



Office 365 User Manual

Summary

As a new student there are several steps you will need to complete before accessing your Office 365 account.

- Login to your Campus Cloud Portal,
- Reset your initial (temporary) password to a new password of your choice.

After you have done the steps above, you will be able to login to Office 365. You will need to set up your outlook for the first time. Office 365 will allow you to use Outlook for emails and web based applications such Microsoft Word, Excel, PowerPoint, and OneNote.

Steps

1. Login to Campus Cloud with email address and temporary password sent to your personal email address at <https://scicloudservices.net/application/login.php>



The image shows a login window with a title bar that says "Login". Inside the window, there is a central graphic of a black graduation cap with a gold tassel and a rolled-up diploma tied with a red ribbon. Below the graphic are two input fields: "USER NAME:" followed by a text box, and "PASSWORD:" followed by a text box. Below the password field is a "Submit" button. At the bottom of the window, there is a blue link that says "Forgot your password?".

2. Under the "My Profile" Tab, In the Password section, enter the temporary password in the "Current Password" field. Enter the password of your choice in the "New Password" and "Confirm Password" fields and click "Save Password."
 - a. Your new password **must** consist of **at least 8** characters and include **one uppercase** character and **one number**.

You can now login to the Student Portal, Moodle, and Office 365 using your username and the new password you just saved. Please be aware that it may take a few minutes for your password to sync with Office365.

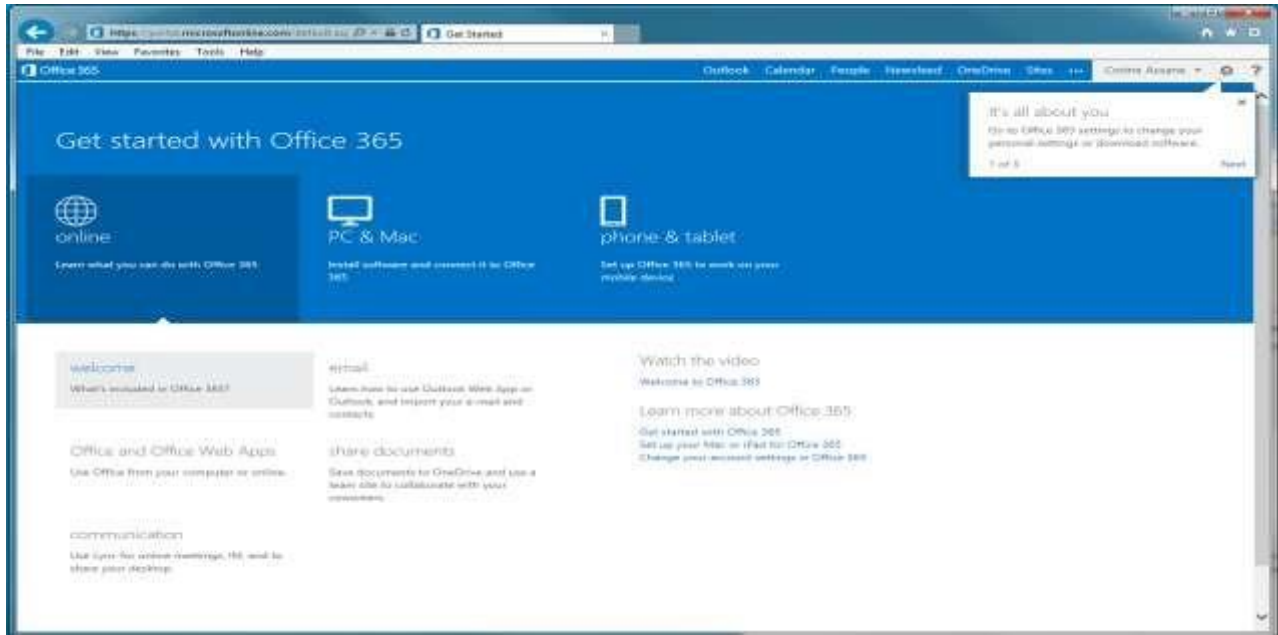
Note: If you forget your password, please go to <https://scicloudservices.net/application/forgot.php> and enter in your SSN when prompted. It will send a new temporary password to your **personal** email address (not your @my.scitexas.edu email address). Once you have received that email, repeat steps 1 and 2 to change the password.

3. To login to Office 365 please go to <https://office.scitexas.edu>



4. You are now able to successfully login to Office-365 portal with your username (new school email address) and your password (new password that you chose earlier).

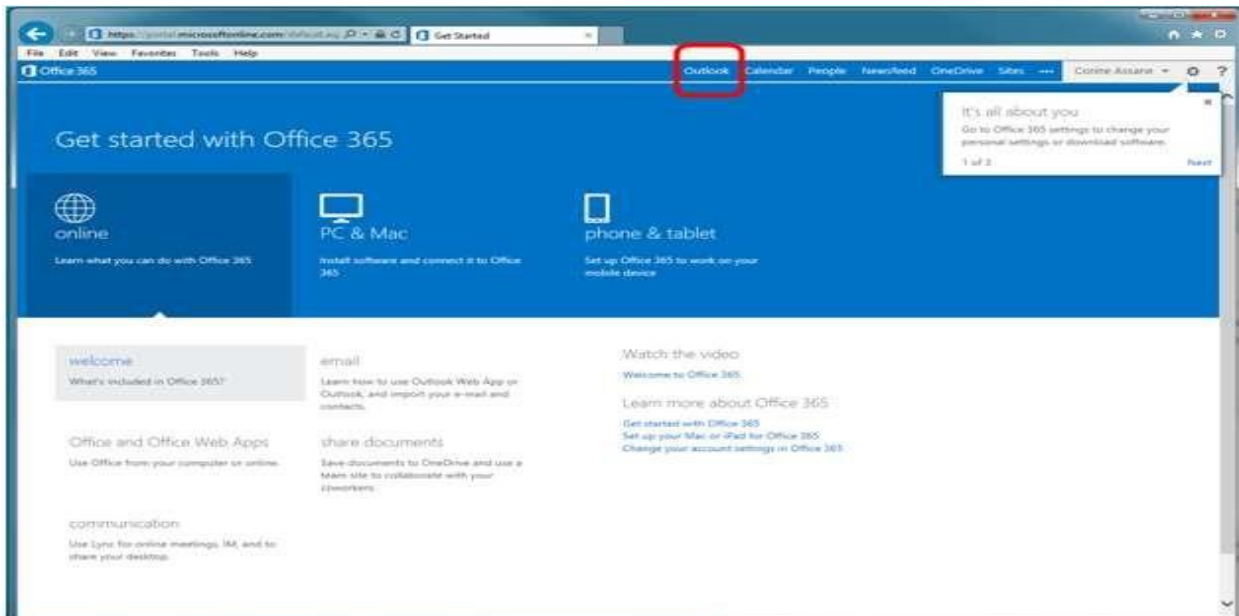
Note: If you get a message saying “we are almost ready...” after you login, please be patient for a few minutes until the page loads.



