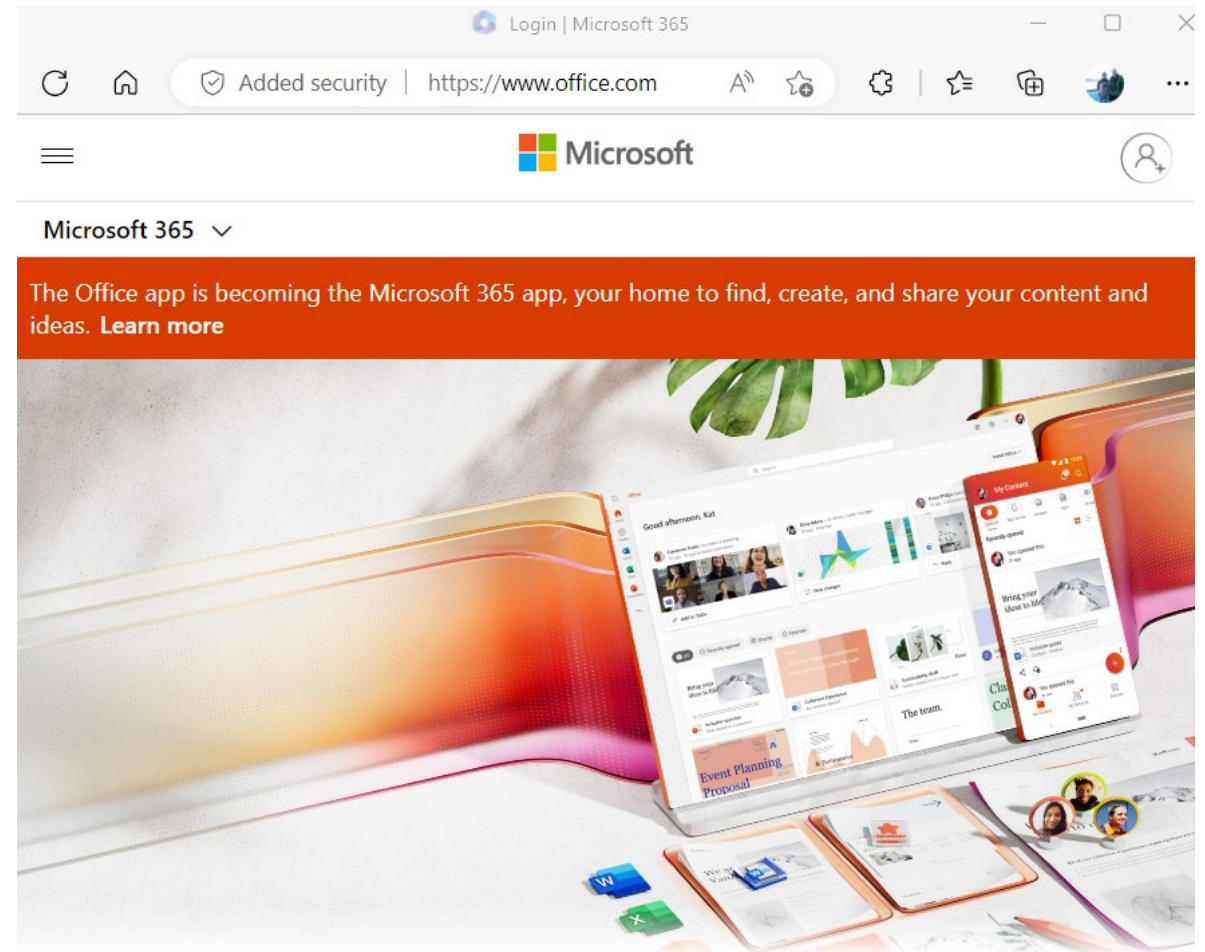


An overview of the Microsoft  
Infrastructure

# Welcome To The Microsoft Office

January 23, 2023

Norm Galloway



Hello, Norm. Welcome back.

