Open **Outlook 2016** on your computer. In the Tell me field, type **account** then **Add Account**.



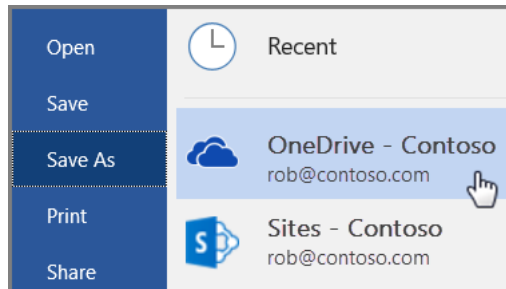
Type your name, email, and password then **Next**.

A screenshot of the Outlook account setup form. It contains four input fields: 'Your Name' with 'Rob Young' and an example 'Example: Ellen Adams'; 'Email Address' with 'rob@contoso.com' and an example 'Example: ellen@contoso.com'; 'Password' with a masked password '\*\*\*\*\*'; and 'Retype Password' with a masked password '\*\*\*\*\*'.

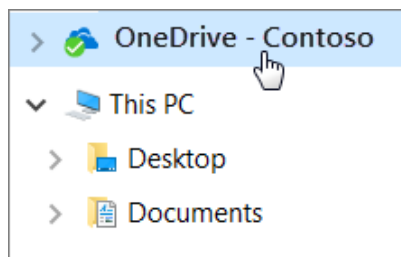
**Tip** To import your old email, export it to a PST file, then import it, [like this](#).

## 4 Save to the cloud

Save documents to **OneDrive** from the **Save As** menu.



Or copy files from your Desktop or Documents to **OneDrive**.



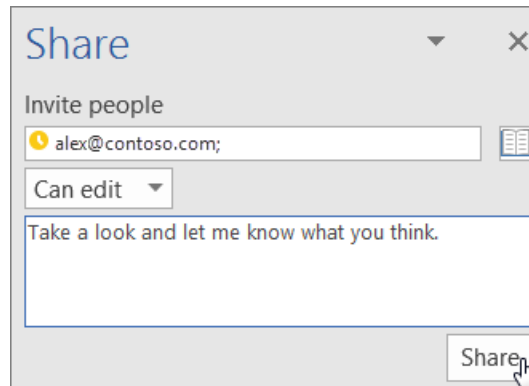
**Tip** You can also store files on [sites](#) in Office 365.

## 5 Share with others

Share your documents with others by choosing **Share**.



Type their email address, choose read or edit, include a message and **Share**.

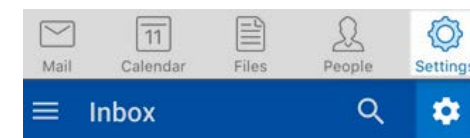


## 6 Set up a phone

Get **Outlook** on your phone. Choose **Get Started** and add your email and password.



Or, open **Outlook** on an iOS or Android device and go to **Settings**.



Choose **Add Account** then **Add Email Account** then type your email and password.

On a Windows Phone, choose **Settings** > **Email + accounts** > **Add an account** then **Exchange**.

## What's next?

[View this guide online](#) and share it with others. | [Learn what else](#) you can do with Microsoft Office.