# Office 365: configuration

This document is created for WorkSpaces users, however the configuration can also be done on any other pc or laptop. Be sure to perform all the following steps in order.
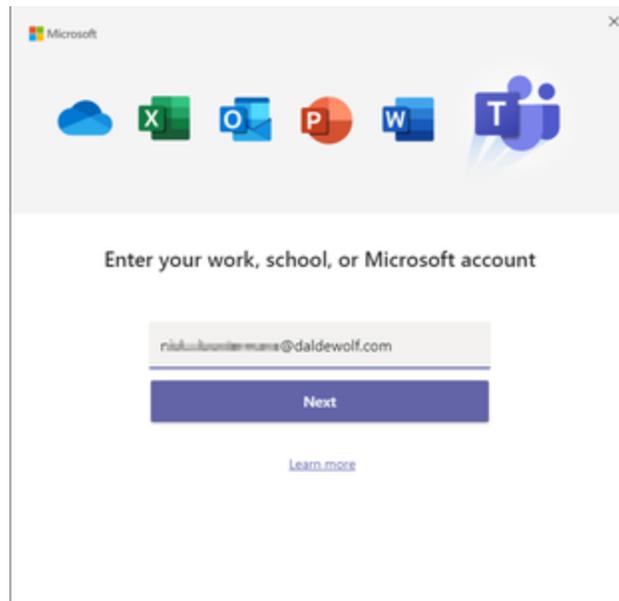
- Microsoft Teams
- Microsoft Office (word, excel, …)
- Microsoft Outlook
- Microsoft OneDrive

Microsoft Teams

1. This will open the first time you log in on your desktop, click 'Continue'
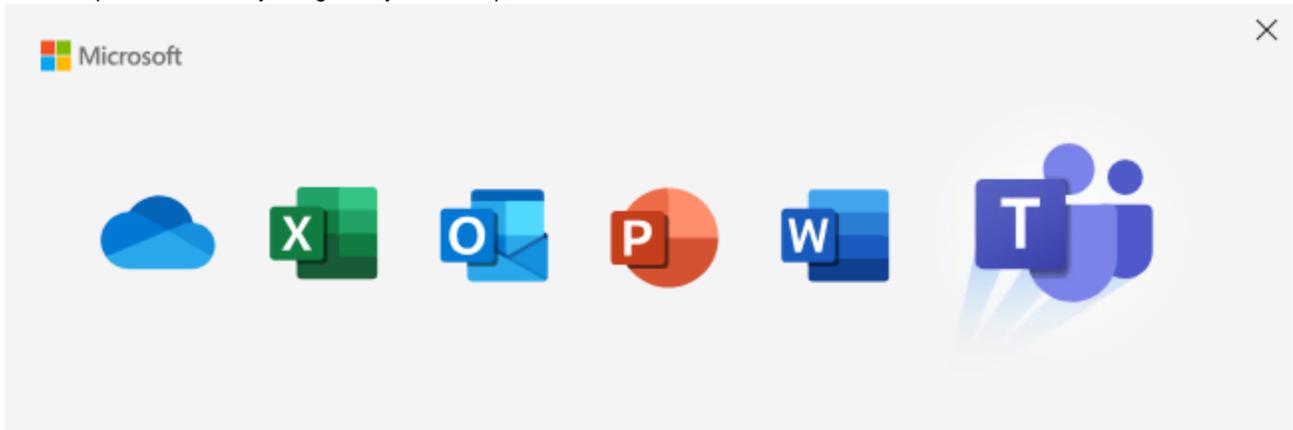
2. Insert your office credentials (shortname@daldewolf.com, for some it's @dalvel.com or .eu)

3. Enter your office 365 password and click 'Next'

Microsoft

████████████@daldewolf.com

Enter password

Password

Forgot my password

Sign in with another account

Sign in

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4. You are now logged in on Teams

Microsoft Office (word, excel, …)