# It Starts With Your Microsoft ID

What is the  
Microsoft  
Office

Getting your  
ID

Sign-in to  
Windows

Purchase Apps

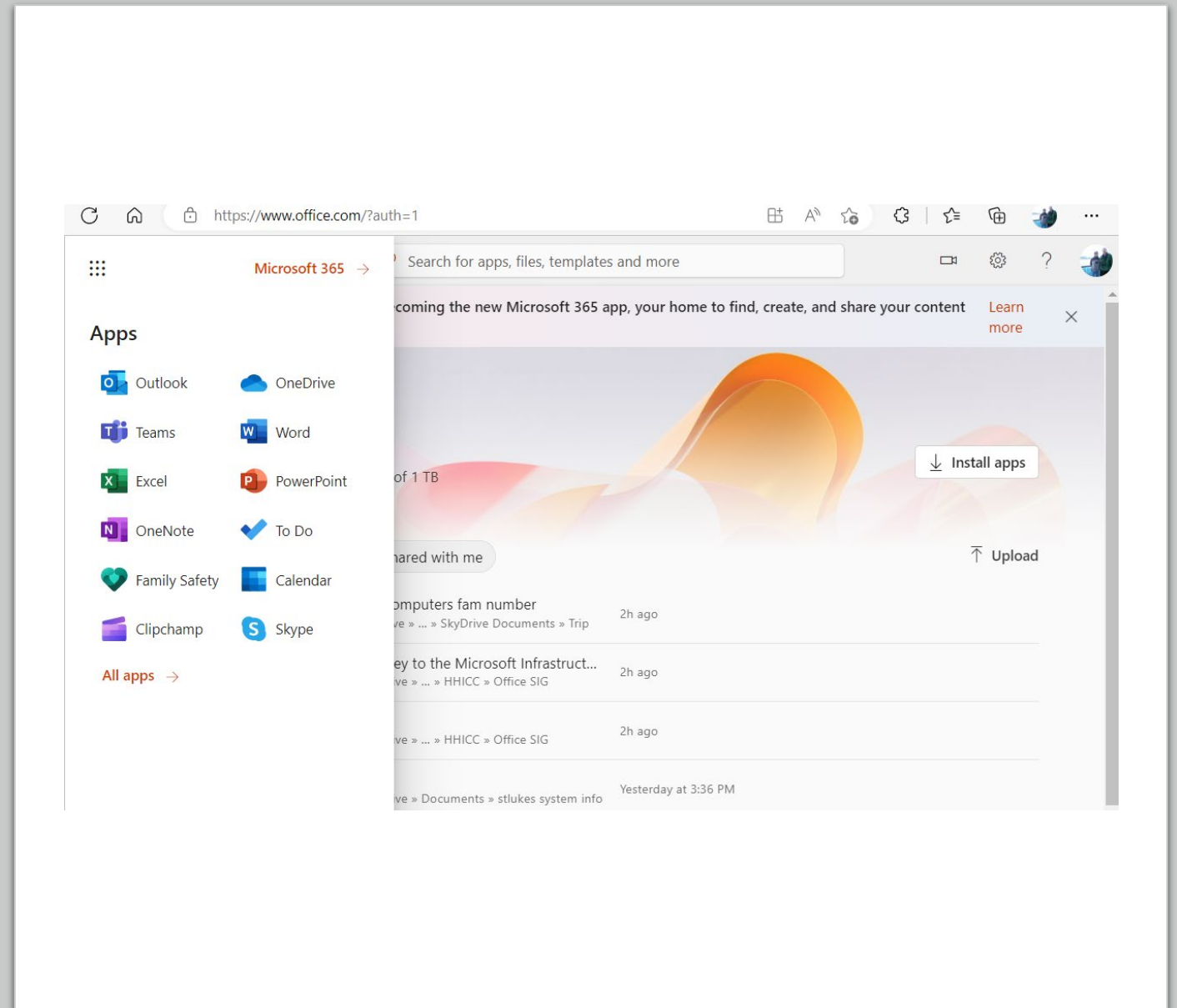
Install Apps

Sign-in to Apps

Using One  
Drive

Questions?

**Your Microsoft ID  
manages your  
use of Windows  
and all the  
Microsoft Office  
Apps.**



**Keeps all of your documents and pictures so they may be accessed and modified on all of your devices.**



### **Find your favorite files and apps in one place**

Quickly access apps like Word, Excel, PowerPoint, and more to get started from any device.



### **Create content like a pro**

Start a new file with a simple click or use recommended templates to help you create quality content.



### **Make your work easier**

Use smart recommendations from Microsoft 365 to understand what needs



### **Work seamlessly across devices**

Start a new file with a simple click or use recommended templates to help you create quality content.

# Getting a Microsoft ID

Go to Office.com and Create an account

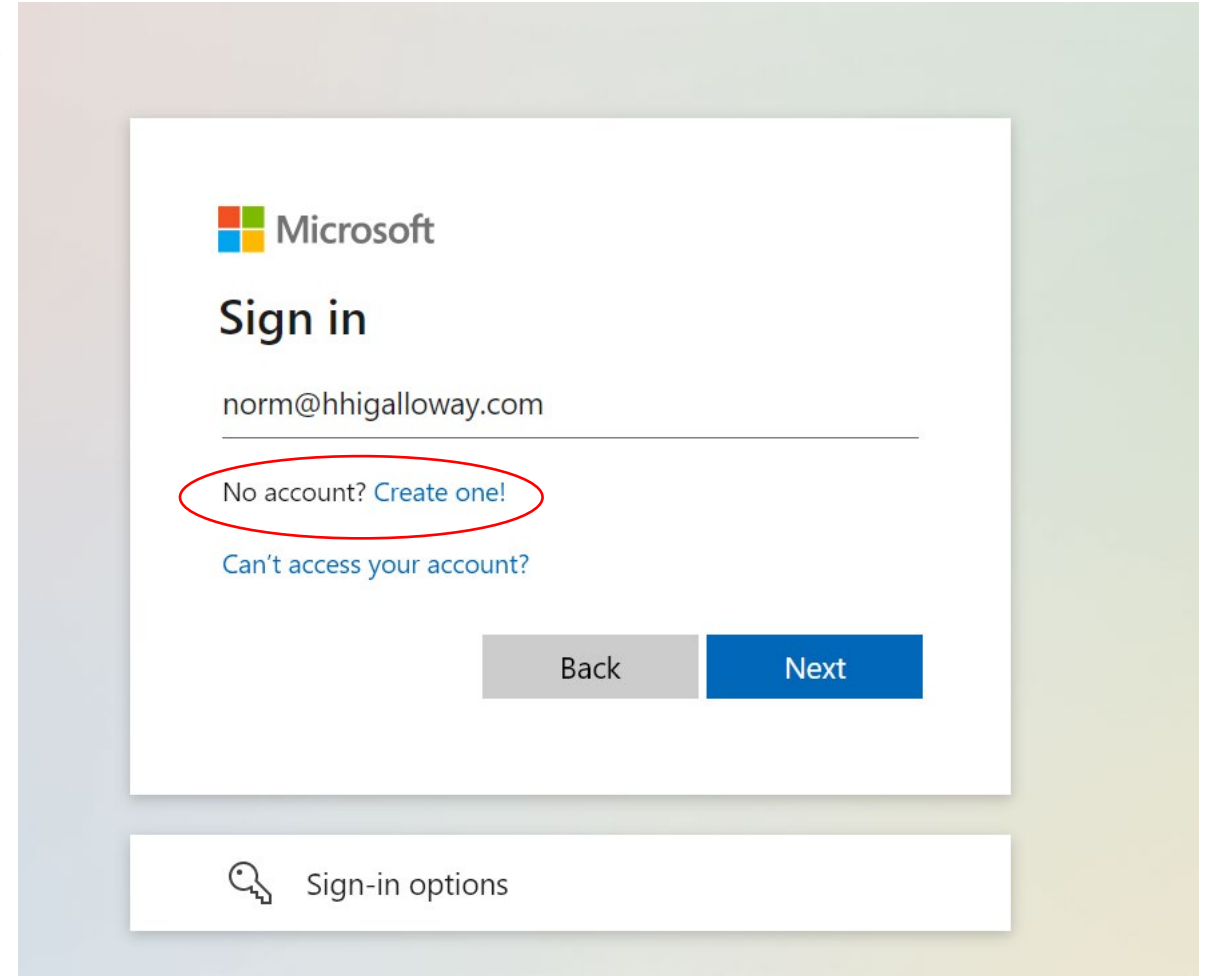
Or, when prompted for an email when you start with a new PC – that's your Microsoft ID username.

