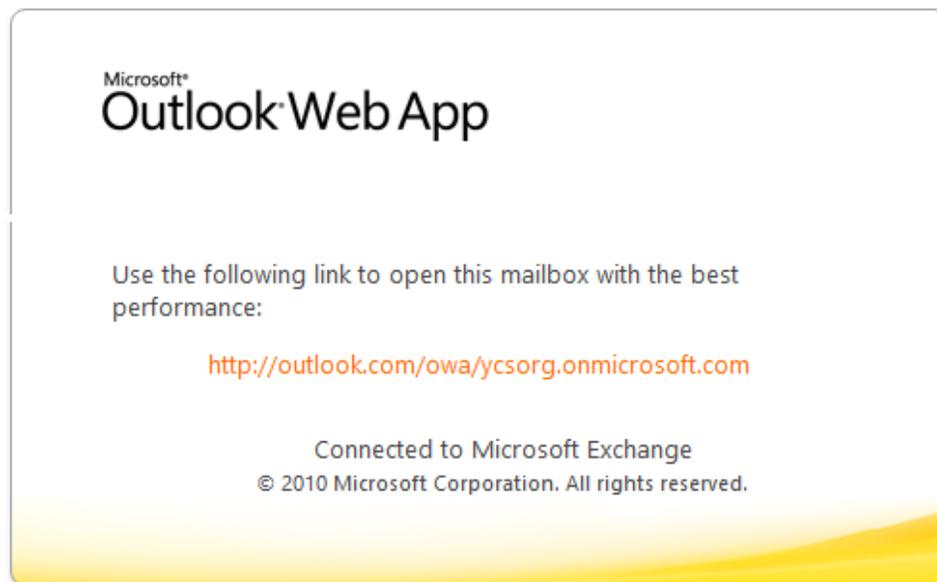


Attention YCS Staff:

We are excited to share with you that Microsoft Office 365 is finally scheduled to be rollout this coming week. Starting March 15, 2021 at 12:01am, we will move all mailboxes from our on-premise mail server to Microsoft Office 365. All users will be able to access Microsoft Office 365 through <https://www.ycseonline.org>. Staff will be able to access to the latest Microsoft Word, Excel, PointPoint, One Note, OneDrive, SharePoint to create, share, and collaborate from wherever you are directly from the website. YCS Helpdesk will be standing by to assist our users if issues occur. This documentation is provided to help YCS staff to get started using this cloud-based platform.

Users requiring desktop version of Microsoft Office will need to schedule with Helpdesk for the installation of Microsoft Outlook.

Please rest assure that your email access will not be interrupted, and you will continue to receive and send message until you are prompted to login through the new Microsoft Office 365 link as shown below:

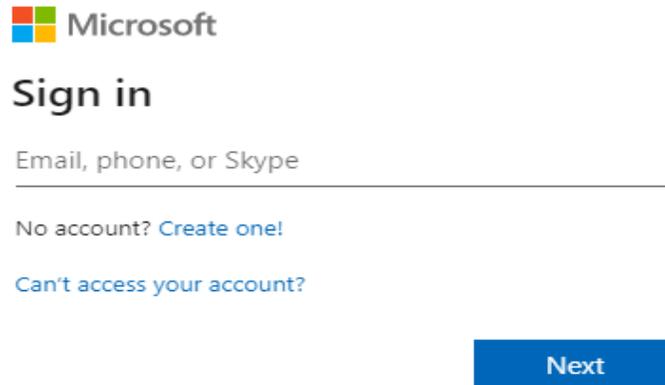


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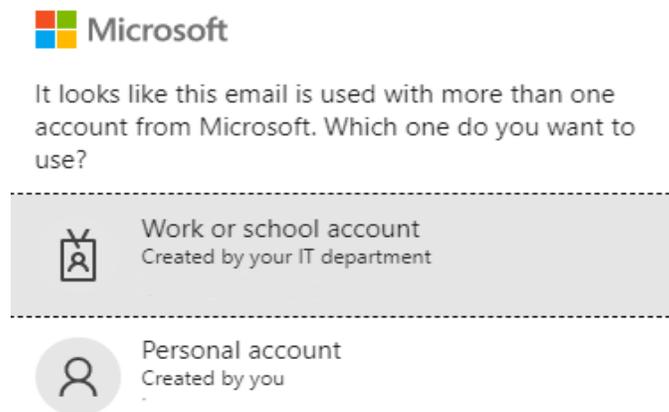
## Connecting to Office 365:

The link to Office 365 is available at <https://www.ycseonline.org>. Hence, instead of **Outlook Web Access** link you used to click to access your email, look for **Office 365 Portal**.

