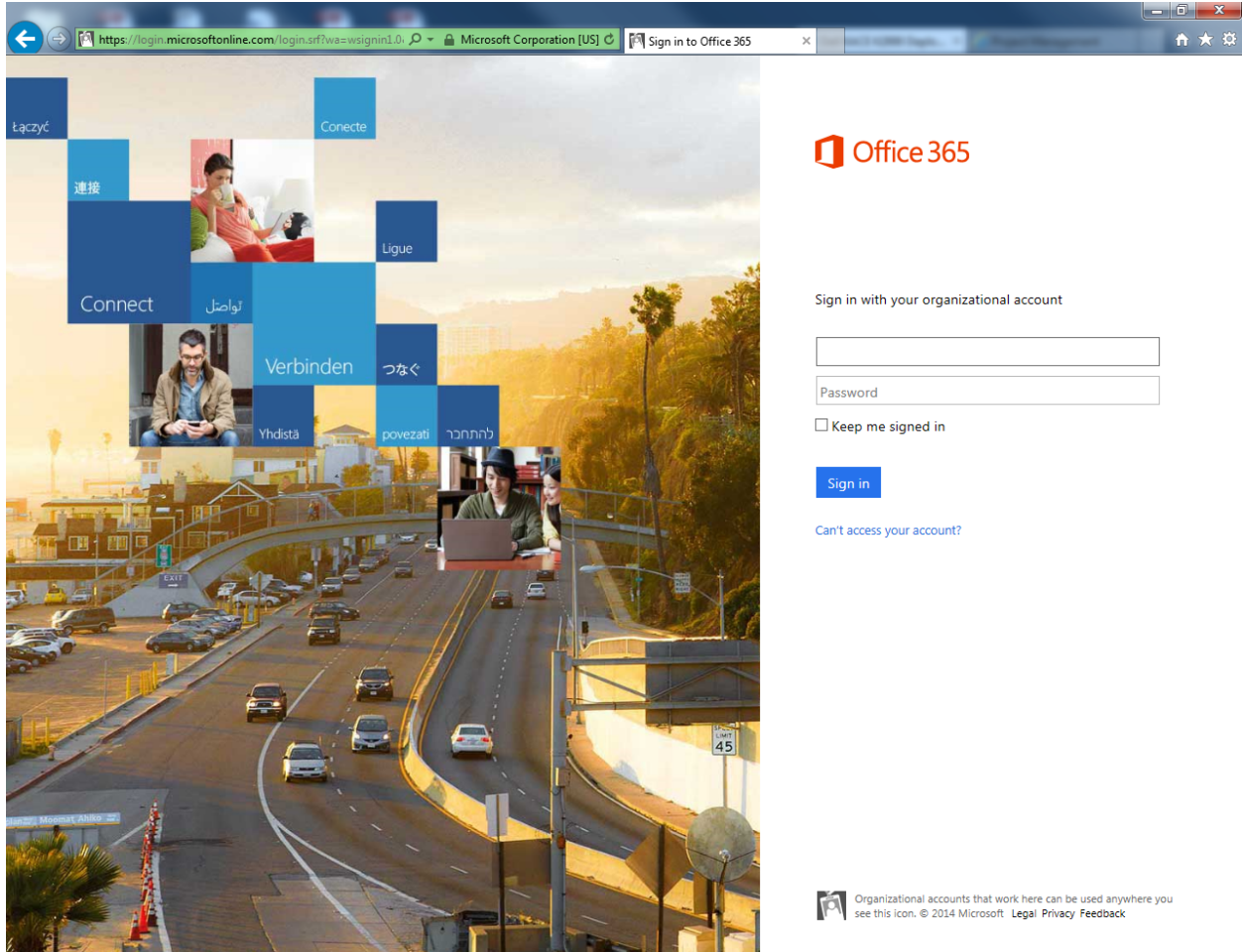


Office 365 Portal

Below is the Office 365 online portal. It can be reached by going to portal.office.com

You can sign into Office 365 by using your email address (jdoe@enfield.org) and your Enfield domain password.

