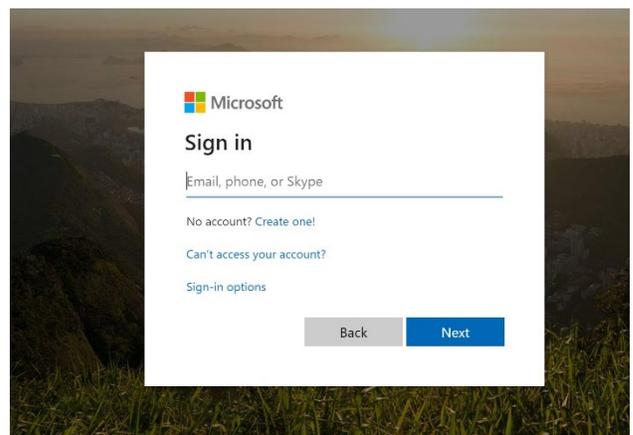
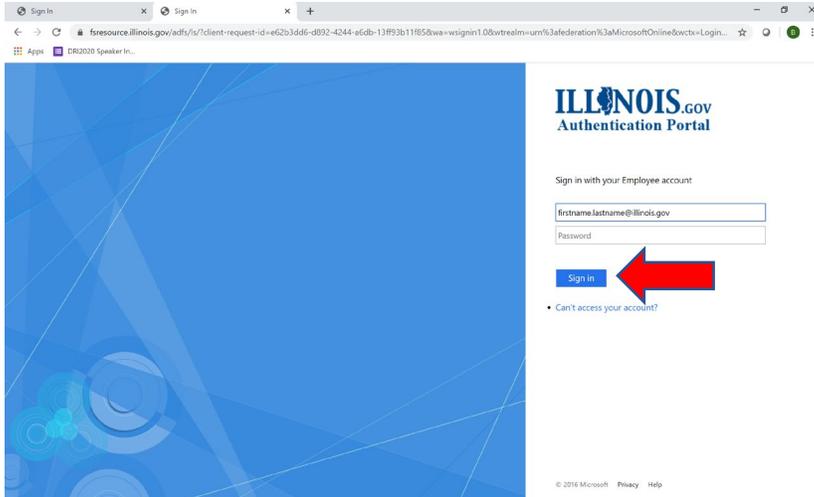


What is Office 365?

- 1) Click Sign In



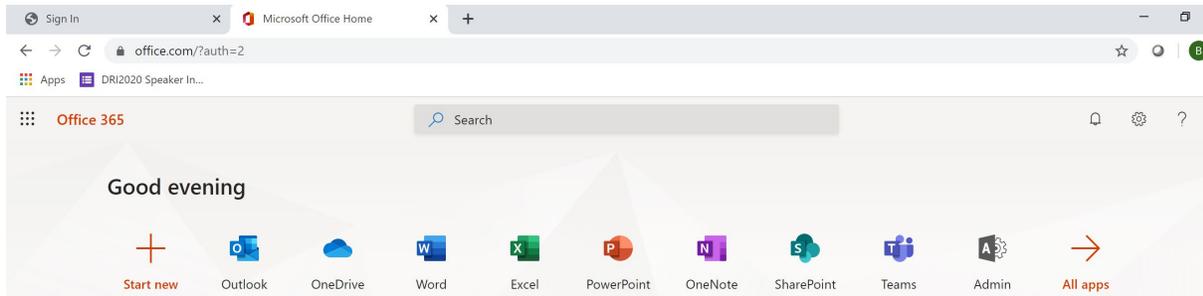
- 2) You may be asked to either choose your Illinois.gov account or to enter State of IL 'login ID' (FirstName.LastName@Illinois.gov).
- 3) After you choose your account or enter your ID, you will be redirected to the Illinois sign in page. You should see your State of IL 'login ID' (FirstName.LastName@Illinois.gov) and a place to enter your password.



- 4) Enter your Password and click Sign In
- 5) Enter MFA code obtained from preset method. (*Only needed if MFA is activated for users*).
- 6) Select Microsoft Outlook to access email.

From Office.com you can access more than just your email....