- In the **Sign In** screen, you need to type in your **full email address**; click **Next**.



- You will be prompted in the next screen as shown below. Select and click **Work or school account**.



- Type in the **same password** you used in Outlook Web Access and hit **Sign in**. Your browser might ask you if you want to save your password (we suggest you answer **NO** so you will always be reminded of your password).



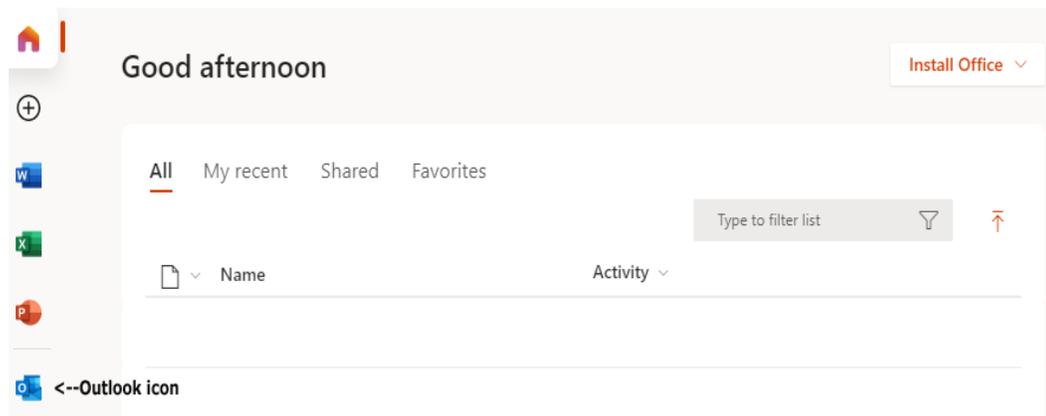
## Enter password

Password

[Forgot my password](#)

Sign in

- The next screen will prompt you if you want to **Stay signed in**. It is up to you which option you would like to select.
- Once signed in, you will be greeted by Office 365 screen as shown below.



### Viewing and Reading eMail:

From the welcoming screen of Office 365, click the **Outlook** icon and Office 365 will send you straight to your email. The user interface is similar to Outlook Web Access with added functionalities. Now, you can use any modern Internet browser without the limitations we commonly experienced in Outlook Web Access.

For employees that use Microsoft Outlook as email client, Office 365 only supports Microsoft Outlook 2010 or higher. If your computer meets the mail client pre-requisite for Office 365, you need to call Helpdesk so we can configure the correct parameters in connecting your email to the Cloud.

**Setting Up Office 365 email In Your iPhone:** (Contact helpdesk and make an appointment if you need help in setting up your phone.)

NOTE: Before you begin, first **DELETE** your existing email account from your phone by going to **Settings, Mail, Accounts, Exchange, Delete Account**.

- Tap **Settings>Mail >Add Account>Exchange**
- Enter your **Email** and a short **Description**, and then tap **Next**.
- Tap **Sign In** to confirm you want to use your Microsoft Exchange account
- Enter your **Password** and tap **Sign In**. (You might need to choose your account type as a **Work or School** to continue.)
- If you're prompted to enter server settings, enter the following and tap **Next**:
  - **Email: Your email address**
  - **Password: Your email password**
  - **Server: outlook.office365.com** (this is required)
  - **Domain:** This can be left empty
  - **Username: Your email address**
- The Mail app may request certain permissions such as accessing your calendar and contacts. To agree, tap **Yes**.
- Then choose the apps you want your email account to sync with your iOS device and tap **Save**.

**Setting Up Office 365 email In Your Android Phone:** (Contact helpdesk and make an appointment if you need help in setting up your phone.)

NOTE: Before you begin, first **DELETE** your existing email account from your phone by going to **Settings, Accounts, Microsoft Exchange Active Sync**. Select your email account and click the menu button, and click **Remove Account**.