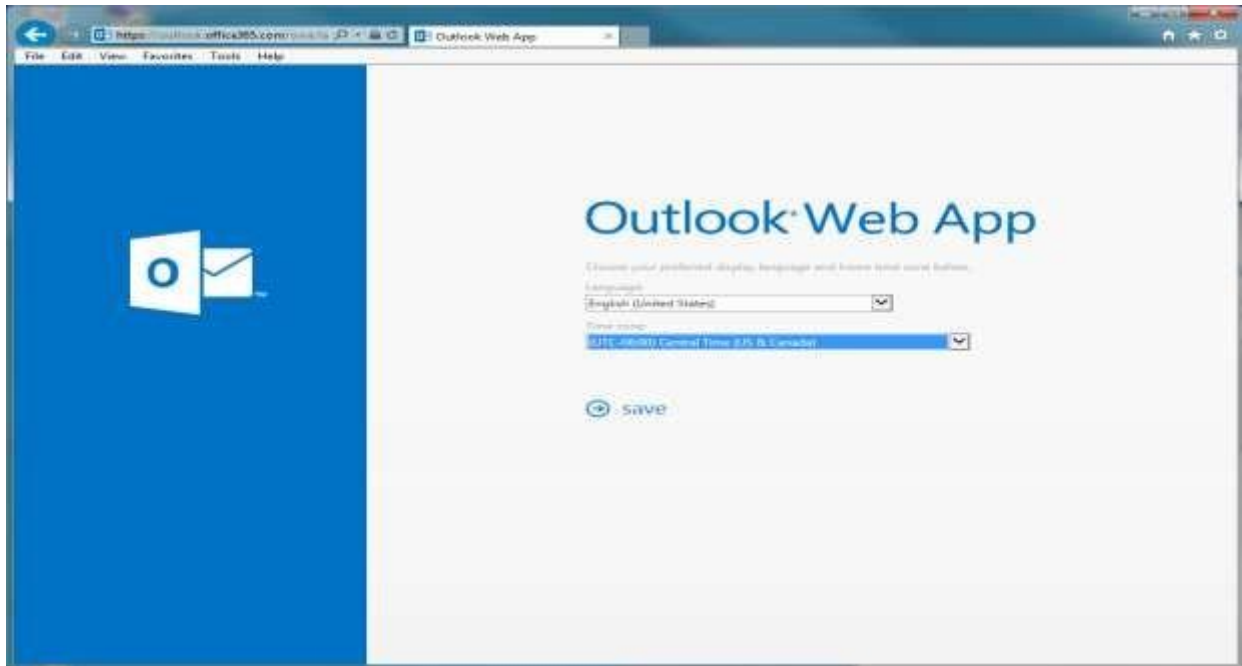
5. **Now, you will need to setup your Microsoft Outlook account for your new school email address using Office-365. It is required to use the Outlook Webmail when using a School computer.**

Setting up Outlook webmail from Office-365

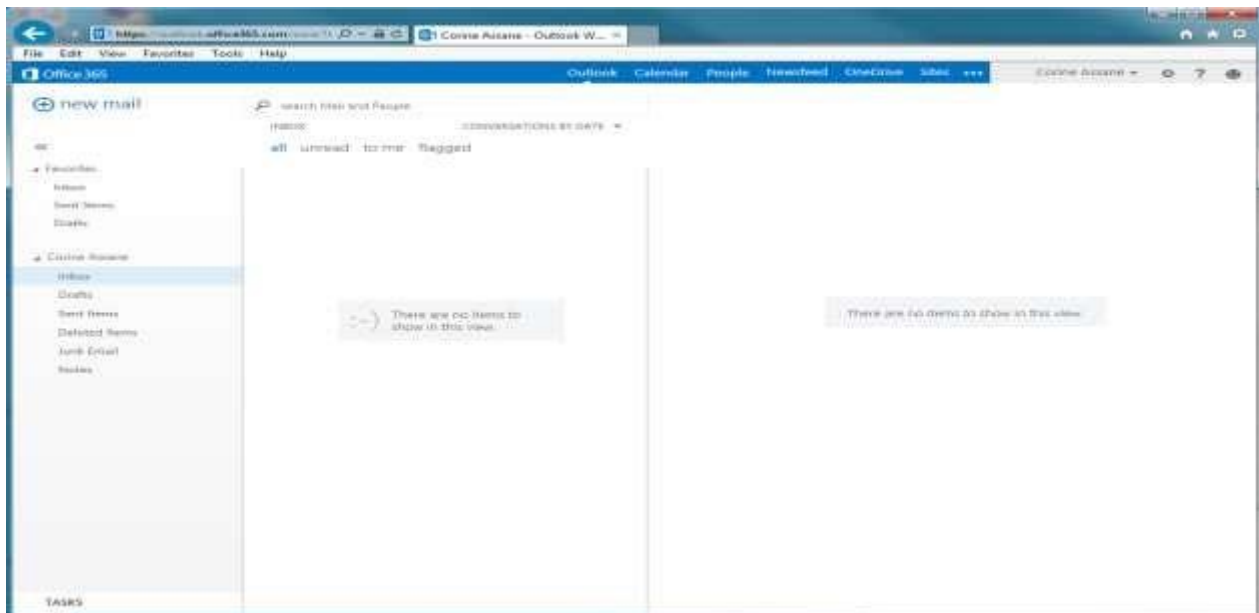
- a. Click on the **Outlook** button once you are logged in