*Note: The username for your account can be any email address that you have access to.*

Or, obtain an email from Outlook.com - that is automatically a Microsoft ID

**Important!!!!**

Make sure you save this username and password



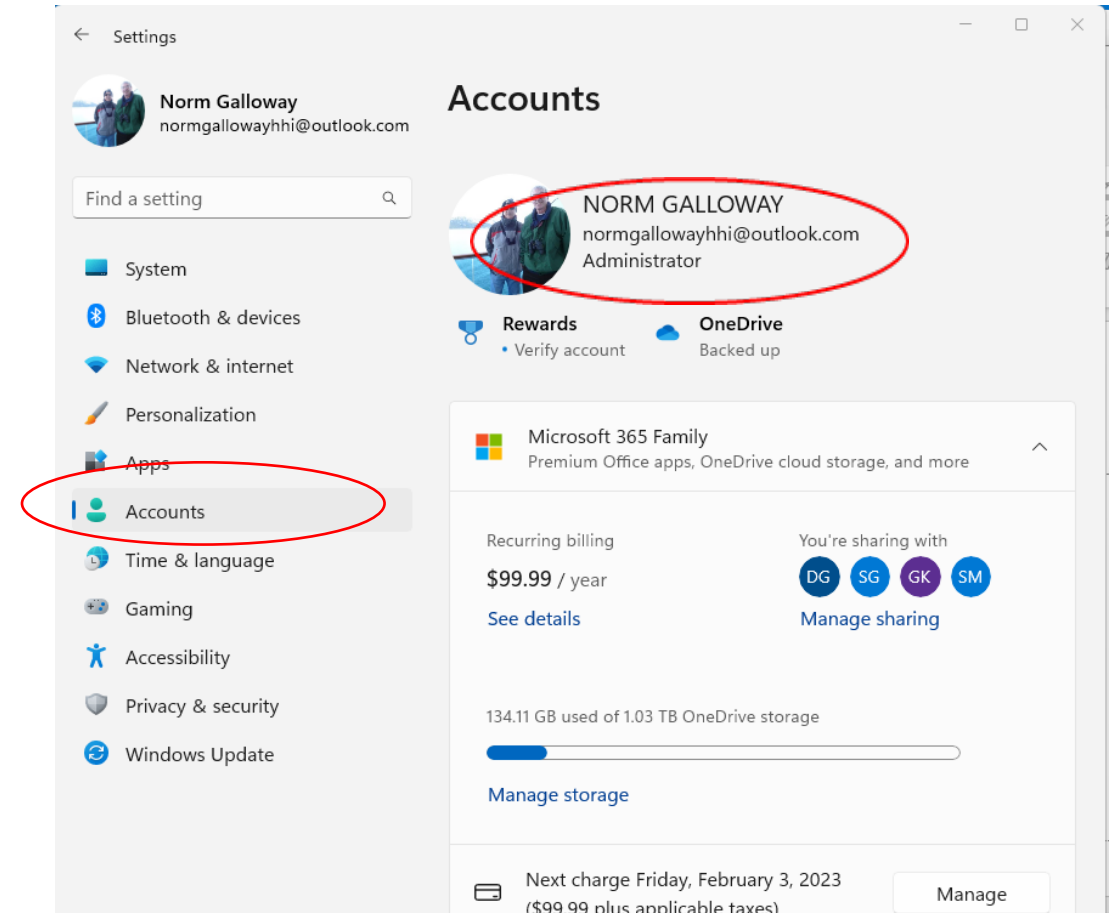
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, the email address "norm@hhigalloway.com" is entered in a text field. Below the text field, there are two links: "No account? Create one!" (circled in red) and "Can't access your account?". At the bottom right of the sign-in area, there are two buttons: "Back" (grey) and "Next" (blue). At the bottom of the page, there is a "Sign-in options" link with a key icon.