You will have access to all of your MS Office tools, including Word, Excel, Power Point, etc.

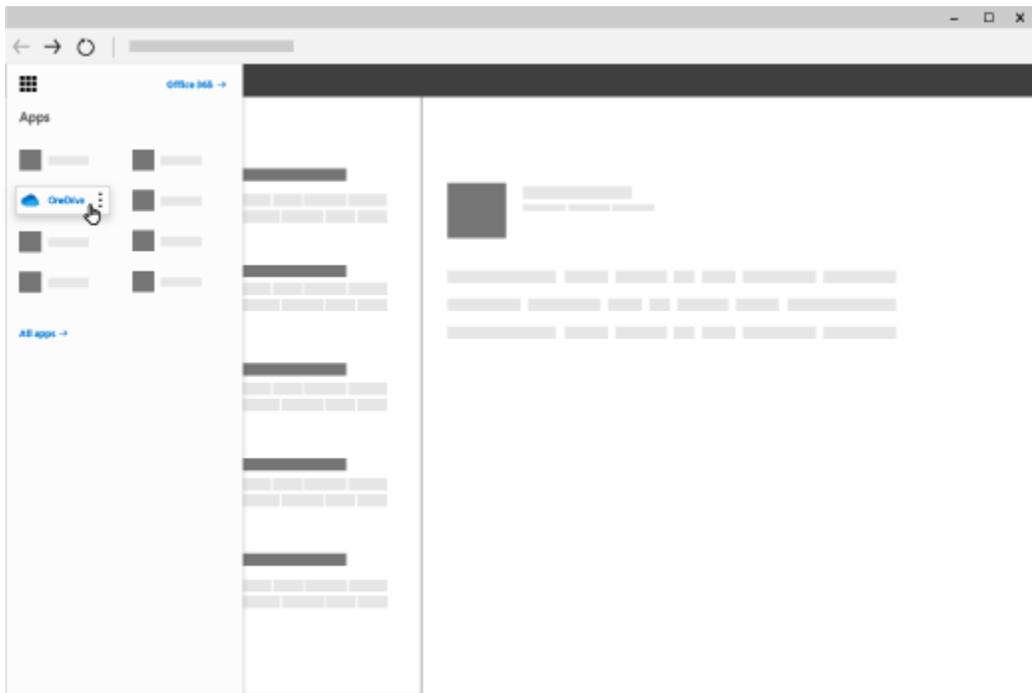


Upload and save files and folders to OneDrive

Note: This Quick Start is for OneDrive. For OneDrive for Business, see the [OneDrive for Business Quick Start](#).