1. Open Word
2. This will open the first time you open word, click 'Accept'

3. Click 'Close' on the privacy window

4. Choose 'Office Open XML formats' and click 'OK'

5. You can now start using your Office applications

Microsoft Outlook

1. Open Outlook from the start menu. Insert your email adres (or correct if needed) and click 'Connect'

2. Insert your Office365 password and click 'Sign in'

3. The account should be succesfully added, if you have more email addresses you could add them here as well. Uncheck the box: 'Set up Outlook Mobile on my phone, too'. Click 'Done'
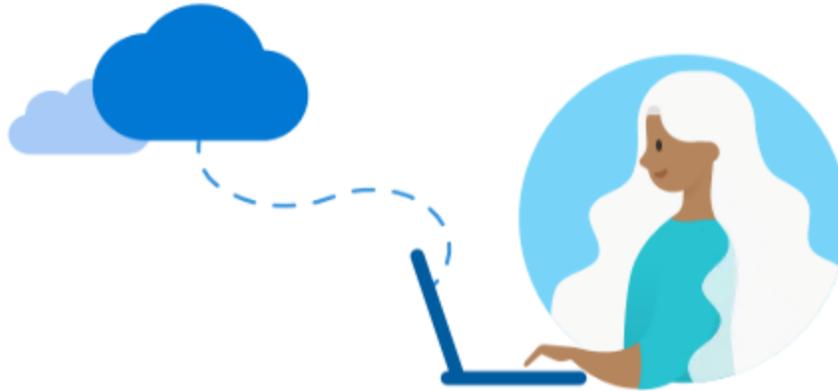
4. Your inbox will now open. It might take some time to download all your emails and agendas. However, everything should be there after some minutes. Please note that locally saved archives will not be available (if you have those: please create a ticket in the Service Desk)

Microsoft OneDrive

1. Open 'OneDrive', insert your email address and click 'Sign In'

2. Enter your office password and click 'Sign in'

3. Click 'Next', please do not change anything

Microsoft OneDrive

Your OneDrive folder

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.
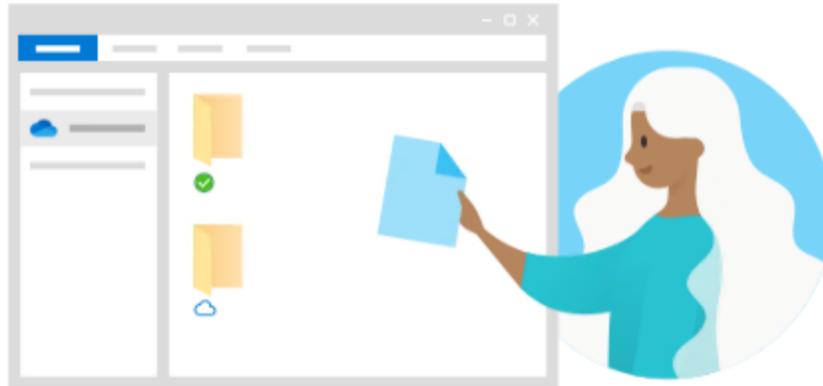
Your OneDrive folder is here

D:\Users\nick.workitaround\OneDrive - DALDEWOLF

Change location

Next

4. Make sure 'Sync all files and folders in OneDrive - DALDEWOLF' is checked and click 'Next'

Microsoft OneDrive   ✕

Sync your OneDrive files to this PC

Choose what you want to download to your "OneDrive - DALDEWOLF" folder. You can get to these items even when you're offline.

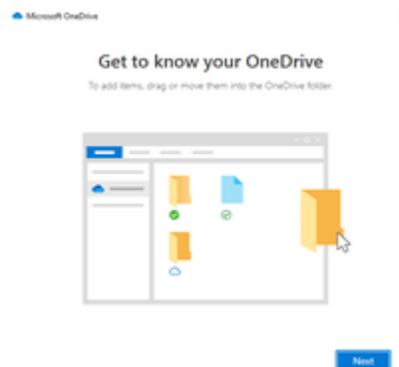☑ Sync all files and folders in OneDrive - DALDEWOLF