# How do I find my Microsoft ID?

If you have a Windows PC, you may have a Microsoft ID

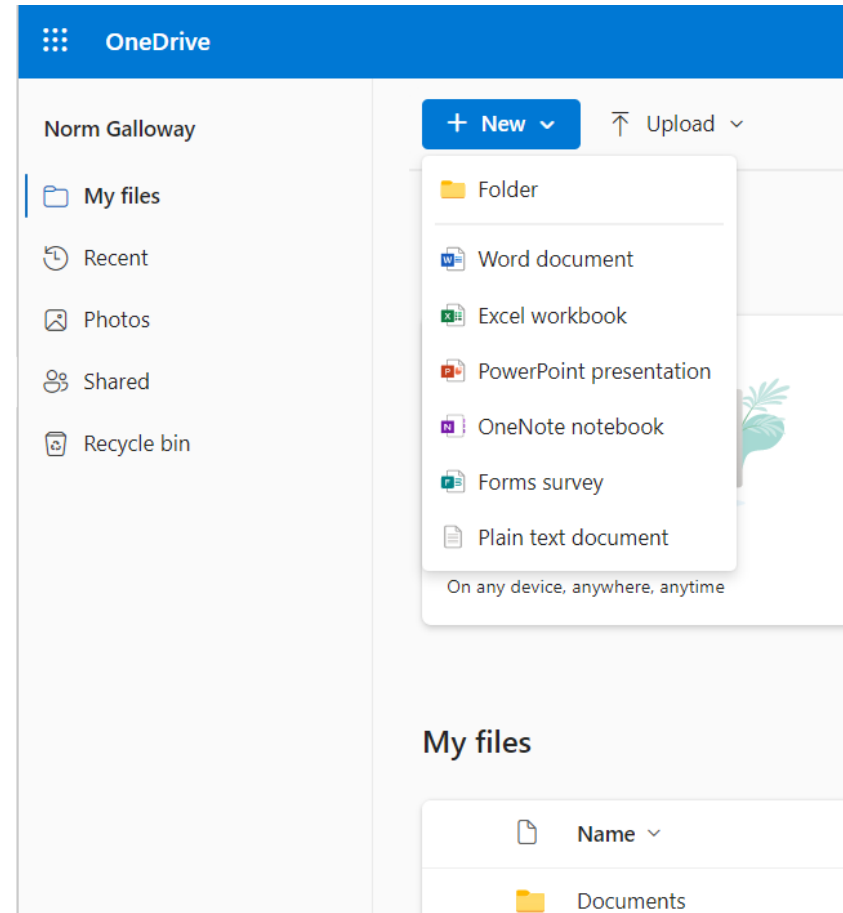
- On your PC, go to Settings/Accounts
- If your account name has an email address under it, that email is your account username and the password you use to log into your machine is your Microsoft Account password.