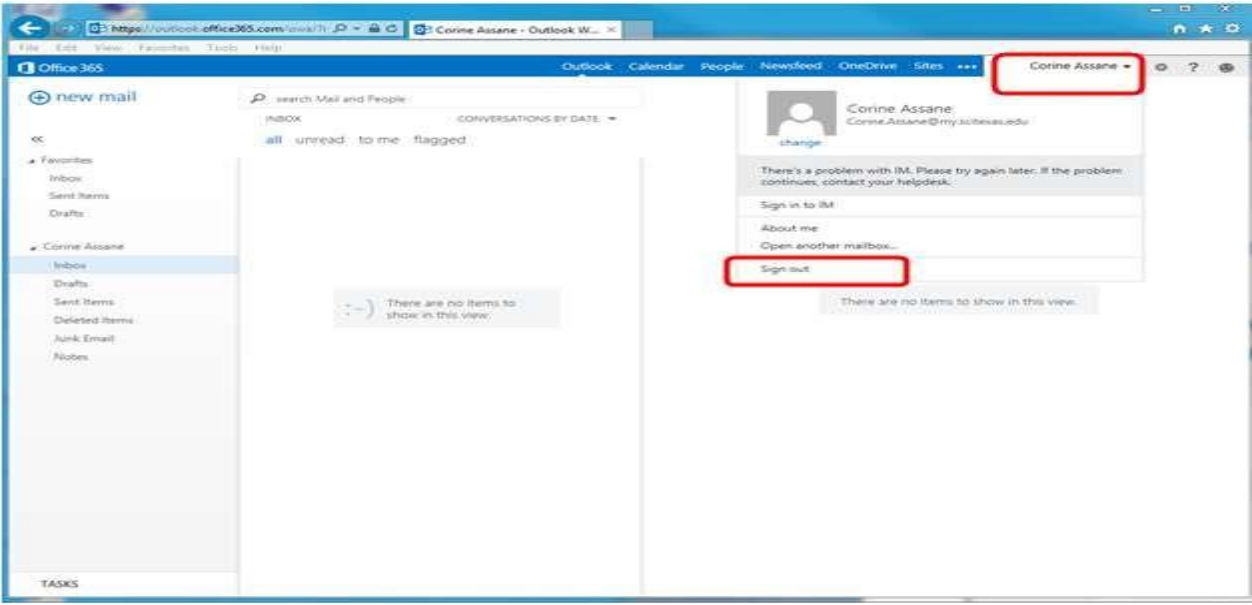
- b. Select “**Central Time (US & Canada)**”, then click on the **Save** button



- c. Your Webmail Outlook from Office 365 is now ready to use
- d. Now your new email account is successfully added to Outlook and you can send and receive email.
- e. Click on **New Mail** to compose new emails.



- f. If you need to sign out of Office 365, click on the drop down menu where your name is located (upper right corner), then click on **Sign Out**.