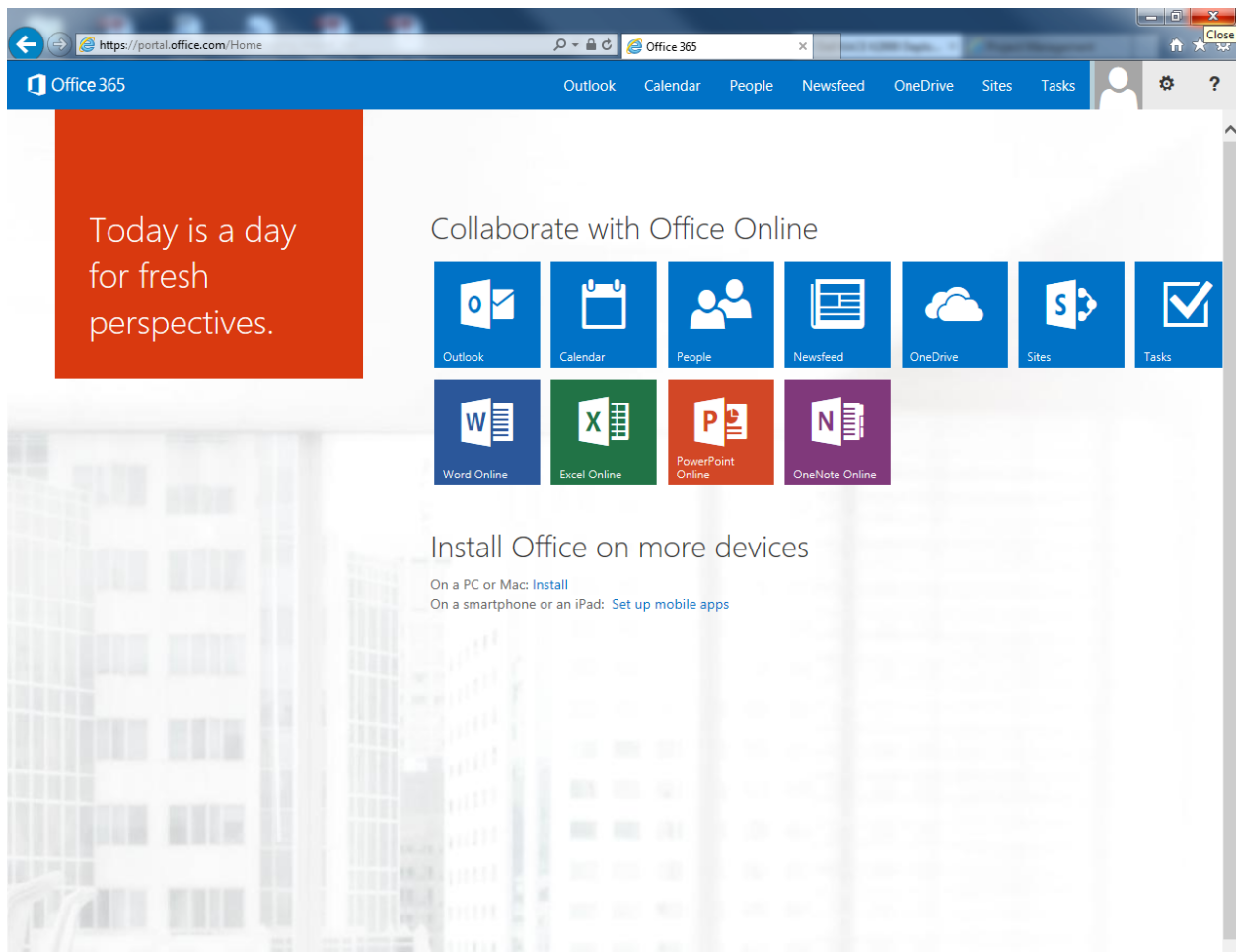


The screenshot shows a web browser window displaying the Office 365 sign-in page. The browser's address bar shows the URL <https://login.microsoftonline.com/login.srf?wa=wsignin1.0>. The page features a large background image of a highway with a bridge and a sunset sky. Overlaid on the left side of the page is a grid of blue squares, each containing a word in a different language: "łączyć", "Connecte", "连接", "Ligue", "Connect", "تواصل", "Verbinden", "つなぐ", "Yhdistä", "povezati", and "להתחבר". On the right side, the Office 365 logo is displayed at the top. Below it, the text "Sign in with your organizational account" is followed by a text input field for the email address and a password input field. A checkbox labeled "Keep me signed in" is present below the password field. A blue "Sign in" button is located below the checkbox. At the bottom of the sign-in area, there is a link that says "Can't access your account?". At the very bottom of the page, there is a small icon of a person and a line of text: "Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft Legal Privacy Feedback".

