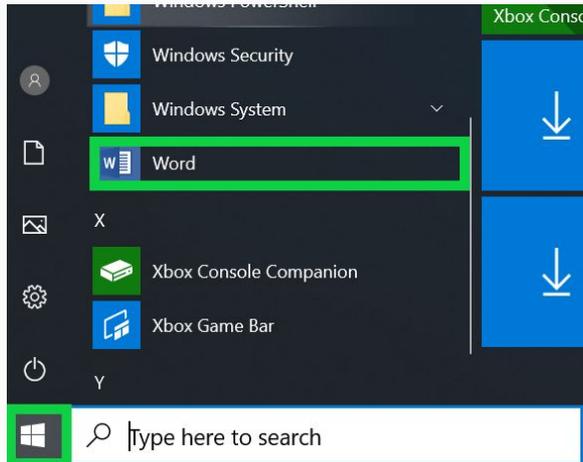


Setting up Microsoft 365



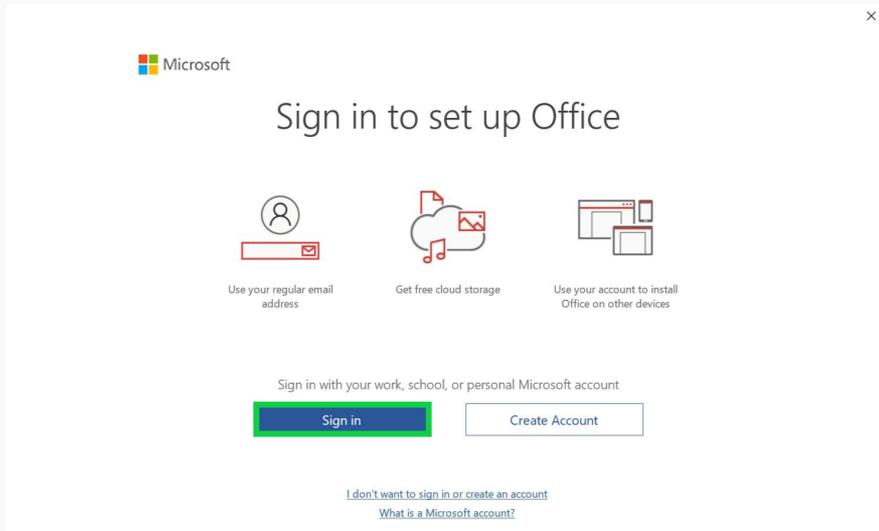
Setting up Microsoft 365

- Click on the Start Menu
 - Scroll down to Word and open



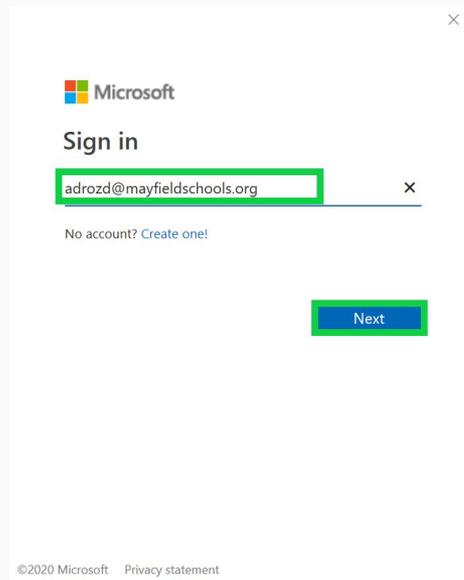
Setting up Microsoft 365

- Click on Sign In



Setting up Microsoft 365

- Enter your Mayfield email account
 - Click Next

A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "adrozd@mayfieldschools.org" and is highlighted with a green border. To the right of the input field is a small "x" icon. Below the input field, the text "No account? Create one!" is visible. At the bottom center, there is a blue "Next" button, also highlighted with a green border. At the very bottom of the page, the text "©2020 Microsoft Privacy statement" is displayed.