*The screen shot is Windows 11*

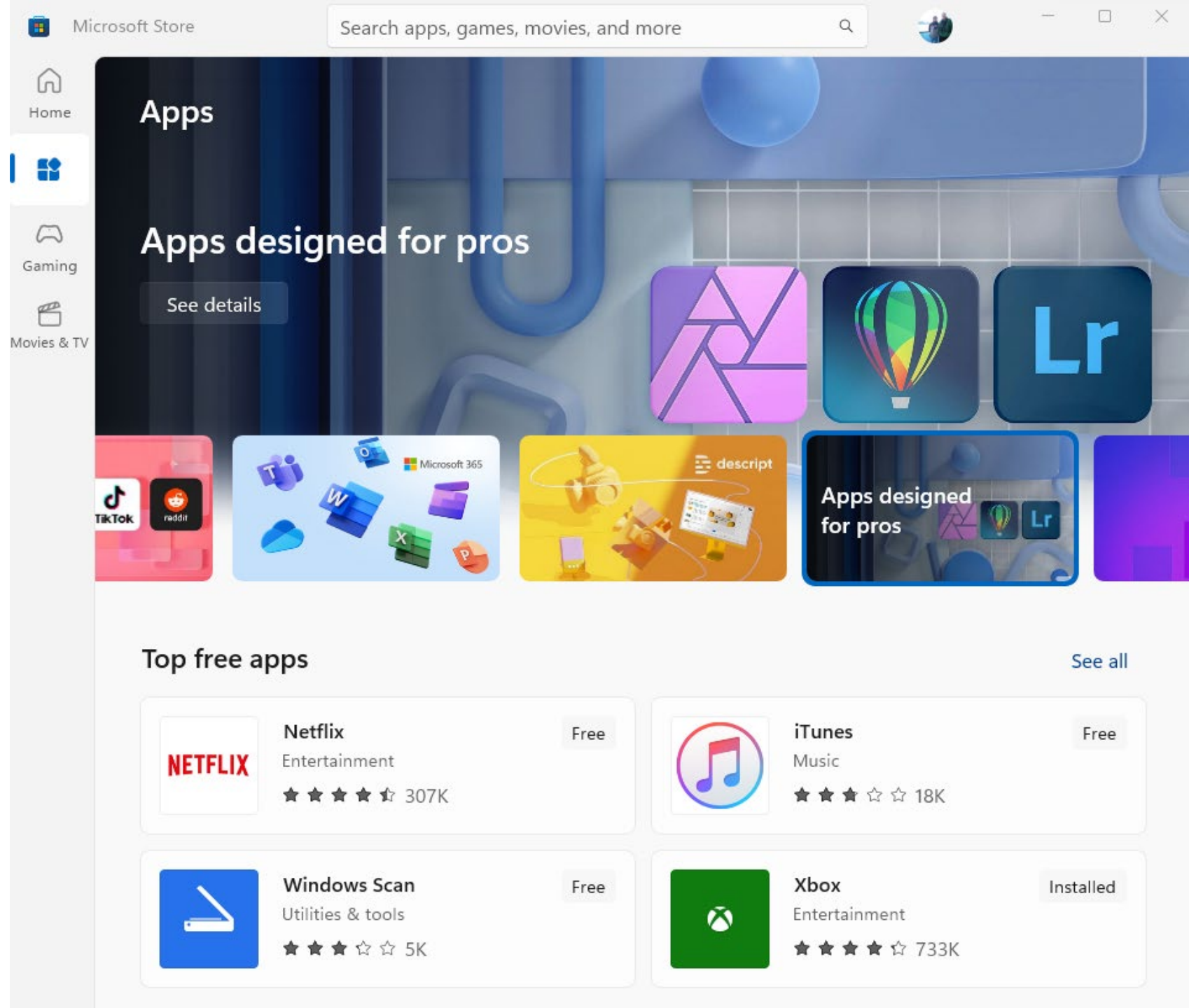


# What Comes With Your Microsoft ID

- 5 GB of OneDrive Space
  - Purchase 100 GB for \$20 annually
  - Available on Apple and Android Devices
- Access to Microsoft Store
- Word, Excel, PowerPoint and OneNote available on Web
- Back up key files to the cloud



# Purchase Apps from Microsoft Store





# Microsoft 365 Purchase Plans

## **Personal - \$70 per year**

- Install on 5 devices
- 1 TB OneDrive Storage
  - Ransomware Protection
  - 30 day rolling full backup
  - Automatic PC backup available
- Desktop versions of Office Products
  - Outlook, Word, Excel, PowerPoint, Publisher, Access, Teams

## **Family – \$100 per year**

- All features available to 6 Microsoft ID's

# Install

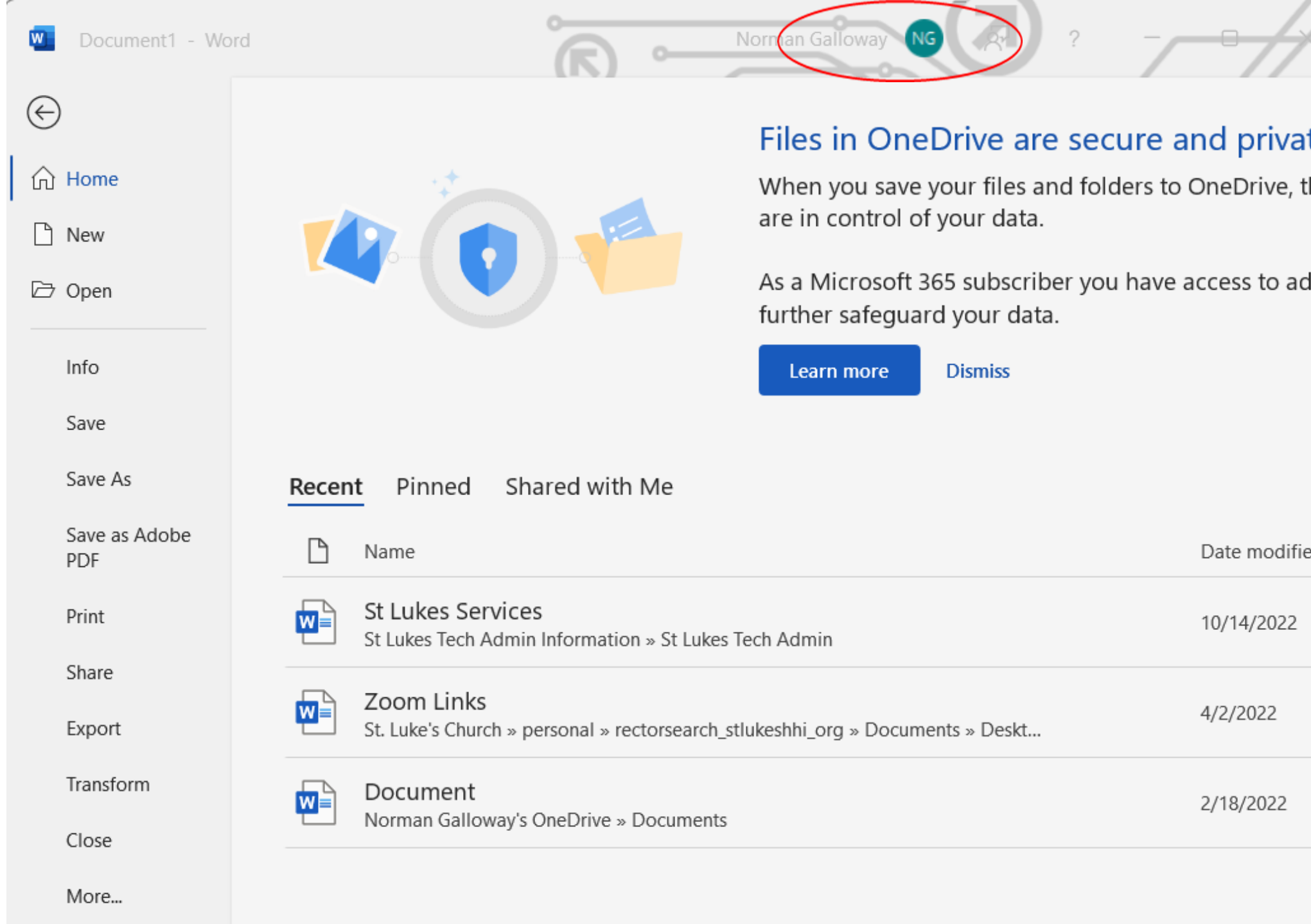
- Sign in to Office.com from the PC or Mac you want to install Office on
- Click on Install and follow the instructions
  - Depending on your internet speed and your PC speed 10 minutes to 1 hour
  - May need the product key
- Begin using!