Use OneDrive in your browser

1. Sign in to office.com.
2. Right-click a file, and select a command.



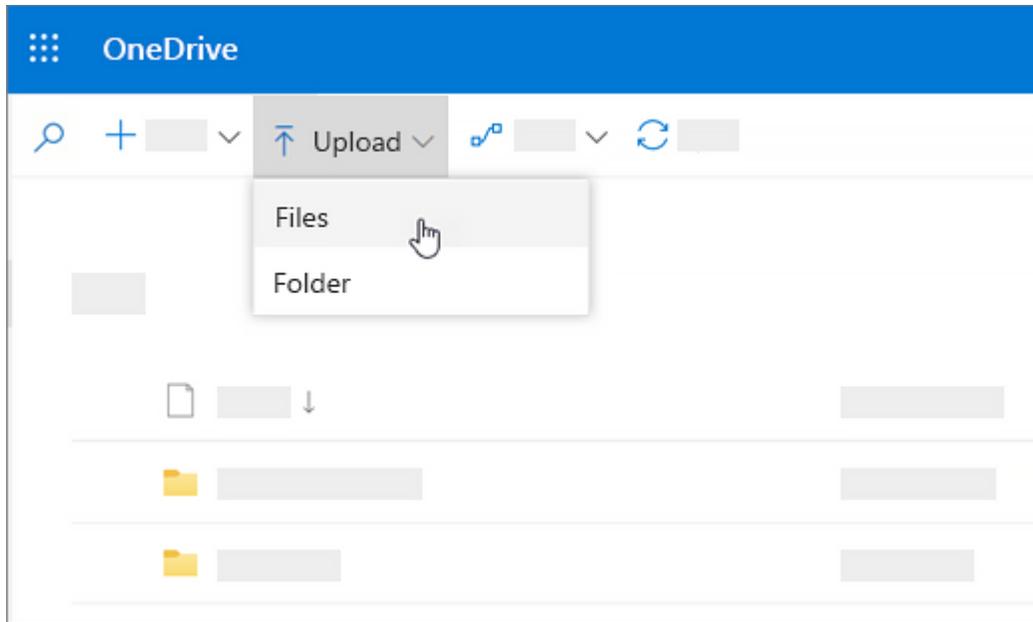
Upload files or folders to OneDrive

You can store over 300 types of files on OneDrive. With Microsoft Edge or Google Chrome:

1. Select **Upload > Files** or **Upload > Folder**.
2. Select the files or folder you want to upload.
3. Select **Open** or **Select Folder**.

With other browsers:

- Select **Upload**, select the files you want to upload, and select **Open**.
- If you don't see **Upload > Folder**, create a folder, and then upload the files to that folder.



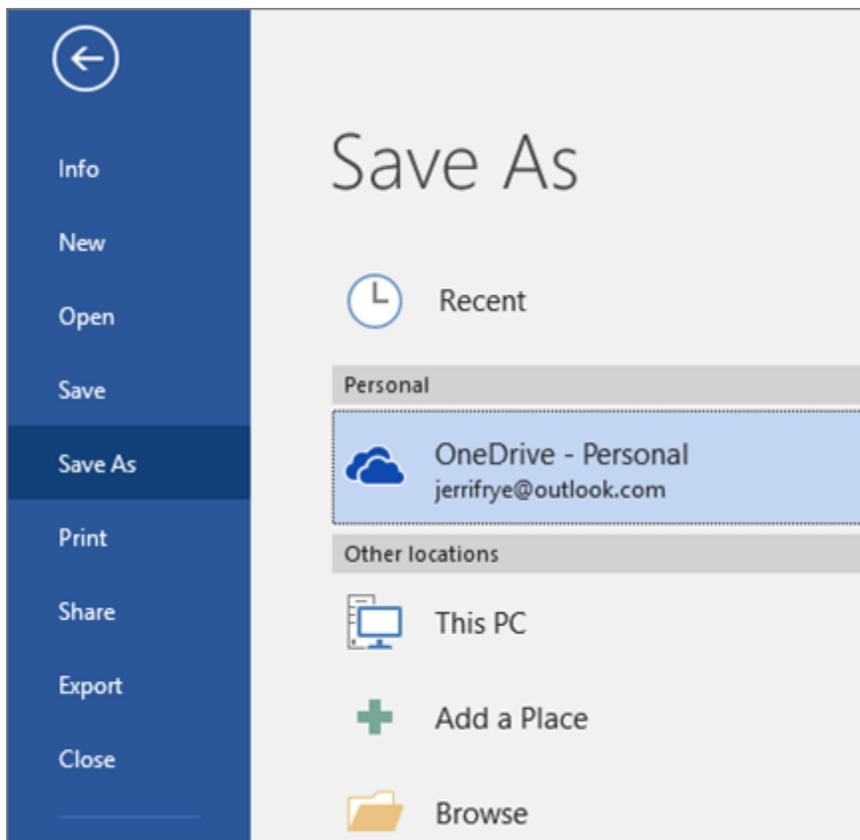
Note: If you have the OneDrive sync app installed, you can also upload with File Explorer. Select the files you want to upload, and drag them to OneDrive in the File Explorer Navigation pane.

Save a file to OneDrive

1. Select **File > Save As > OneDrive - Personal**.
2. Select **Enter file name here** and type a name.
3. If you want to save to another folder, select **Browse**, and select the folder you want.
4. Select **Save**.

The next time you open the Office app, you'll see your saved file in the **Recent** list.

Note: Requires Office 365, 2019, or 2016.



If you don't see **OneDrive - Personal** in the list:

1. Select **Add a Place**
2. Select **OneDrive** and sign into your Microsoft account.

