

**Get started
working
remotely with
Office 365**



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Sign into Office

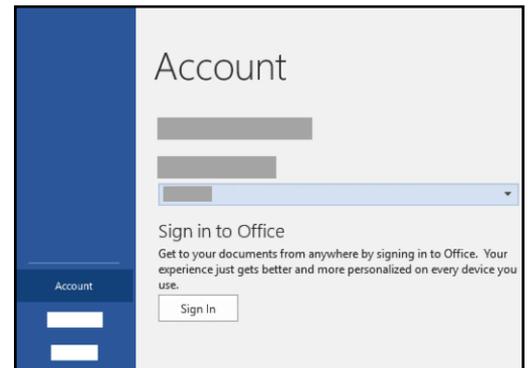
Keep in touch and stay productive with Teams and Office 365, even when you're working remotely.

Signing in to Office lets you create, edit, and share your files. After signing in, you're automatically signed in to online services like Office Online or OneDrive.

From Office for PC

1. If you're not already in an Office file or document, open an app such as Word or Excel, and open an existing file, or create a new one.

2. Select **File > Account** (or **Office Account** if you're using Outlook). If you're not already signed in, click **Sign In**.

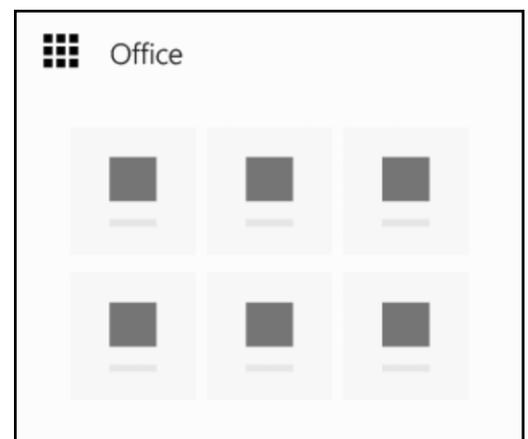


3. In the Sign in window, type the email address and password you use with Office. This might be the personal Microsoft account you associated with Office, or the username and password you use with your work or school

On Office Online

1. Go to www.Office.com and in the upper right-hand corner select **Sign In**.

2. Enter your email address and password. Remember, you will also need to enter a 6-digit code from the Authenticator app if you have multi-factor authentication (MFA) setup on your account. The name of the account you're signed in with is displayed in the header.

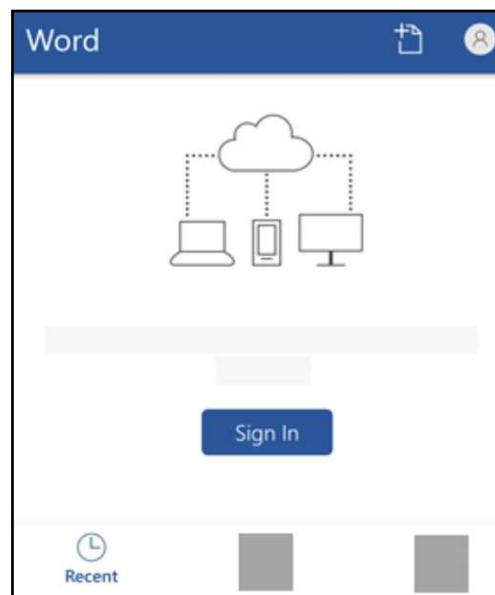


3. Select the **App Launcher** (3 columns of 3 dots). The app launcher icon in Office 365 and then select any Office app to start using it.

For Android mobile app:

1. Open the Office app. On the Recent screen, tap Sign In.

2. On the Sign In screen, type the email address and password you use with Office. Remember, you will be prompted to enter a 6-digit security code if you have multi-factor authentication (MFA) setup.