Now that you are in you'll see what is now available to you. You could access you email and calendar and also use office applications if they aren't available to you on the device you are working on.

You also notice the install link under the applications. This allows you to install a local version of Office 2013 on your device. You can do this on up to 5 devices. (This is only available if you have been applied a higher level license)

You can always get back to this screen by clicking the Office 365 logo at the top left.



Opening the Outlook icon brings you into your email. Email functions via the online web app the same way it does in your local version of Outlook.

Along the top you see links to other applications such as your Calendar and OneDrive.

The screenshot displays the Outlook web interface within a browser window. The address bar shows the URL: <https://outlook.office365.com/owa/?realid=enfield.org#path=/mail>. The top navigation bar includes links for Outlook, Calendar, People, Tasks, Newsfeed, OneDrive, and Sites. The main interface is divided into a left sidebar, a central inbox, and a right pane for the selected email.

Left Sidebar: Contains navigation options such as "New mail", "Favorites" (Inbox, Sent Items, Deleted Items), "People" (listing contacts like Russell, Paul, Merrick, Carl, Andersen, Cindy, Lipka, Peter), and "Sperrazza, Robert" (listing folders like Drafts, Sent Items, Deleted Items, Infected, Junk Email [223], Junk E-mail, Notes [3], quarantine, RSS Feeds, and Personal Archive).

Inbox: Lists several emails, including one from Mike Smith (SharePoint Follow-up) at 10:40a, a "GOVERNING Daily" newsletter at 8:26a, and a notice from Tamra Bergeron about Alcorn Parking on Saturday, December 12/6. Other emails from Elizabeth Travers and Claire Crane are also visible.

Selected Email: The email from Mike Smith (mikes@zsl.com) is titled "SharePoint Follow-up" and was received on Monday, 12/8/2014 at 10:40 AM. The body of the email reads: "Rob, I wanted to quickly reach out to you and ask if you have any new SharePoint projects coming up where ZSL Inc, a Gold Certified Microsoft Partner can assist with its cost effective Global Delivery Model." It also includes a disclaimer about privacy and a note that the message was forwarded on 12/8/2014 at 10:56 AM.

When opening your calendar you will see all of your appointments that you also have in your local version of Outlook.

