

What does my Office 365 account provide?

Microsoft Outlook

- 50 GB inbox, 20 MB attachments
- @student.friends.edu email account
- Features such as shared calendars, drag and drop messages into folders, and conversation view

Microsoft SkyDrive Pro

- 25 GB of free online storage
- Create private, shared, and public folders
- Store your documents in the cloud

Microsoft SharePoint Sites

- Create a personal site
- Link to documents stored on your SkyDrive Pro
- Connect and collaborate online

Microsoft Office 365

- Word, Excel, OneNote, PowerPoint
- Save documents to your SkyDrive Pro for access anywhere

Getting Started With Your Friends University Office 365 Account

This document provides step-by-step first-time login instructions for your Office 365 student account. Please follow these steps carefully as they will help to ensure that your account is created properly and that you are able to successfully retrieve your password should you forget it.

What do I need to do the first time I login to Office 365?

On the <http://mail.office365.com> website, sign in with your Friends University student email address and your Friends University network password. Your Friends University email address and password are provided in the Friends University Logon Information email you received in your existing personal email account.



Sign in with your organizational account

Password

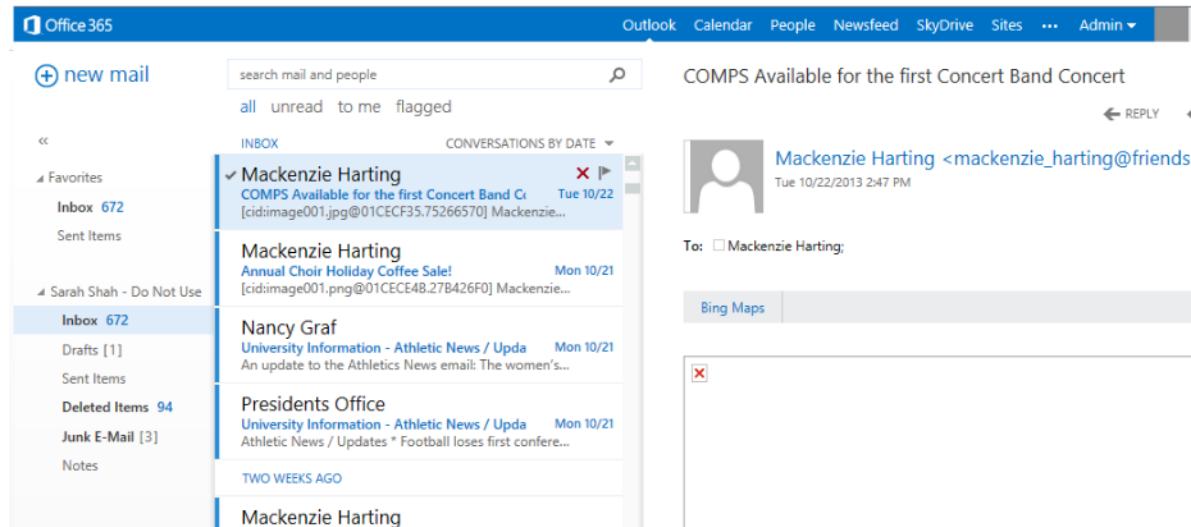
Keep me signed in

[Sign in](#)

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

The first time you login to Office 365, you will be prompted to enter your time zone, location, and other important information that will help setup your account and assist if you are ever locked out. **Please make sure to use the correct information as this will allow use of all features of this resource.** After you have provided the proper information, click the “I accept” button.

The image below shows how your Office 365 email mailbox will look. From this page you can access your Email, Calendar, SkyDrive Pro, and Office web apps from the menus at the top of the page.



If you have any questions about setting up your Friends University Office 365 account please contact the Help Desk at helpdesk@friends.edu or 316-295-5767.