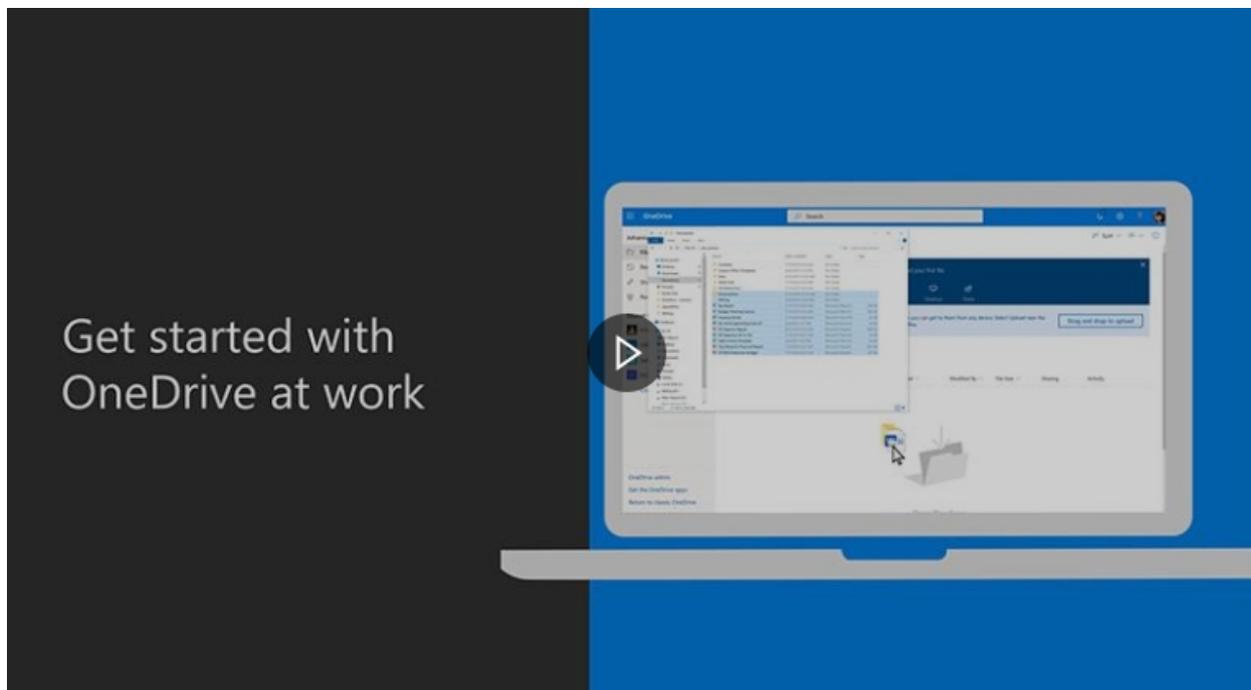


Get started with OneDrive

OneDrive gives you one place to store, share, and sync your work files.

Sign in to Office 365 with your work account, so you can:

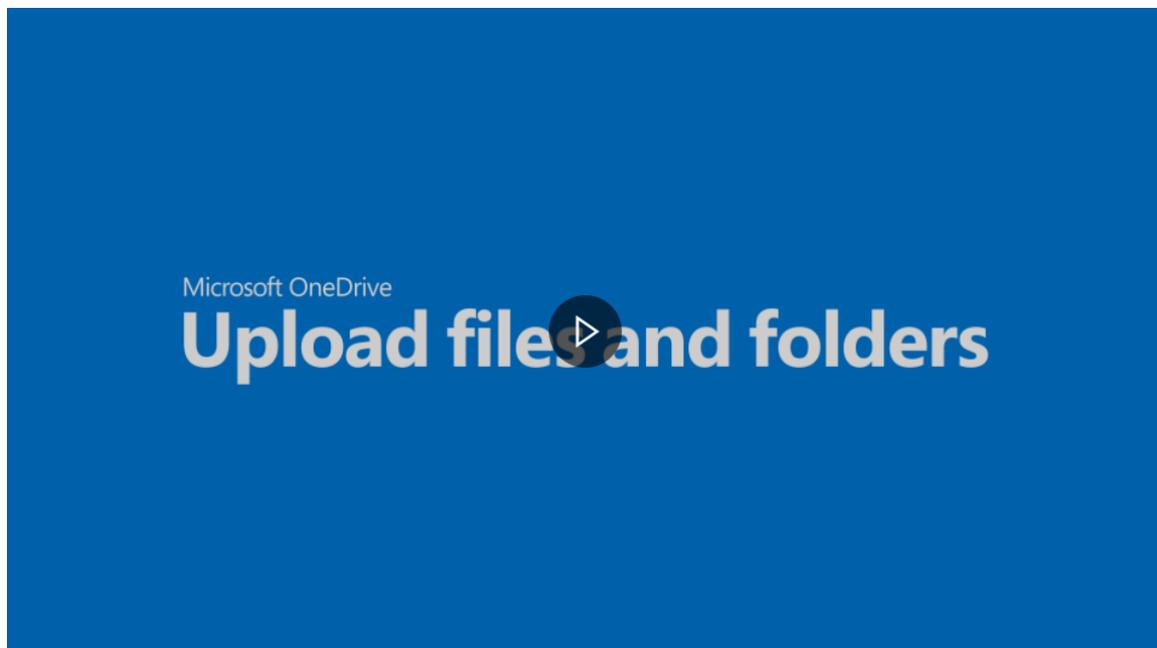
- Upload files from your PC.
- Share files with others.
- Give others permission to edit files and work on them at the same time.
- Get to your files from anywhere, on your computer, tablet, or phone.