The screenshot shows the Microsoft 365 web interface. The browser address bar at the top displays the URL <https://www.office.com/?auth=1>, which is circled in red. The page header includes the Microsoft 365 logo and a search bar. A notification banner at the top states: "The Office app is becoming the new Microsoft 365 app, your home to find, create, and share your content and ideas." Below this, the main content area features a "Good afternoon" greeting, a "Subscribed" status, and storage usage information: "134 GB used of 1 TB". A prominent "Install apps" button with a download icon is circled in red. The left sidebar contains navigation icons for Home, Create, Apps, Word, Excel, PowerPoint, Outlook, OneDrive, Teams, and OneNote. The main content area also includes tabs for "Recent", "Pinned", and "Shared with me", followed by a list of recent documents with their respective icons and timestamps.




# Log into Office Apps

Automatic access to OneDrive

If you aren't logged in, you won't be able to save an edit.



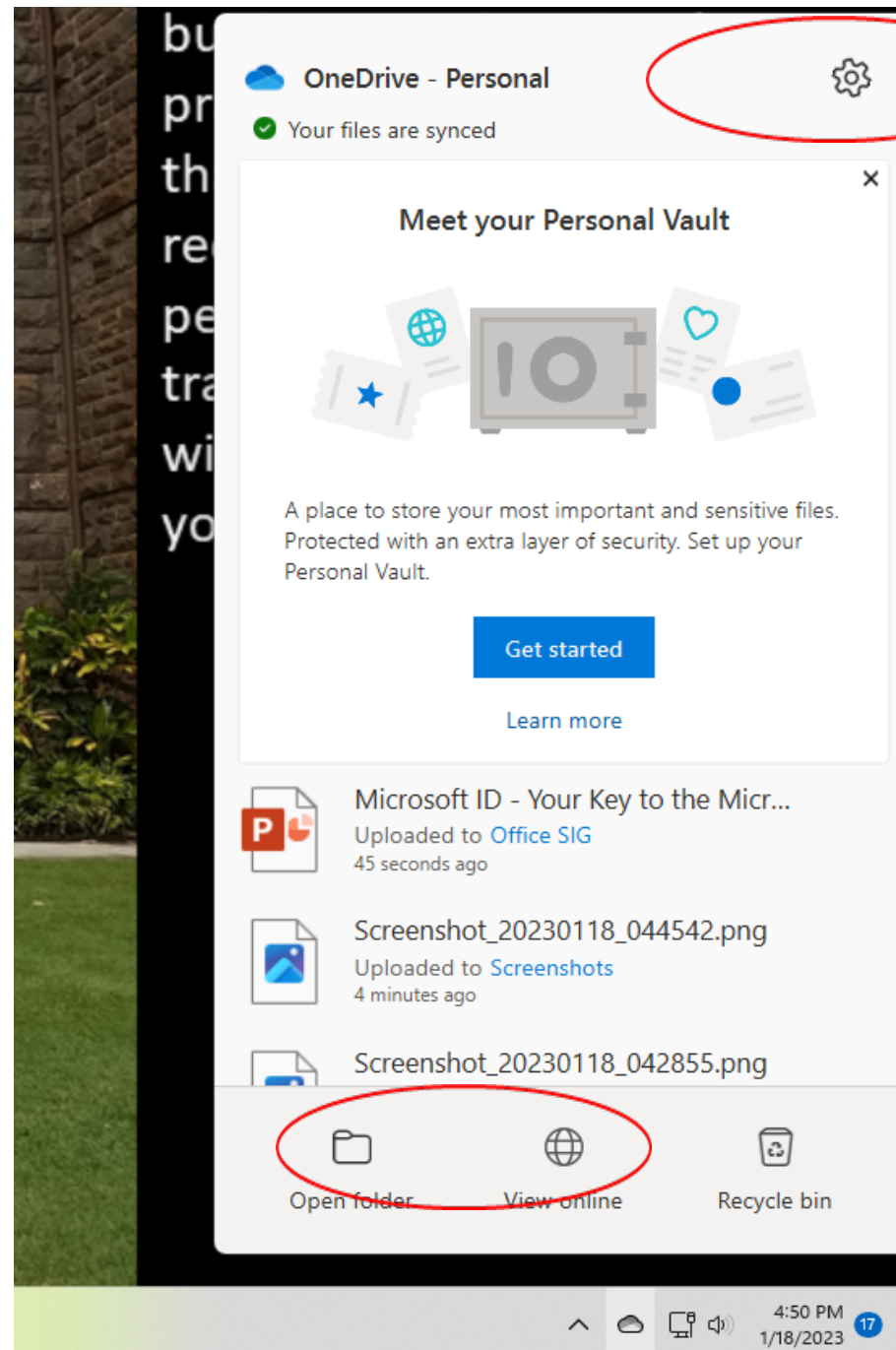
The screenshot shows the Microsoft Word application interface. At the top, the title bar reads "Document1 - Word" and the user's name "Norman Galloway" is displayed next to a profile icon with the initials "NG", which is circled in red. A navigation pane on the left contains options: Home, New, Open, Info, Save, Save As, Save as Adobe PDF, Print, Share, Export, Transform, Close, and More... A notification banner in the center-right area states: "Files in OneDrive are secure and private. When you save your files and folders to OneDrive, you are in control of your data. As a Microsoft 365 subscriber you have access to additional features that help you further safeguard your data." Below the notification are "Learn more" and "Dismiss" buttons. Underneath, there are tabs for "Recent", "Pinned", and "Shared with Me". The "Recent" tab is active, showing a table of files:

	Name	Date modified
	St Lukes Services St Lukes Tech Admin Information » St Lukes Tech Admin	10/14/2022
	Zoom Links St. Luke's Church » personal » rectorsearch_stlukeshhi_org » Documents » Desk...	4/2/2022
	Document Norman Galloway's OneDrive » Documents	2/18/2022

# Using OneDrive



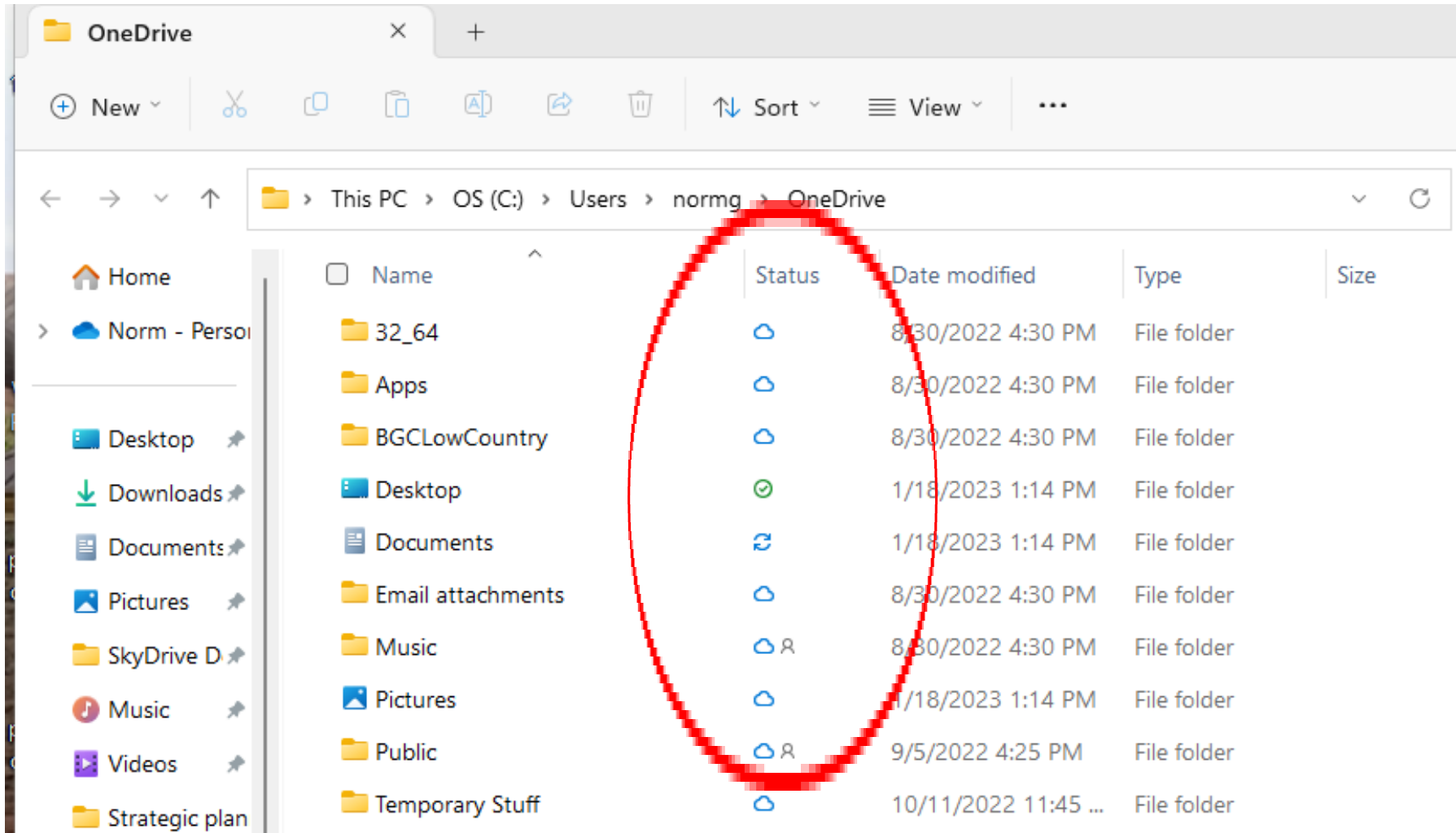
OneDrive is shown as a cloud on the Task Bar System Tray.  
Click it to get OneDrive Information and Settings.



