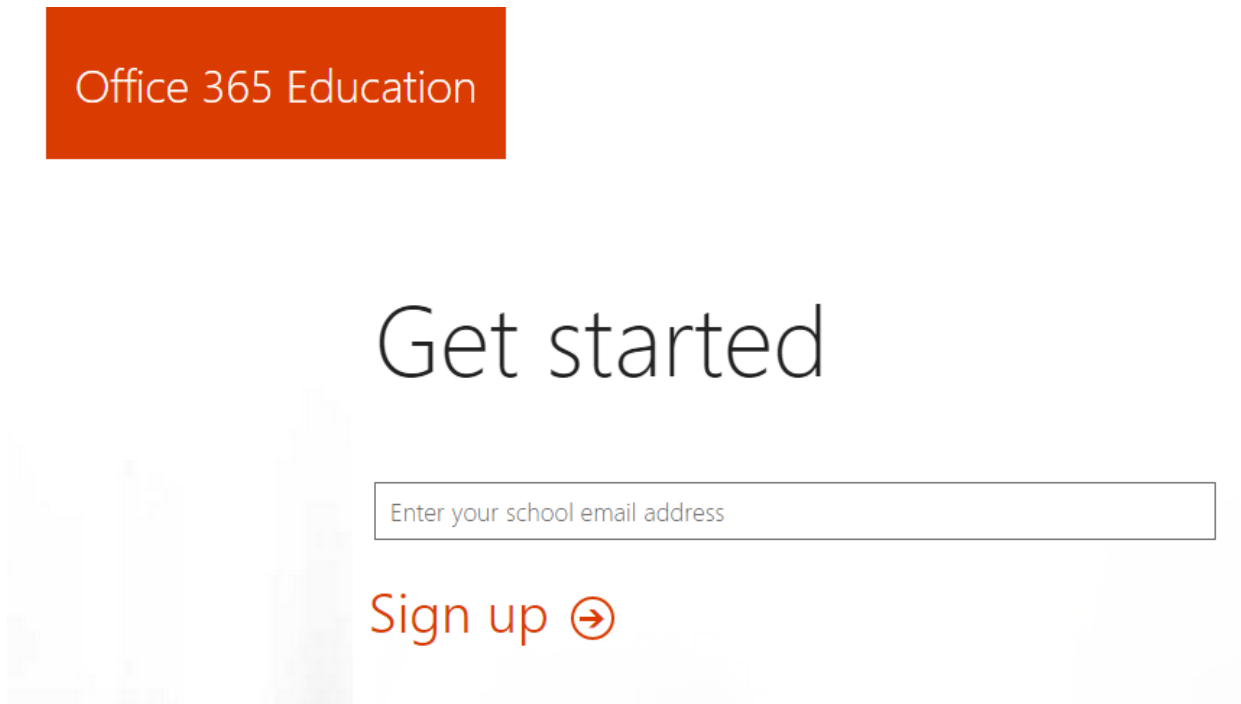


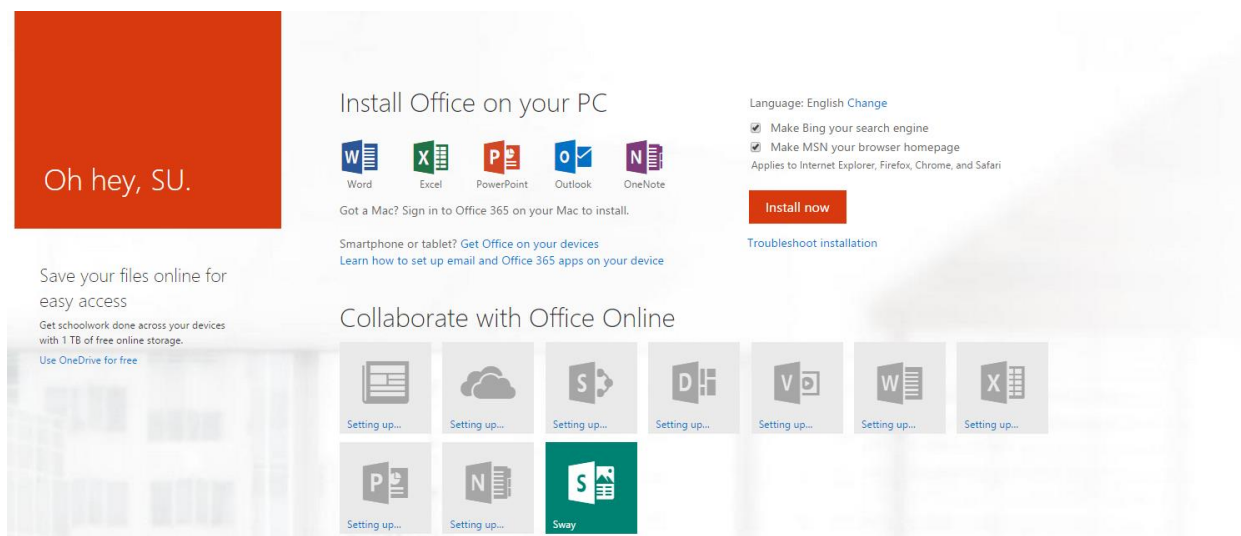
Instructions for Setting Up An Office 365 Account (employees).

1. Go to <https://portal.office.com/start?sku=e82ae690-a2d5-4d76-8d30-7c6e01e6022e>. You will see the following screen:



2. Type in your email address and click on Sign Up.

3. You will receive an email from Microsoft. Click on the HyperLink you receive from them. It will now ask you questions about your name, password, and birthdate. When you are done, the server will then create your account. After it is done you will see the following screen:



4. It will take a few moments for everything to be setup, but once it is done, you are now able to use Office Products.