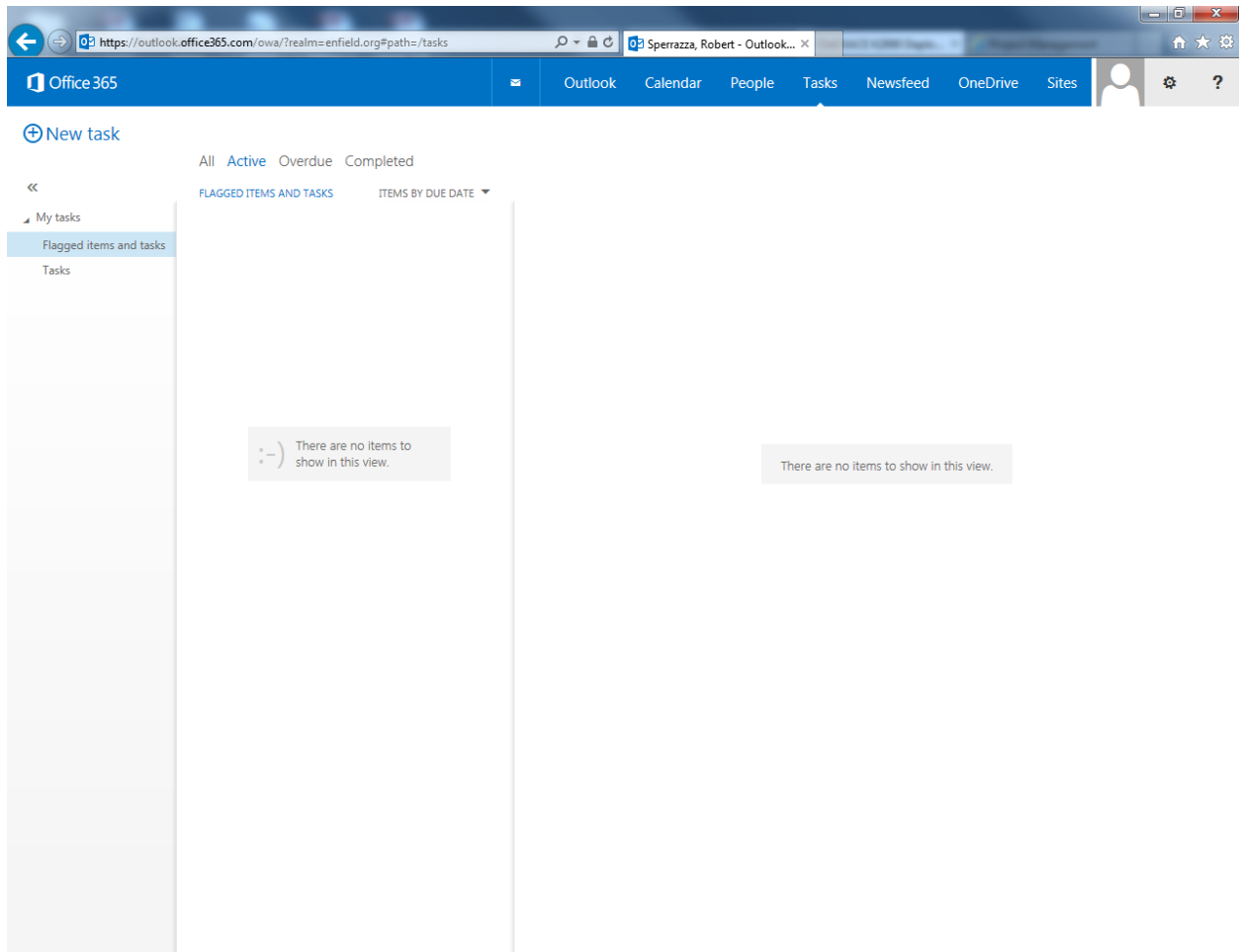
The screenshot displays the Outlook calendar interface. At the top, there is a navigation bar with tabs for Outlook, Calendar, People, Tasks, Newsfeed, OneDrive, and Sites. Below this is a search bar and a 'New event' button. The main area shows a weekly calendar view for December 2014, with the current date, Monday, December 8, 2014, highlighted. The calendar grid shows appointments for each day of the week. On the right side, a detailed view of the appointments for Monday, December 8, 2014, is shown, including 'Kace upgrade Day 3 - Corp IT Solutions' and 'New IT Communications Meeting'.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 1	9a Kace upgr 9a New IT Corr 9:30a EKO Enfi	9a New IT Corr 1p Offie 365 U	9a New IT Corr 10a TFD Status 1p Enfield Buil	9a Kace upgr 9a New IT Corr 10a FW: GoTo! 1:30p Enfield P	9a New IT Corr 1p Canceled: D 3:30p Update I	
Dec 7	9a Kace upgr 9a New IT Corr	9a New IT Corr	9a New IT Corr 10a TFD Status 11a ESS MAAS 2p Enfield / VP	9a New IT Corr 1:30p Project S	9a New IT Corr 3:30p Update I	
Dec 14	9a New IT Corr	9a New IT Corr	9a New IT Corr 10a TFD Status	9a New IT Corr	9a New IT Corr 1p Dept Planni 3:30p Update I	
Dec 21	9a New IT Corr	9a New IT Corr 2p Project Stat	9a New IT Corr 10a TFD Status	9a New IT Corr	9a New IT Corr 11a Monthly S 3:30p Update I	
Dec 28	9a New IT Corr	9a New IT Corr	9a New IT Corr 10a TFD Status	9a New IT Corr	9a New IT Corr 1p Dept Planni 3:30p Update I	