Now proceed with the below steps to add the account with the New Settings:

- Tap **Settings>Accounts>Add Account>Exchange>eMail**
- Enter your **email address** and **email password**.
- Tap **Microsoft Exchange Active Sync** and Android will try to retrieve your server settings.
- Click **OK**

NOTE: if setup could not connect to the server, do the following.

- **Email: Your email address**
- **Password: Your email password**

- **Server: outlook.office365.com** (this is required)
- **Domain:** This can be left empty
- **Username: Your email address**
- Click OK on activation terms. Android will try again to retrieve your server settings.
- Click OK on **remote security administration**.
- Select your **Account Options**, tap **Next**.
- Name your account and tap **Done**

### **Office 365 Is Not Just for eMails:**

Although email is one important thing you will be concerned of, Office 365 offers much more. Now, with Office 365, you don't need Microsoft Office to be installed in your computer. Office 365 is there—in the Cloud—that caters the core applications as the traditional Microsoft Office Suite.

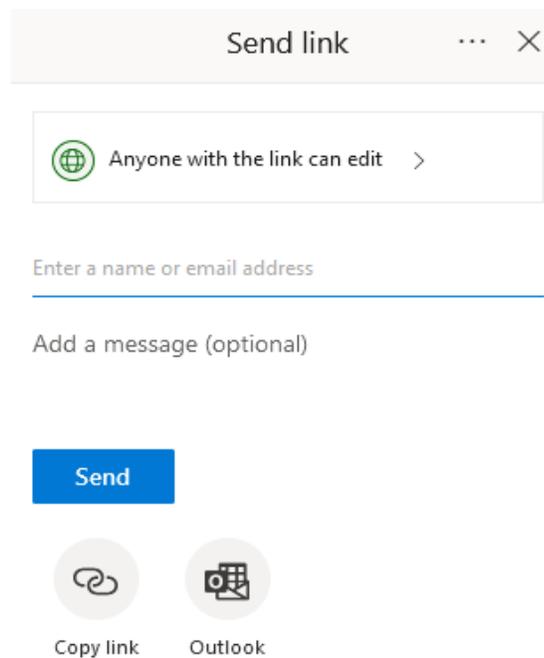
Aside from Word, Excel, PowerPoint and Outlook, Office 365 also includes these following apps providing you with ample storage space where documents can be securely accessed anywhere you are as long as you have Internet connection, and do virtual meetings as you would normally do in Zoom:

- **SharePoint Online** -- A collaborative tool you can use to share documents to anyone you want to share documents with.
- **Teams** -- This is a Microsoft cloud service that functions similar to Zoom. Teams helps you and your colleagues to stay organized by sharing file, and have conversations through virtual meetings.
- **OneDrive** -- This is a cloud storage that offers 1-terabyte of data which will serve as back-up or repository of documents you want to be available anywhere, anytime. Now, you can put away your flash-drive and store your documents in the Cloud more securely.
- **OneNote** – With OneNotes, you can create notes that can include text, pictures, tables, and drawings. Unlike a word processor, OneNote features a virtually unbounded document window, in which users can click anywhere on the canvas to create a new text box at that location. OneNote saves data automatically as the user makes edits to their file.

### **Creating Documents:**

When you create a file, the file will be automatically saved to **OneDrive** so you can share, collaborate, and retrieve your files from anywhere.

- Click the **Create** icon and select the type of document you want to create.
- Office 365 will launch the appropriate application with the type of document you selected.
- That document will be saved in **OneDrive** or you can save it in your local device.
- If you want to share that document, you hit the  ribbon, enter the name or email address of the person you want to share the document to, and hit **Send**. (see illustration below)



