

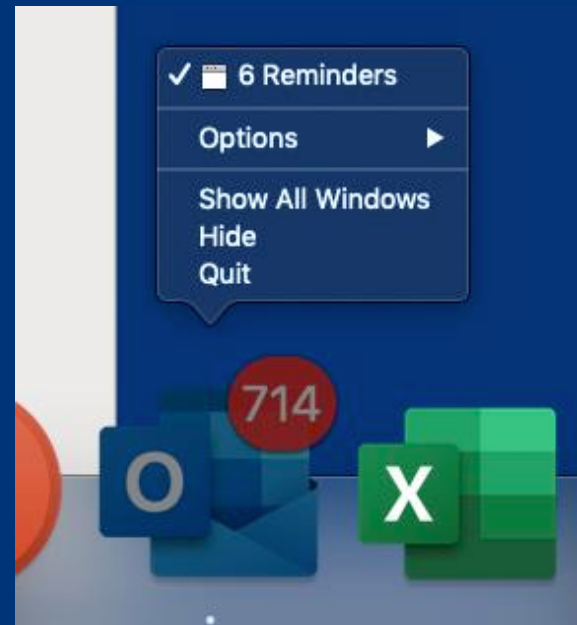


EHS O365 EXPERIENCE

**Login.
Find Your Workflow.**

Get Ready

1. Quit the Outlook Software on your laptop or desktop computer. Right Click or Control + Click on the Icon. Choose 'Quit' .
2. Open Google Chrome
3. Go to <https://www.ehshouston.org/>
4. Choose QuickLinks – O365 Login



Step 1:

O365 Experience



Choose Your Workflow

First Time Users: Activate Your O365 Account
[Video](#) | [PDF](#)



Start with Email

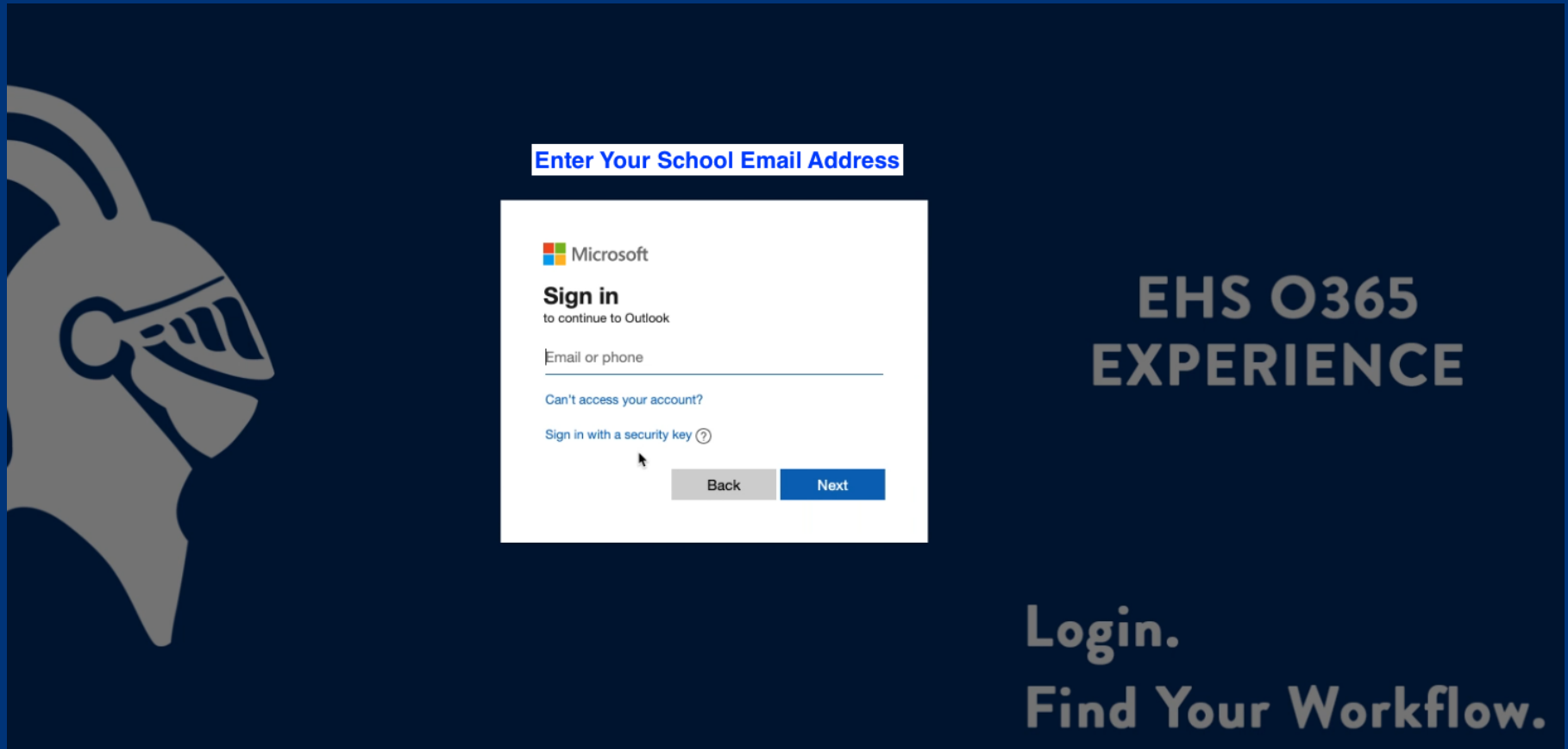


Start with Your Calendar



Start with Docs & Apps

Step 2:



Enter Your School Email Address

Microsoft

Sign in
to continue to Outlook

Email or phone

[Can't access your account?](#)

[Sign in with a security key](#) ?