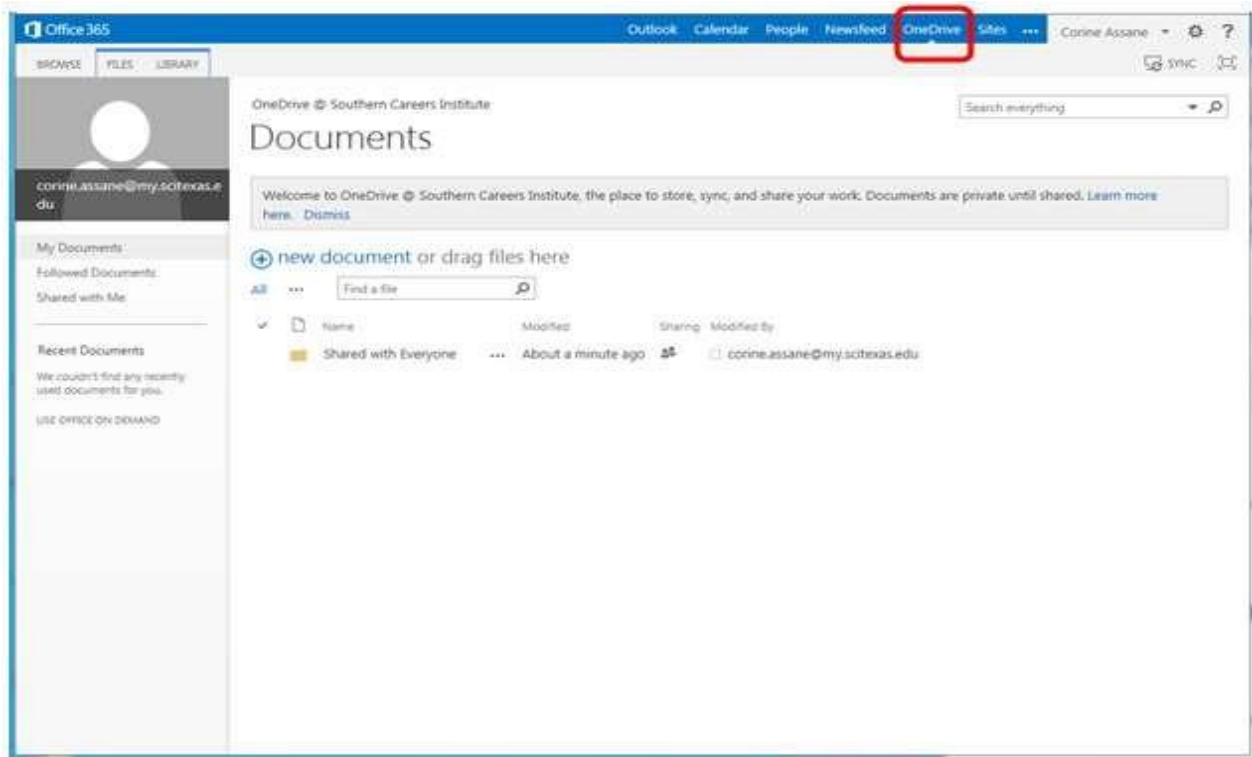


6. If you need to create a Web-based Microsoft Word, Excel, PowerPoint or OneNote document, use the instructions below:

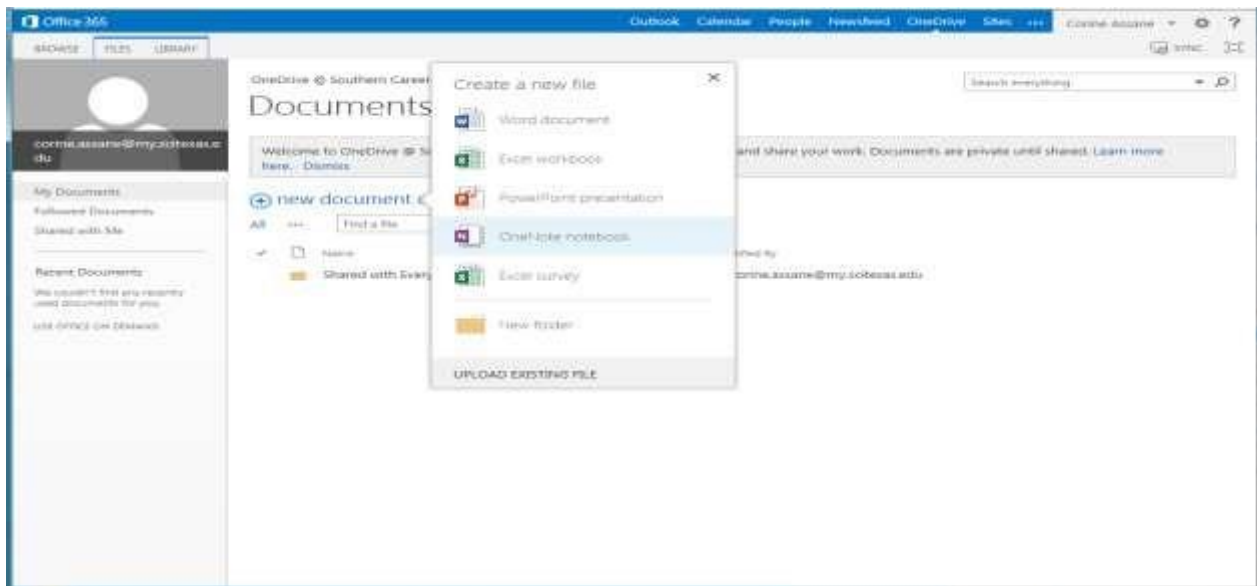
a. Click on the **OneDrive** button.

OneDrive is the cloud file storage which allows you to store, sync, and share files/documents across multiple devices.

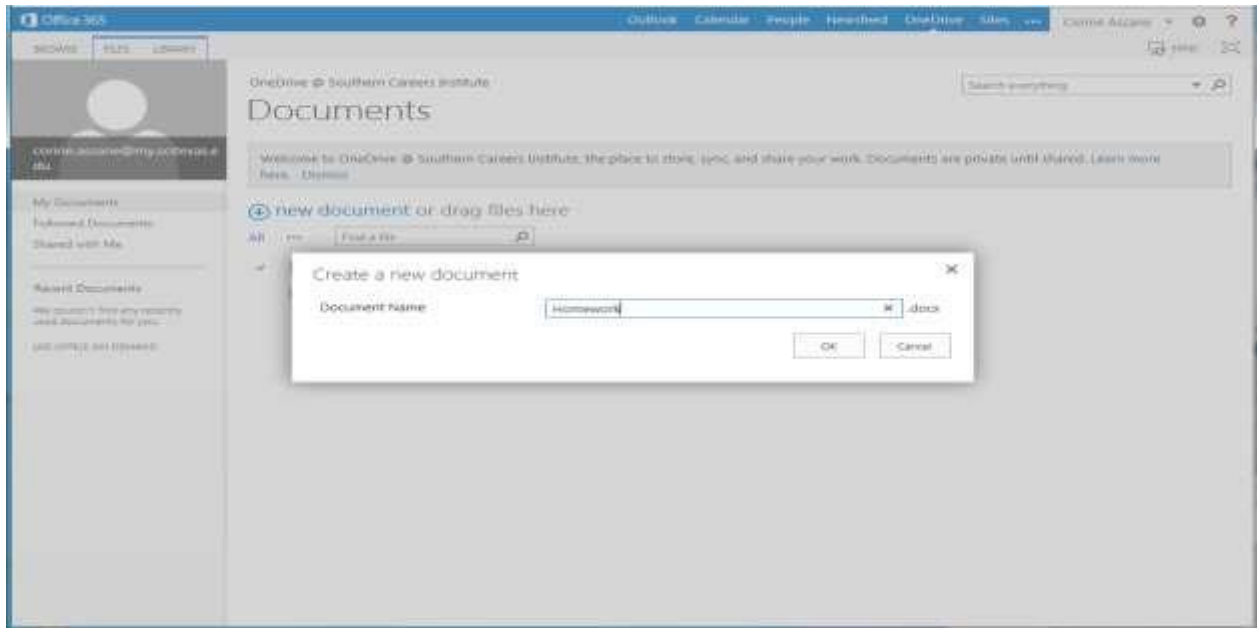
Note: If you get a message saying "we are almost ready..." after you click on the **OneDrive** button, please be patient for a few minutes until the page loads.