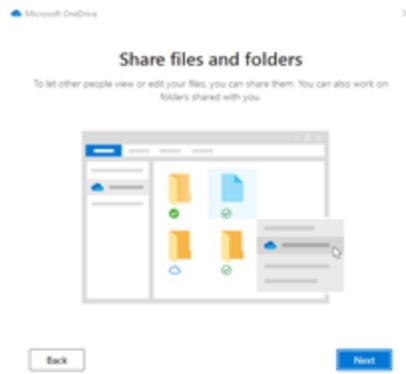Or sync only these folders:

☑ 🗋 Files not in a folder (0.0 KB)

Location on your PC: D:\Users\nick.workitaround\OneDrive - DALDEWOLF
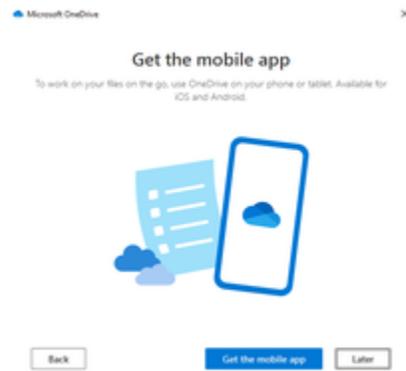Selected: 0.0 KB   Remaining space on D: 8.1 GB

Next

5. Click 'Next'

Microsoft OneDrive   ✕

Get to know your OneDrive
To add items, drag or move them into the OneDrive folder.

Next

6. Click 'Next'

Microsoft OneDrive

Share files and folders

To let other people view or edit your files, you can share them. You can also work on folders shared with you.

Back   Next

7. Click 'Later'

Microsoft OneDrive

Get the mobile app

To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.
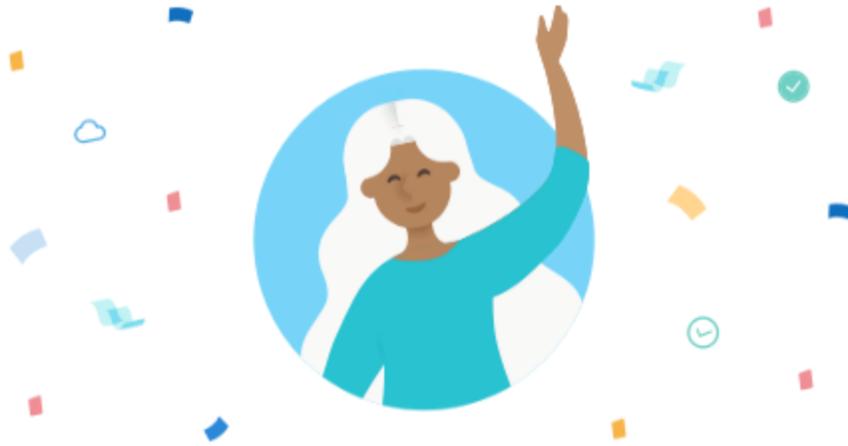
Back   Get the mobile app   Later

8. Your OneDrive is ready! Click 'Open my OneDrive - DALDEWOLF folder'

Your OneDrive is ready for you

| Back | | Open my OneDrive - DALDEWOLF folder |

9. Close the pop up

Welcome to OneDrive ✕
To view your files, review settings, and manage all things OneDrive, just click the cloud icon in the taskbar below to access the Activity Center.

OneDrive
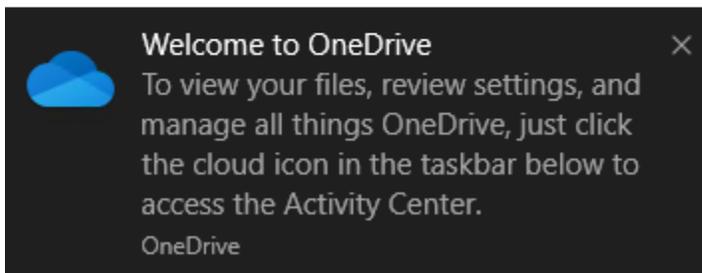
10. It could take some time till the sync is ready. When ready you will see a green check.

11. All set!