Click above to watch the setup video

Visit the Microsoft OneDrive video training site for more information.

Upload Files and Folders



Upload files to OneDrive for Business so you can get to them from anywhere, on almost any device. You can also drag-and-drop files from your computer into OneDrive.

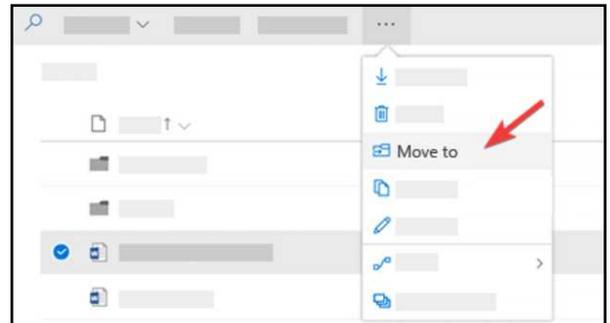
Watch the video above to show you how.

Visit: aka.ms/learnOneDrive for more training.

Move files from OneDrive to SharePoint

Before you start this process, you should remember that this can only be done through the OneDrive online, and not the desktop client.

1. Go to OneDrive online
2. Log into your account
3. Select the files and folders that you want to move
4. Select Move to

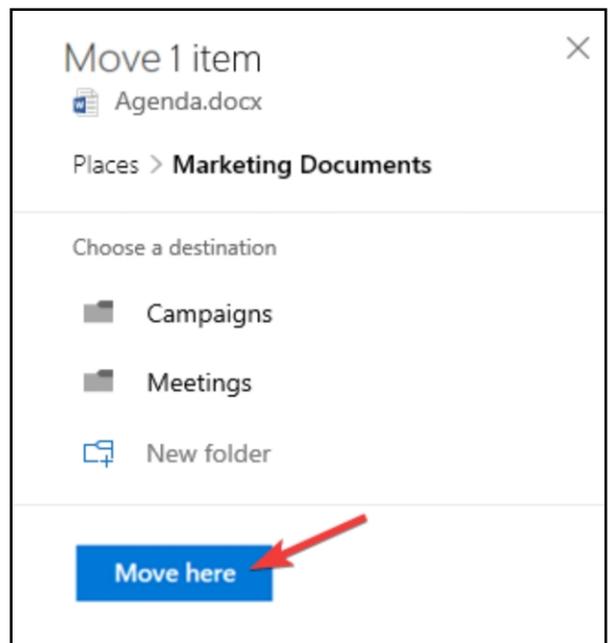


5. Select the location you want the data moved to

If you're on a SharePoint site, you'll see your current library, your OneDrive, and other sites

6. Choose the SharePoint folder where you need moving and select Move here

That's it you're done!



Remember, your company's IT administrator might have imposed rules and restrictions on the sharing of documents between sites.

If you have any issues working remotely with Office 365, please call Modern Networks Service Desk for technical support.



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