Back Next

**EHS O365
EXPERIENCE**

**Login.
Find Your Workflow.**

Step 3:



Enter Your Current Password

Microsoft
← onboard@ehshouston.org
Enter password
.....|
[Forgot my password](#)
[Sign in](#)

**EHS O365
EXPERIENCE**

**Login.
Find Your Workflow**

Step 4:

Set the Language and Timezone to
MATCH these Settings



Choose your preferred display language and home time zone below.

Language:

English (United States) ↓

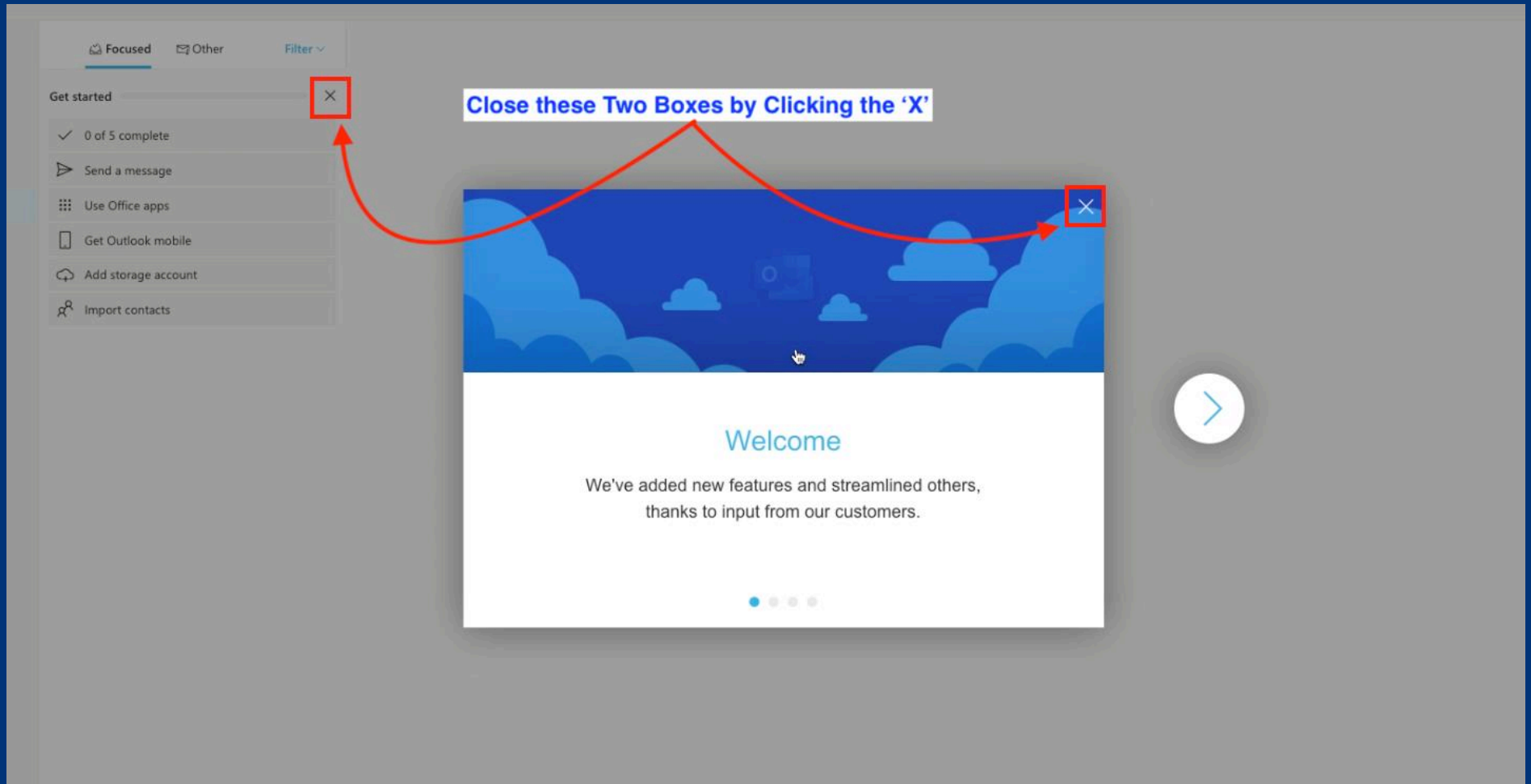
Time zone:

(UTC-06:00) Central Time (US & Canada) ↓

→ Save



Step 5:

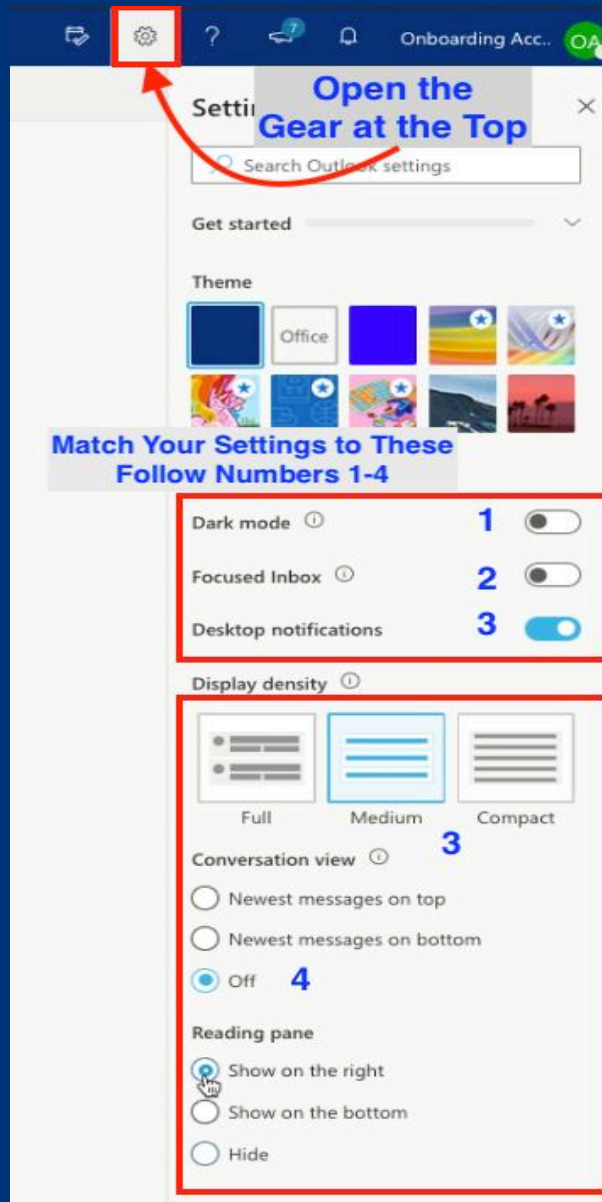


Step 6:

Find the Gear in the top Right Corner.

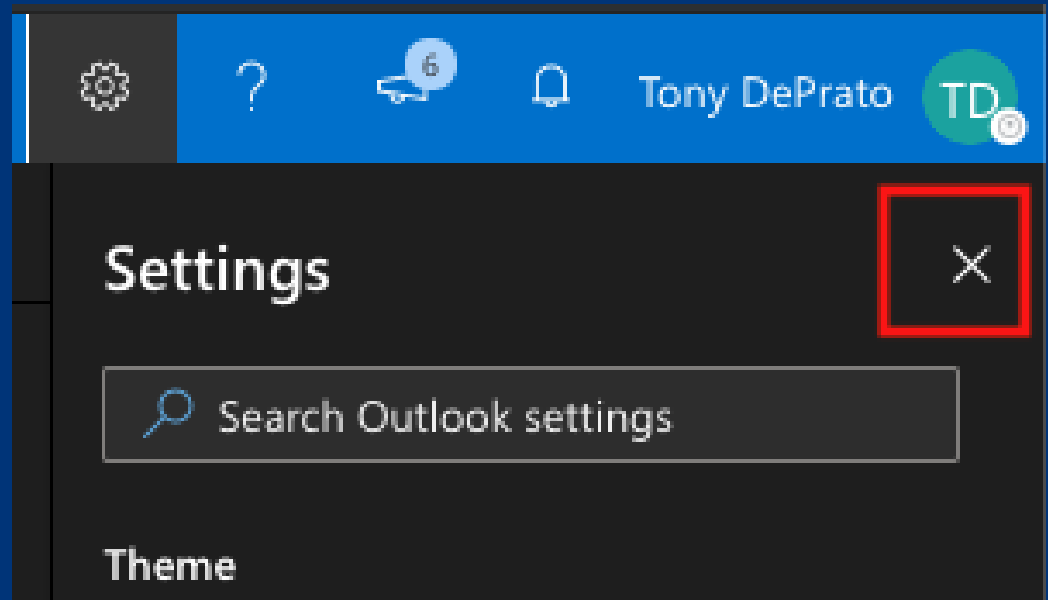
Open it.

Match the settings.



Step 7:

'X' to close
the settings
and
save your changes.



Step 8:

From here, the videos need to be used to learn about the features.

There are two Onboarding Videos.
You can skip the email setup in Part 1 :).

You need about 15 Minutes to watch both videos and setup your laptop and mobile device.

When you are finished OnBoarding, please use the link on the last page of this document to do the verification form.

Step 9:

After the OnBoarding is complete, please open this with your phone, or browser, and let us know you are all done :).



<http://bit.ly/2raegNU>