Microsoft

Sign in

adrozd@mayfieldschools.org

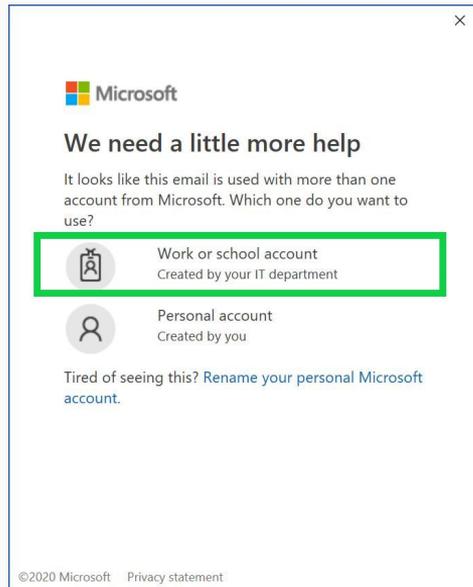
No account? [Create one!](#)

Next

©2020 Microsoft [Privacy statement](#)

Setting up Microsoft 365

- Click on Work or School Account



Setting up Microsoft 365

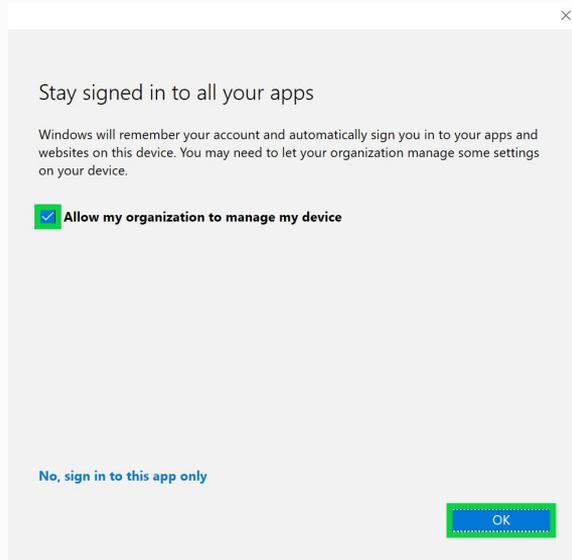
- Enter your computer password
 - Click Sign In



The screenshot shows the Microsoft 365 sign-in interface. At the top left is the Microsoft logo. Below it, the email address 'adrozd@mayfieldschools.org' is displayed. The main heading is 'Enter password'. There is a password input field containing seven dots, which is highlighted with a green border. To the right of the input field is an eye icon for toggling visibility. Below the input field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom right, there is a blue 'Sign in' button, also highlighted with a green border.

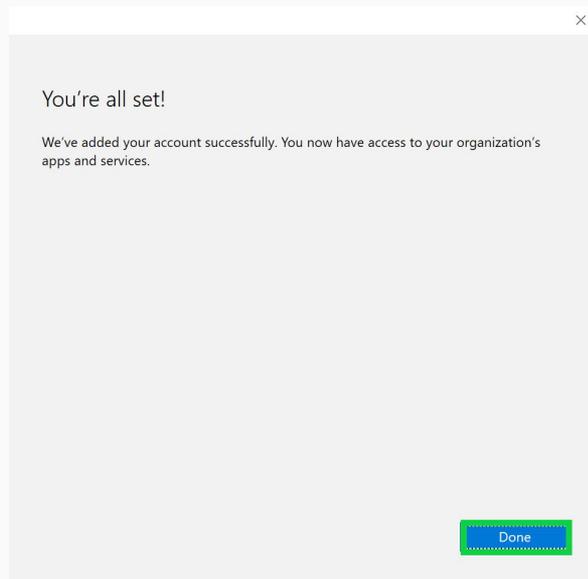
Setting up Microsoft 365

- Check the box for: Allow My Organization to Manage My Device
 - Click Ok



Setting up Microsoft 365

- Office 365 is now available to use on your new Microsoft Device
 - Click Done



Setting Up Microsoft 365

The Following apps are now available for you to use on your staff device.

These Microsoft Office 365 ProPlus apps are installed:

