Employee quick start for Office 365

Are you new to Office 365 for business?  [Watch this video](https://support.office.com/article/d6466f0d-5d13-464a-adcb-00906ae87029) to learn about it. Then follow these steps.

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| LineStep 1 Sign inGo to [Office.com](https://www.office.com/) and choose **Sign in**.Employee Quick Start: OfficeCom sign inType your Office 365 email address and password, then **Sign in**.Employee Quick Start: Sign in credentials**Tip** You may be prompted to change your password. 8+ letters and numbers please. | LineStep 2 Get OfficeChoose **Install Office 2016** in the upper right.Employee Quick Start: Install Office 2016 buttonIn Chrome, go to the download on the bottom of the page and choose **Open**.Employee Quick Start: Chrome downloadIn 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**. | Line Set up OutlookOpen **Outlook 2016** on your computer. In the Tell me field, type **account** then **Add Account**.Employee Quick Start: Add Outlook accountType your name, email, and password then **Next**.Employee Quick Start: Create Outlook email account**Tip** To import your old email, export it to a PST file, then import it, [like this](https://support.office.com/article/431a8e9a-f99f-4d5f-ae48-ded54b3440ac). |
| Line Save to the cloudSave documents to **OneDrive** from the **Save As** menu.Employee Quick Start: Word save to OneDriveOr copy files from your Desktop or Documents to **OneDrive**.Employee Quick Start: Desktop Documents and OneDrive**Tip** You can also store files on [sites](https://support.office.com/article/d18d21a0-1f9f-4f6c-ac45-d52afa0a4a2e) in Office 365. | Line Share with othersShare your documents with others by choosing **Share**.Employee Quick Start: Word share buttonType their email address, choose read or edit, include a message and **Share**.Employee Quick Start: Share with others in Word | Line Set up a phoneGet **Outlook** on your phone. Choose **Get Started** and add your email and password.Employee Quick Start: Get Started emailOr, open **Outlook** on an iOS or Android device and go to **Settings**.Outlook IOS and Android settingsChoose **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**. |

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| What’s next?[View this guide online](https://support.office.com/article/69cd80a8-56b8-436f-aa1f-2d2a3cc51060) and share it with others. | [Learn what else](https://support.office.com/article/b8f02f81-ec85-4493-a39b-4c48e6bc4bfb) you can do with Microsoft Office.  |