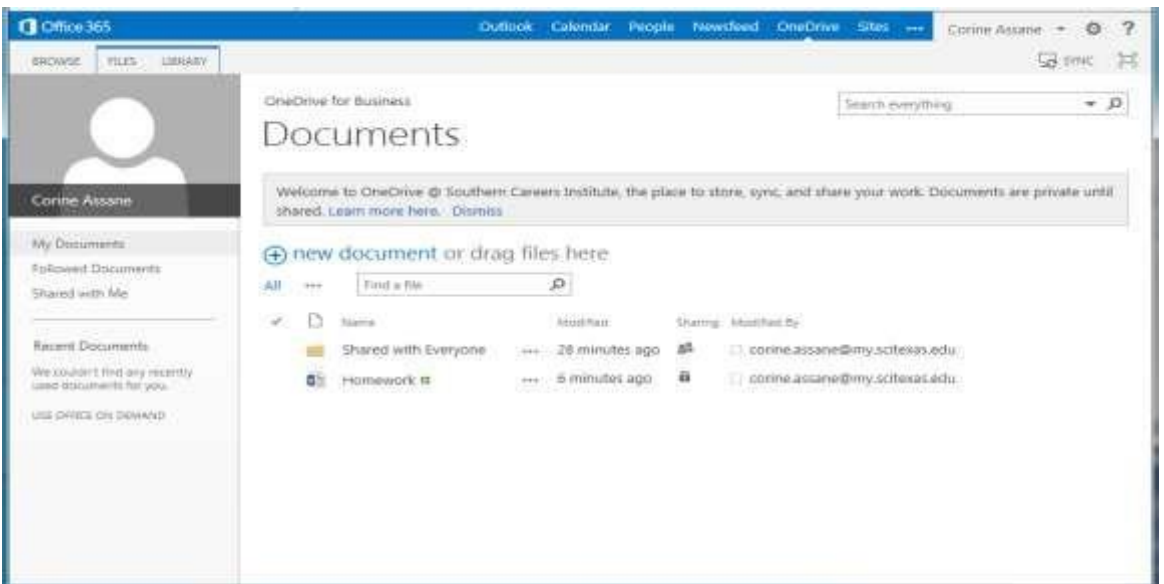
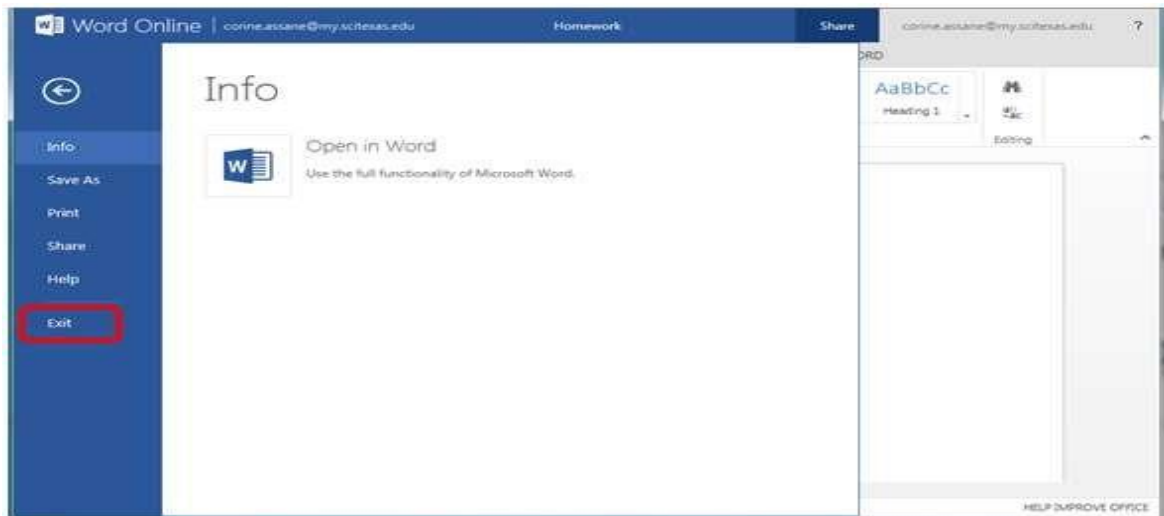
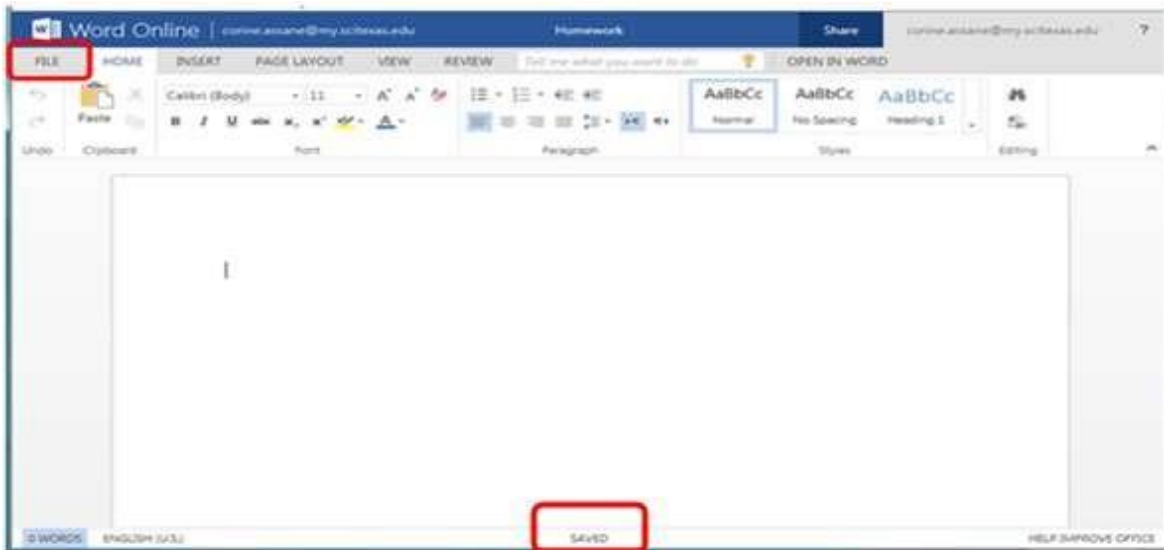
- b. Click on **New Document**.
- c. Select the type of document you would like to create (Word, Excel, PowerPoint or OneNote, etc...)



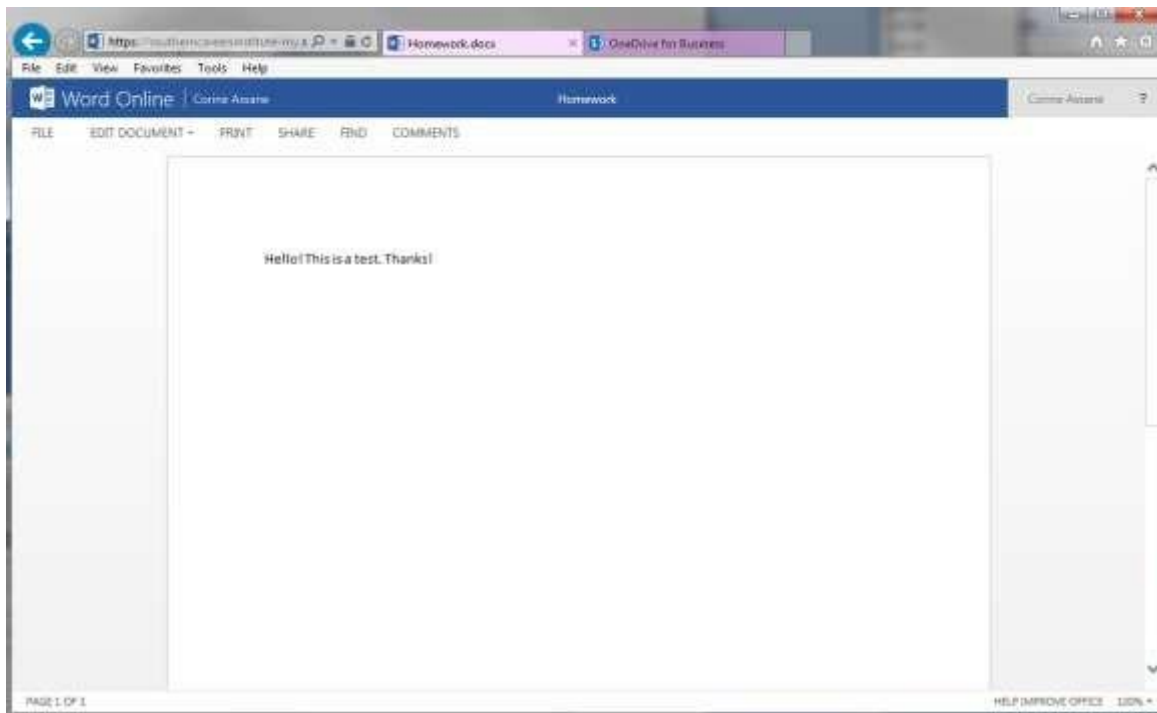
- d. Name the document, then click on the OK button



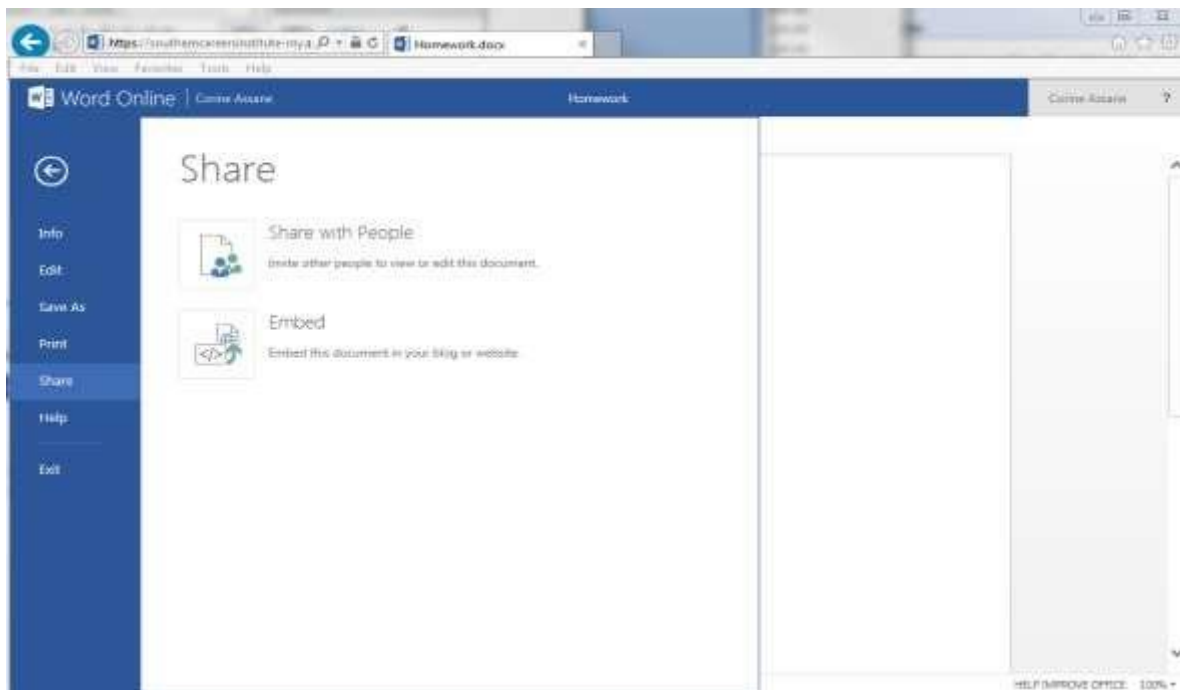
- e. Your blank document is ready to be worked on. Once you are done with your document and want to exit out of the document in order to get back to the **OneDrive** page, click on the **File** button and then click on the **Exit** button.
- f. Please note that each document is automatically saved in the Cloud when you exit out of the document. There is no **SAVE** button, so you do not physically save anything. When you go back to your document (by clicking on the name of your document on the **OneDrive** page it has all your contents and it is the way you left it.