Send link ... X

Anyone with the link can edit >

Enter a name or email address

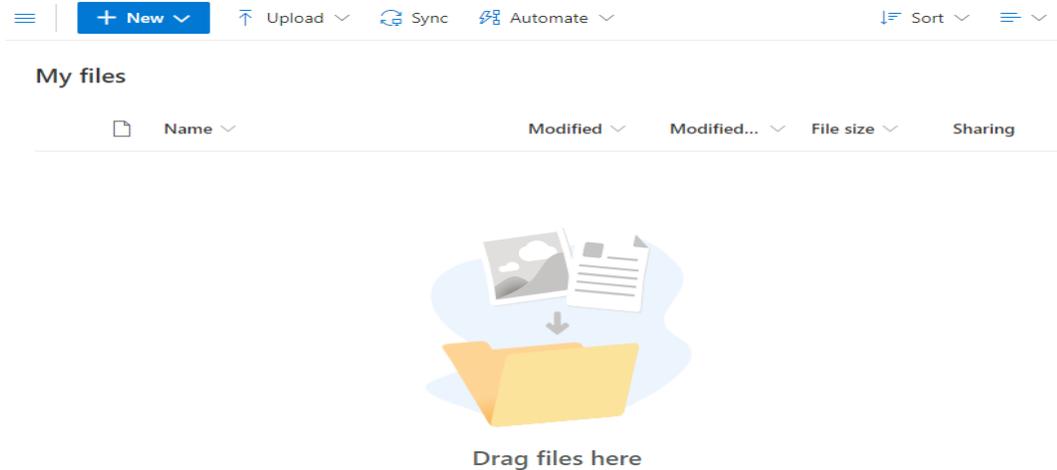
Add a message (optional)

Send

Copy link Outlook

### Uploading Files to OneDrive:

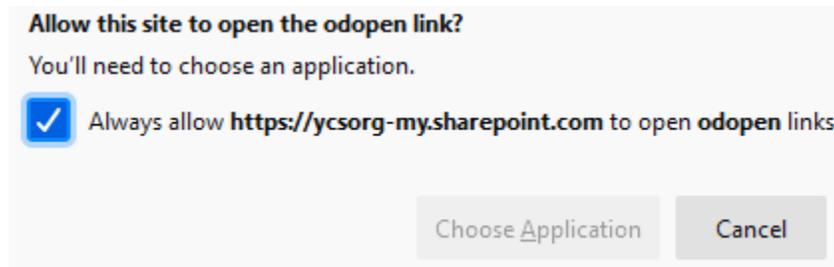
- Click  icon and the **OneDrive** app will launch on a separate tab.
- You will see the OneDrive **dashboard** as shown below:



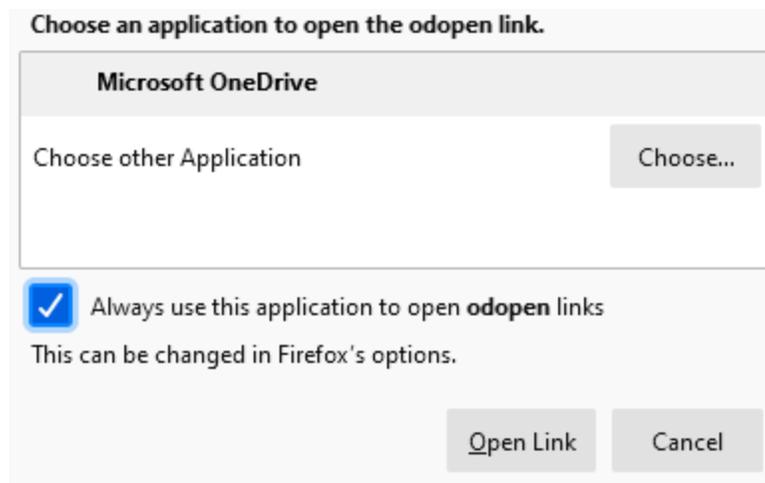
- You can now “drag” the files from your local device and put it up in the cloud, or you can hit  Upload and upload either files or the whole folder.

### Synchronizing Files in OneDrive:

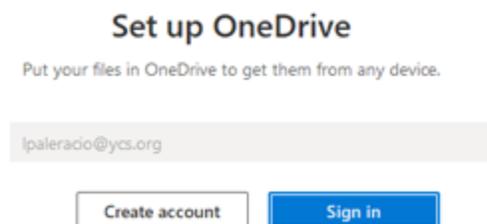
- Click the  Sync ribbon to start synchronizing your files.
- You will be prompted to open Microsoft OneDrive (as show below). Tick the **Always allow...** and click **Choose Application**