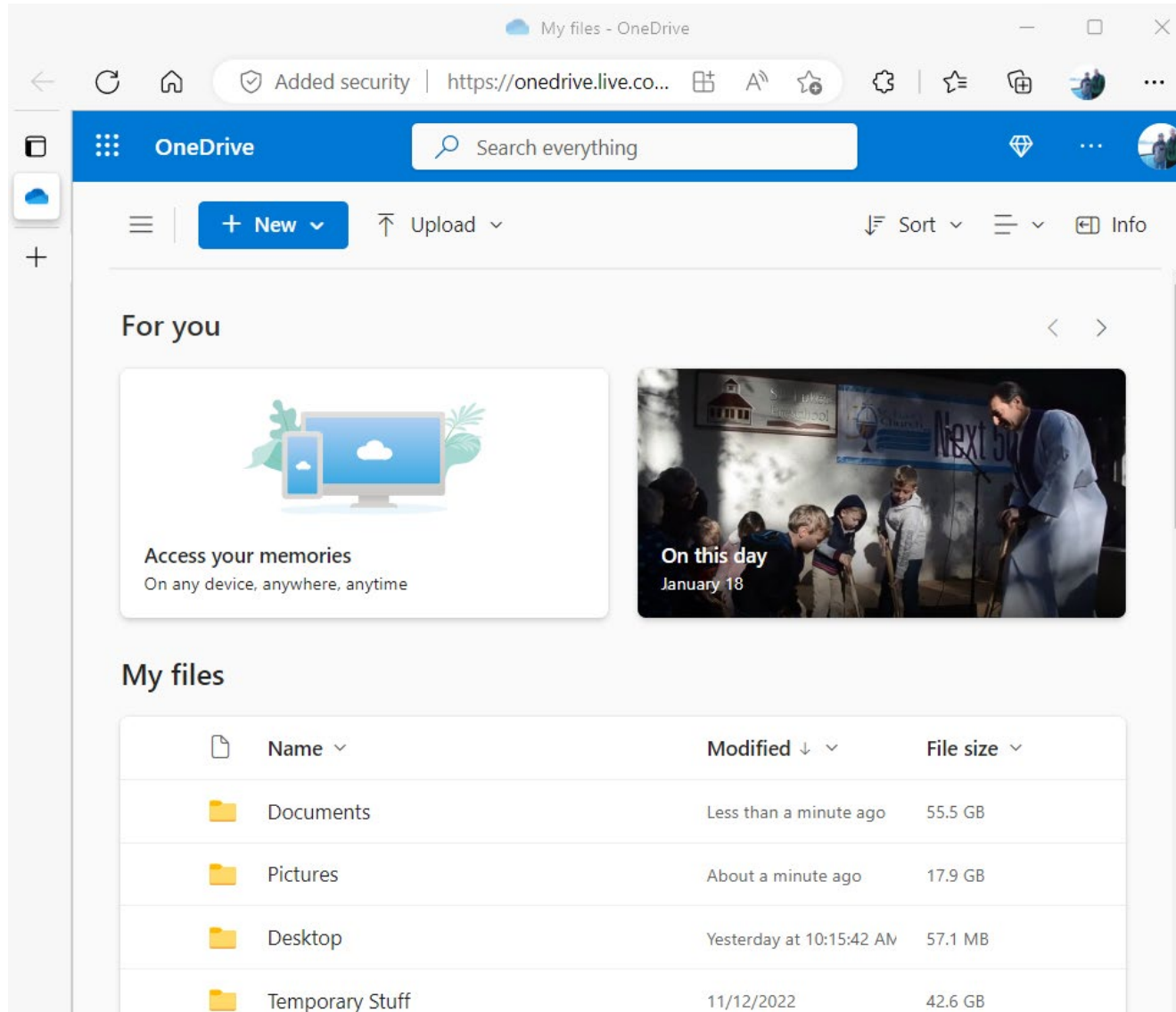
Settings

View in  
File  
Explorer  
or  
Online

# OneDrive View in File Explorer



# OneDrive View Online



The screenshot displays the OneDrive web interface. At the top, there is a browser window with the address bar showing "https://onedrive.live.co...". Below the browser, the OneDrive header includes a search bar with the text "Search everything" and a user profile picture. The main navigation area contains a "+ New" button, an "Upload" button, and options for "Sort" and "Info".

The "For you" section features two cards: "Access your memories" with a cloud icon and the text "On any device, anywhere, anytime", and "On this day" with a photo of a group of people and the text "January 18".

The "My files" section contains a table with the following data:

Name	Modified	File size
Documents	Less than a minute ago	55.5 GB
Pictures	About a minute ago	17.9 GB
Desktop	Yesterday at 10:15:42 AM	57.1 MB
Temporary Stuff	11/12/2022	42.6 GB

# Demos

- Get to Account from Desktop Start Button
- Word “signed in” account
- MS Store
- Office.com home page
- OneDrive View – web office tools



Questions?