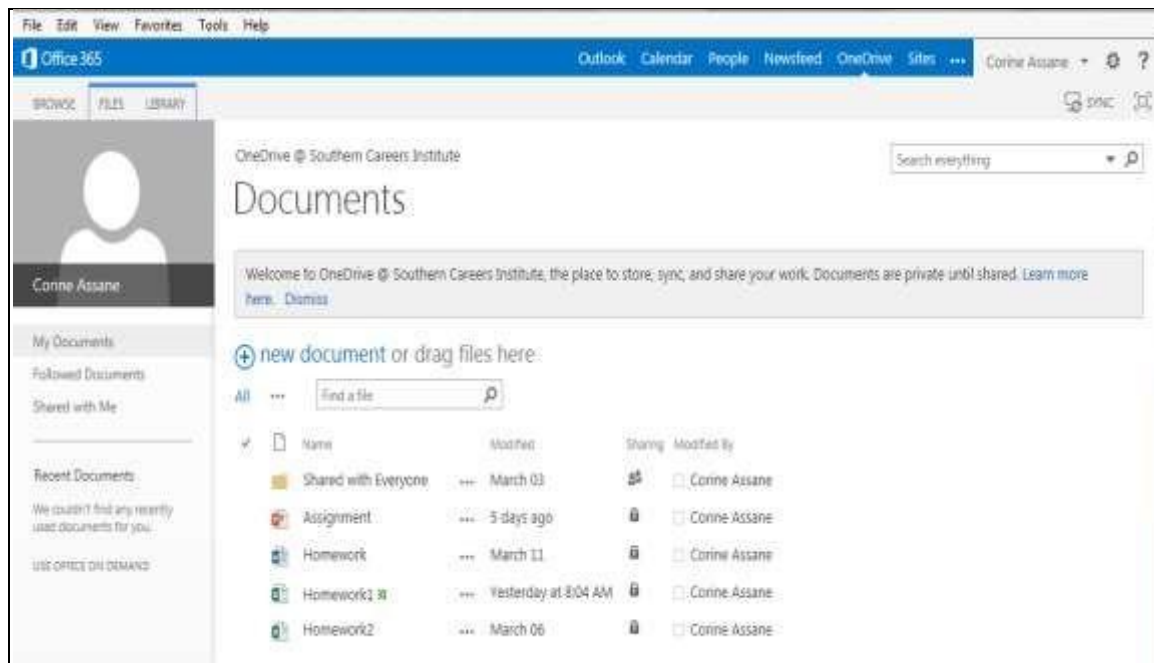
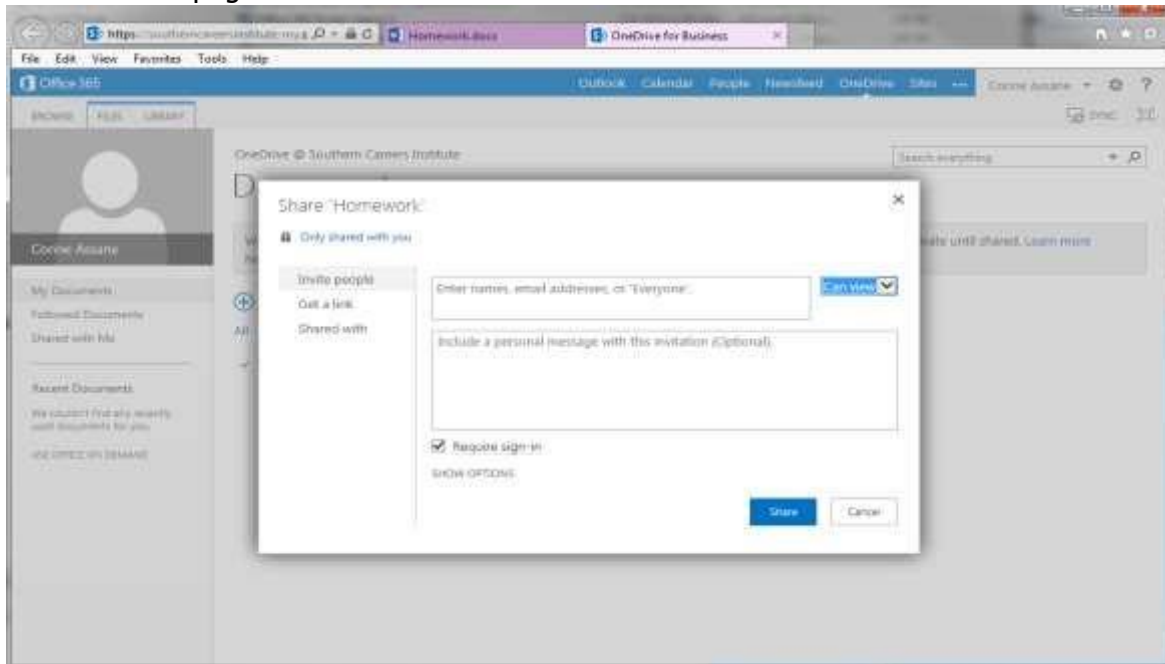
- g. If you want to share your document with your instructor, use the **SHARE** option under the **File** button on the document itself. Click on the specific document on the **OneDrive** page. Then click on the **File** button.



- h. Under the File button, click on the **Share** button. Then click on **Share with People**.



- i. Under the **Invite People** option, type the email address of your instructor.
- j. Select the option "Can View" or "Can Edit" on the right side depending on what you would like. Type a message if applicable. Click on the **Save** button to share it. Once you click on the Save button, you will be redirected to the **OneDrive** page.



7. For more information on **Office 365** and **OneDrive**, please refer to the following link:

<http://office.microsoft.com/en-us/office365-suite-help/start-using-office-and-office-webapps-HA103106031.aspx>

8. **Please do not use Microsoft Outlook (already installed) on the school computer.**

You may use Office 365 (Outlook) to access your email.

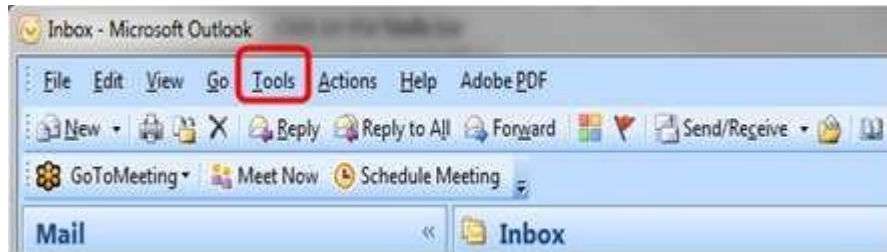
OPTIONAL: if you want to access (send/receive emails) your new school email address using Microsoft Outlook that is already installed on your computer at HOME (Microsoft Office 2007, 2010 or newer versions), you can follow the instructions below to setup your school email account.

You will need to have Microsoft Office **installed** on your home computer so that you can setup your Microsoft Outlook account (school email account) using your username (full Office 365 email) and password.

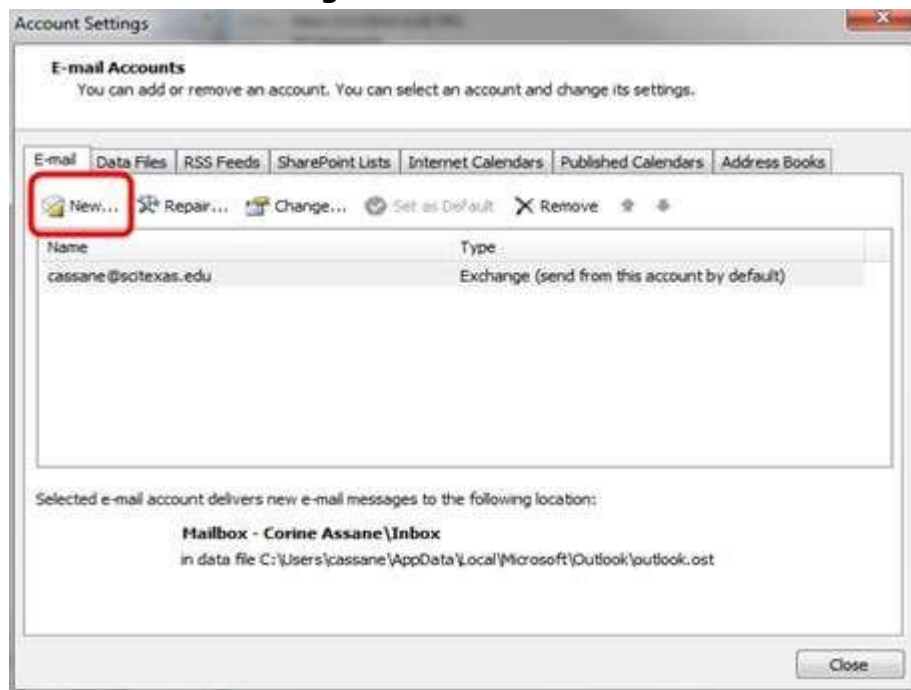
- a. Click on the Microsoft Office Outlook icon to open it
 - i. If you do not have the Outlook icon on your computer:
 - ❖ Click on the Start Menu
 - ❖ Click on All Programs
 - ❖ Click on the Microsoft Office folder
 - ❖ Click on Microsoft Office Outlook
 - ❖ Once you have Outlook opened, you will be able to add your new school email account



- b. To add your new school email account to Outlook using Microsoft Office 2007
 - i. Click on the **Tools** bar



- ii. Click on **Account Settings...** iii. Click on **New**



- iv. Click on **Next**



- v. Enter your **name, email address, and password**

The screenshot shows the 'Add Account' dialog box with the following details:

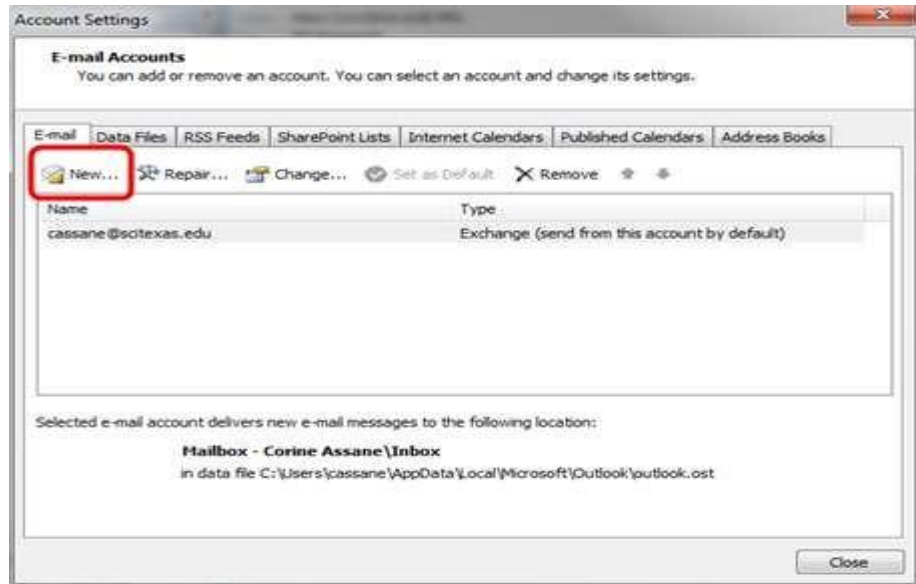
- Title: Add Account
- Section: Auto Account Setup (Outlook can automatically configure many email accounts.)
- Radio button selected: E-mail Account
- Fields:
 - Your Name: Test User (Example: Ellen Adams)
 - E-mail Address: TUser@my.scitexas.edu (Example: ellen@contoso.com)
 - Password: [Redacted]
 - Retype Password: [Redacted] (Type the password your Internet service provider has given you.)
- Radio button: Manual setup or additional server types
- Buttons: < Back, Next >, Cancel

- vi. Click on **Next**
vii. Click on **Finish**

The screenshot shows the 'Add Account' dialog box with the following details:

- Title: Add Account
- Section: Congratulations!
- Section: Configuring
- Text: Outlook is completing the setup for your account. This might take several minutes.
- Checklist:
 - Establishing network connection
 - Searching for TUser@my.scitexas.edu settings
 - Logging on to the mail server
- Text: Congratulations! Your email account was successfully configured and is ready to use.
- Buttons: < Back, Finish, Cancel, Add another account...
- Checkbox: Change account settings

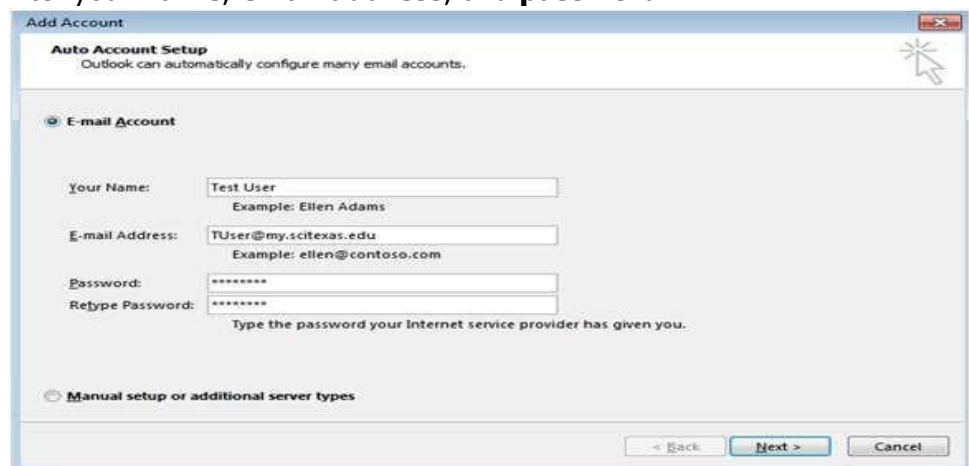
- c. To add your new school email account using Microsoft Office 2010 and newer versions to Outlook
- Click on the **File** menu
 - Click on **Account Settings**
 - Click on **Account Settings** again
 - Click on **New**



v. Click on **Next**



vi. Enter your **name, email address, and password**



- vii. Click on **Next**
- viii. Click on **Finish**