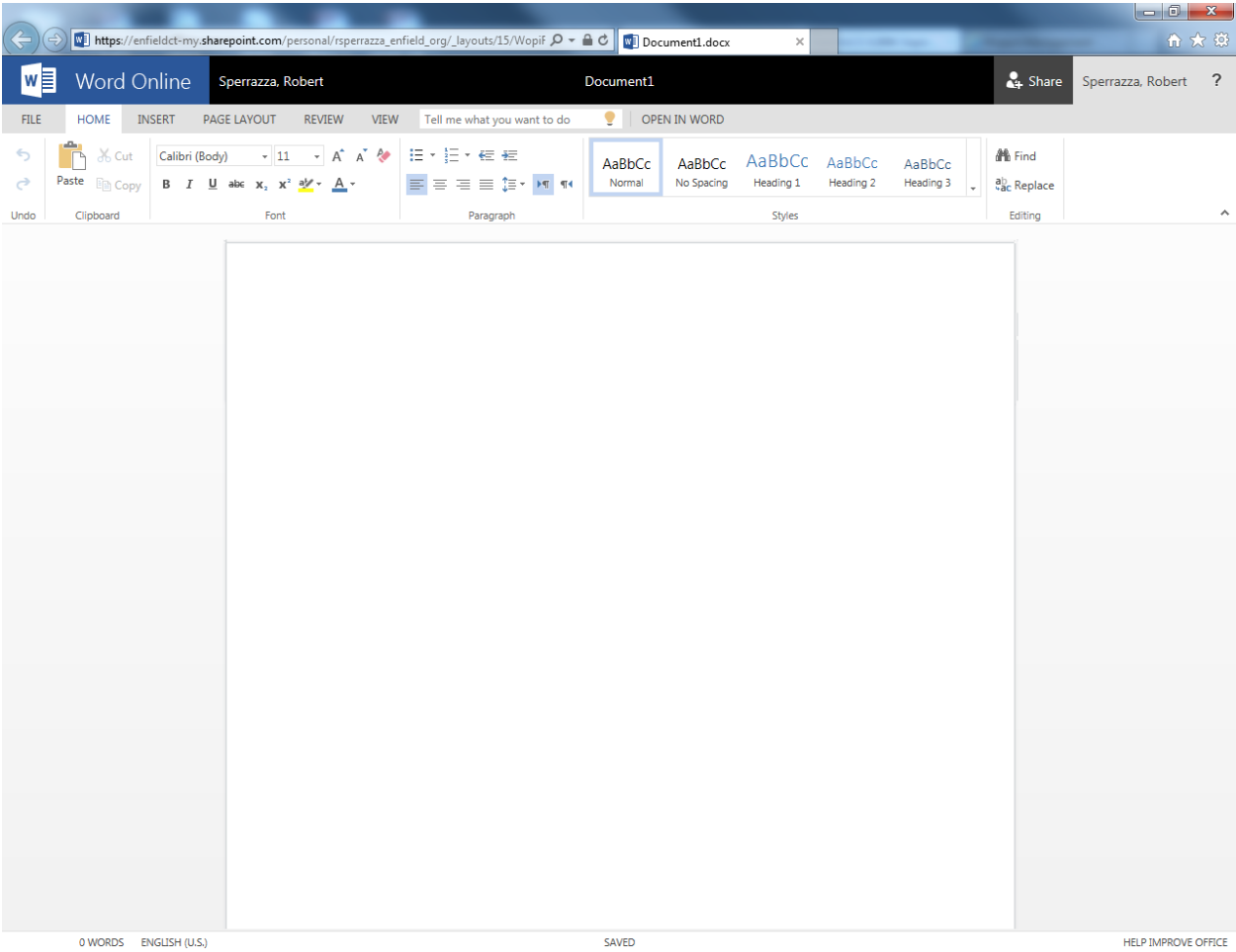
MONDAY, DECEMBER 08, 2014

- 9:00a Kace upgrade Day 3 - Corp IT Solutions
8 hours Alcorn
- 9:00a New IT Communications Meeting
15 minutes Conf/Break Room - Alcorn 3rc

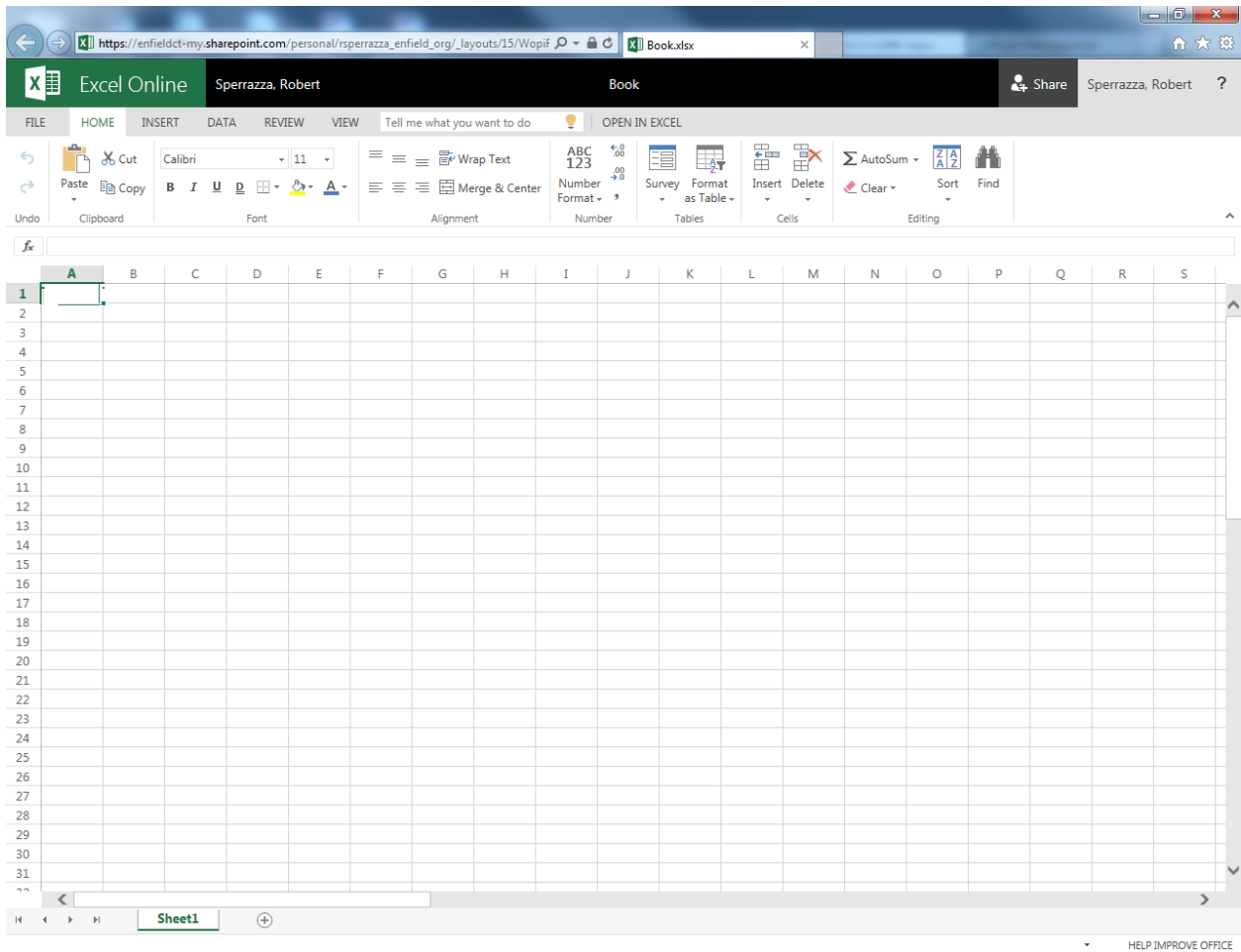
The Tasks option at the top will bring you to any Outlook tasks you have setup and you can manage them like you can in Outlook.



When selecting the online apps such as Word, you will get most of the same functionality you have in the local version of the application. When working in a document using Word Online it is automatically saved in your OneDrive file storage.



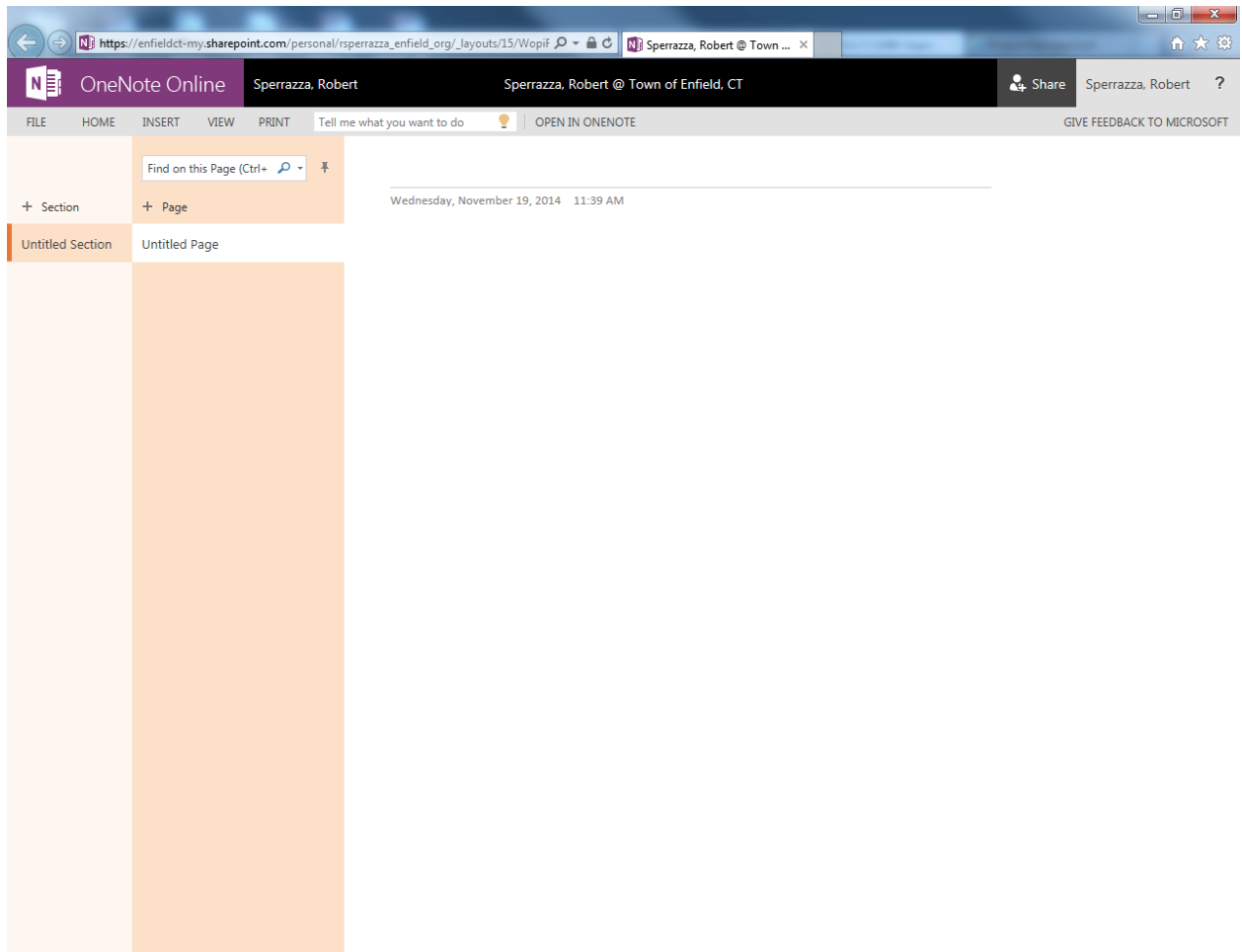
The same as Word you can use Excel Online and do all of your normal Excel functions.



And the same for PowerPoint Online.

The image shows a screenshot of the Microsoft PowerPoint Online web application. The browser address bar at the top displays the URL: https://enfieldct-my.sharepoint.com/personal/rsperrazza_enfield_org/_layouts/15/Wopiif. The application title bar shows "PowerPoint Online" and the user name "Sperrazza, Robert". The main ribbon includes tabs for FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, and VIEW. The HOME tab is active, showing options for Undo, Paste, Copy, Format Painter, and Delete. The ribbon also includes sections for Slides (New Slide, Duplicate Slide, Hide Slide), Font (B, I, U, A), Paragraph (bullet points, numbered lists, indent, decrease/increase indent, right-to-left, left-to-right), Drawing (Shapes, Arrange, Quick Styles, Duplicate), and Shape Fill/Outline. The main slide area contains a large rectangular placeholder with the text "Click to add title" and "Click to add subtitle" below it. A small red-bordered box is visible in the top-left corner of the slide area. At the bottom left, it says "SLIDE 1 OF 1" and at the bottom right, there are icons for HELP, IMPROVE OFFICE, NOTES, and other application functions.

And the same for OneNote Online.



You can access your account settings by going to the cog at the top right and clicking on it to see your options.

In your Office 365 settings you can change your Theme, where Office 365 starts when you login and manage which devices that you have Office 2013 installed on.