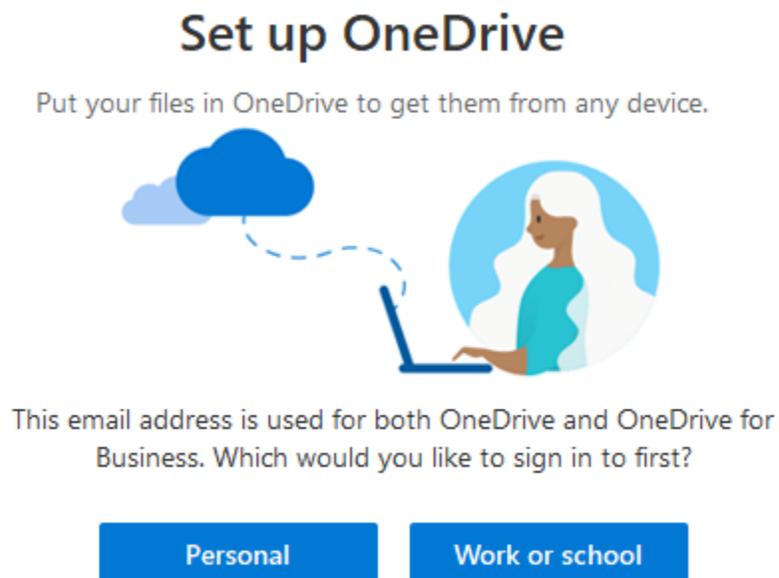
- Another window will appear with Microsoft OneDrive as the default application. Tick the **Always use this application...** and click **Open Link**.



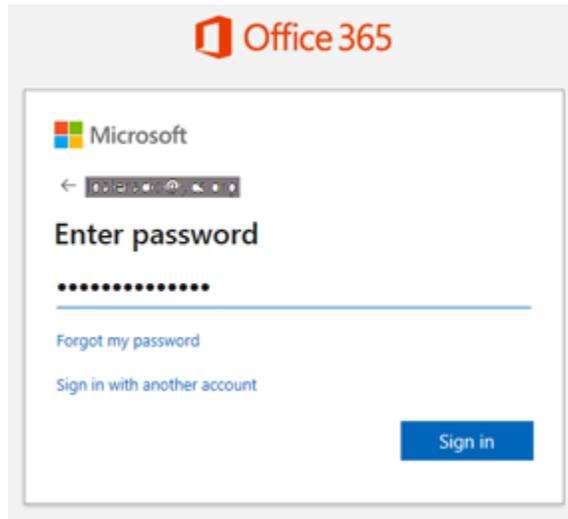
- Sign in using your email address.



- Choose **Work or School** when prompted



- Type in your password and click **Sign In**

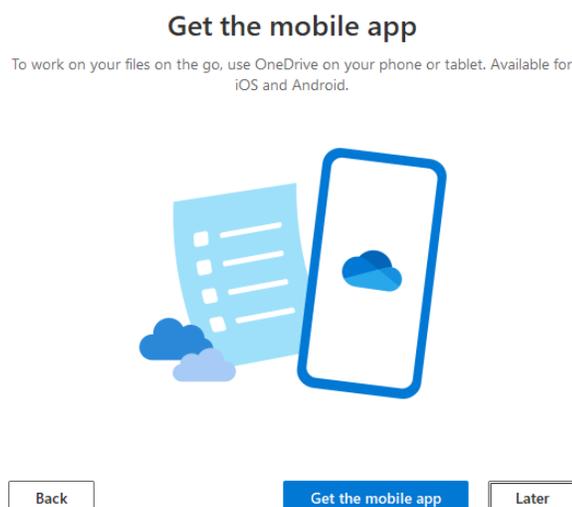


- In the next screen, you will be asked for your OneDrive folder. You have the option to change or accept the folder to use. Click **Next** four times when done defining the folder location.

Your OneDrive folder is here  
C:\Users\paleracio\OneDrive - ycs.org  
[Change location](#)

Next

- When prompted to **Get the mobile app**, select the **Later** option.



- On the final screen, you will be prompted to open the **OneDrive** folder. The OneDrive folder is located in your computer.

