

Dear Staff,

Below you will find two pieces of information you'll likely need on your first day using Office 2016:

1. How to open your updated mailbox
2. How to save a document

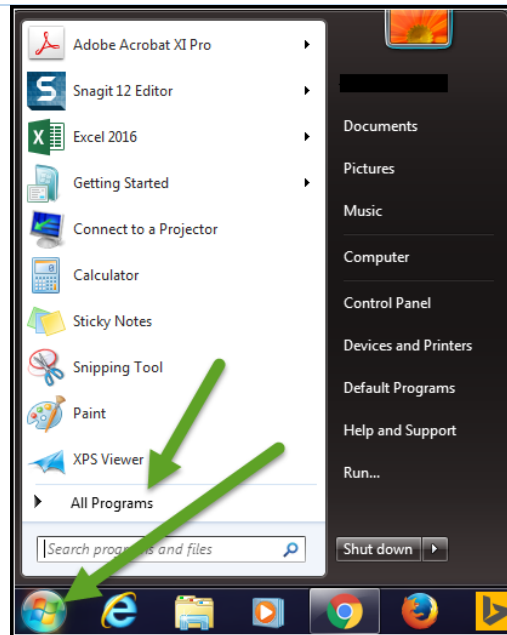
## Microsoft 2016

1. To access all Microsoft products (Word, Excel, Outlook, etc.) you'll need to open them from the start menu. You can pin them to your task bar, or add to favorites once you have them open.

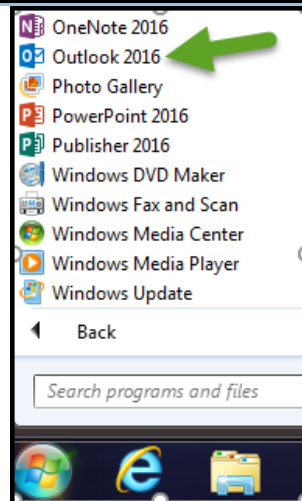


2. For example: To open Outlook/e-mail, go to the START menu on the bottom left hand on your screen.

### 3. Select "All Programs"



4. Then Outlook 2016 (or Excel, Power Point, if that's what you need.)
5. Once it is open, you will operate as usual in mail.
6. To add Outlook 2016 to your task bar click on Outlook 2016 from All Programs list and drop onto bottom of screen.

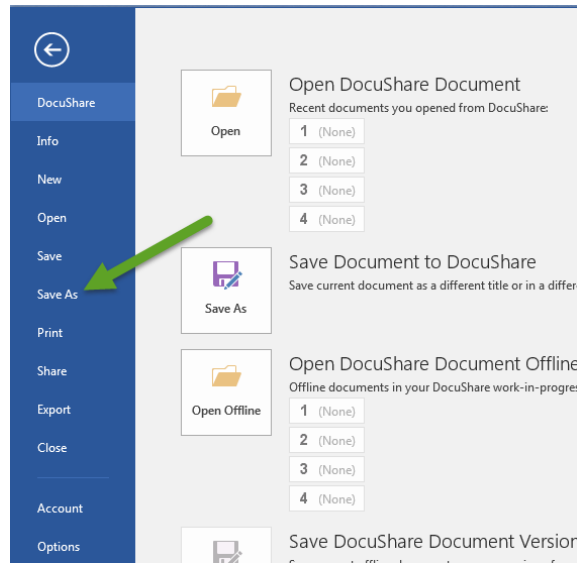


# SAVING DOCUMENTS

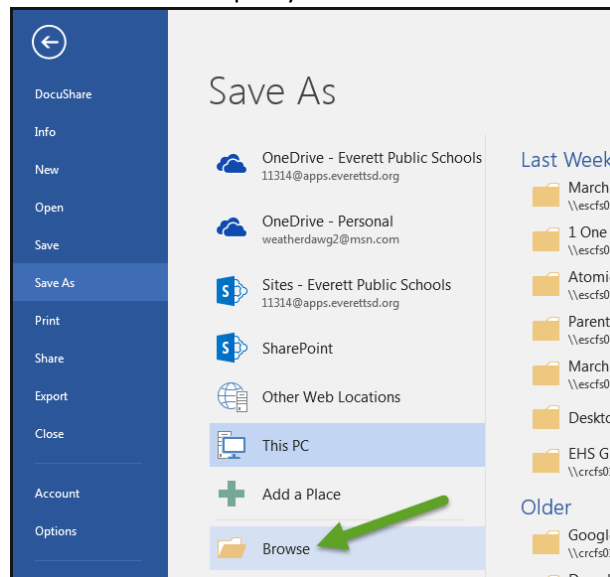
1. One difference you'll notice when saving documents in any program, is **where** to save. Getting to your documents looks a little bit different. Office 2016 was built for full integration into Microsoft's Office 365 One Drive for Business.

Everett's Office 365 environment is still under development. At this time, please only use the One Drive environment as a learning space. Staff members will have active accounts - log in information will follow after Office 2016 updates are completed. Student accounts will follow at a later date.

2. **Continue to save to your PC – network drive in either My Documents or Network Shared Folders**
3. To save, select “Save As”, just like you normally would.



4. Then you'll select the “Browse” folder. This will open your files as usual.



5. If you are working with students - you can print this [student one page directions](#) regarding saving documents.
6. If you need help, or have questions, please call Help Desk @ 4357 or enter a work order via [Help Desk Web](#)