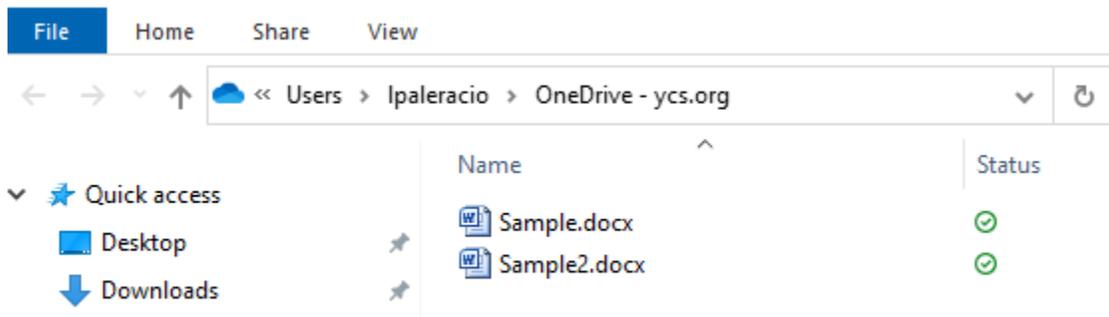
Your OneDrive is ready for you



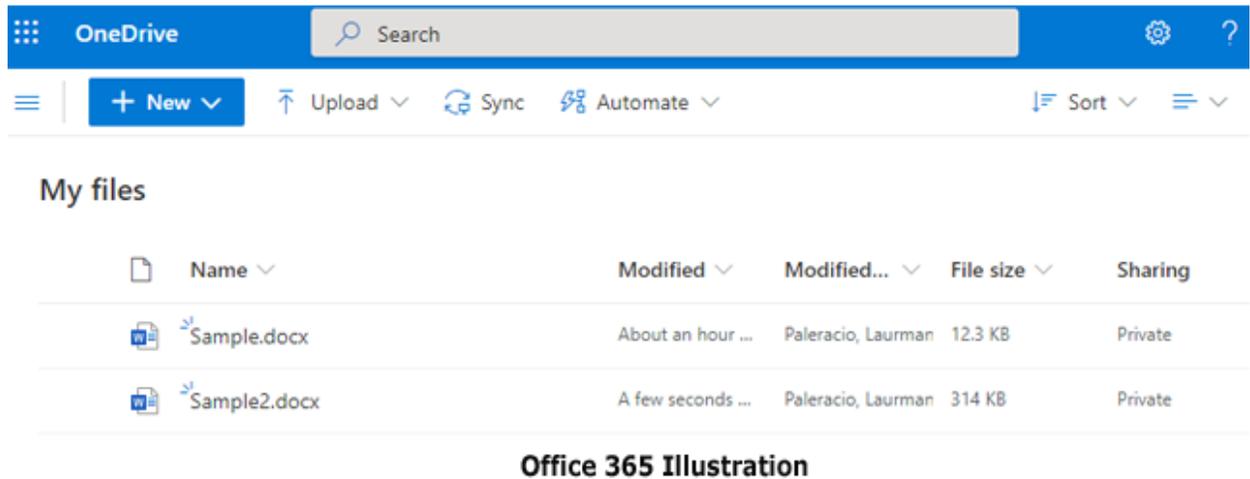
Back

Open my OneDrive folder

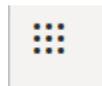
- Files or folders you have in OneDrive folder will be uploaded to Office 365. See illustration below.



Local Drive Illustration



### Microsoft Office365 Icons:



Office 365 Apps Launcher -- Once click, it will display icon for all the Office 365 apps.



Home -- Clicking this icon brings you to Office 365 portal



Create – This icon lets you create a document, spreadsheet or presentation. The file will be stored in Office 365 **OneDrive** or you have the option to store your document into your local device



Word – This is Microsoft Office Word which runs on Cloud



Excel – This is Microsoft Office Excel which runs on Cloud



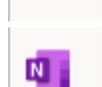
PowerPoint – This is Microsoft Office PowerPoint which runs on Cloud



Outlook – This is Microsoft Office Outlook which runs on Cloud



OneDrive -- This app connects you to all your files on Microsoft Cloud service. It lets you store and protect your files, share them with others.

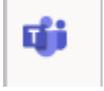


Notes – This app is similar to Sticky Notes application in your desktop



SharePoint Online – This app is a collection of cloud- and web-based technologies that makes it easy to store, share and manage digital

information within an organization.



Teams – It is a collaboration app that helps your team stay organized and have conversations. It is similar to zoom you can hold on-the-spot meetings, have conversations, and share files.