

Office 365 Quick Start Guide

Discover more apps
Use the app launcher (nicknamed "waffle menu") to navigate to other O365 apps.

You are here!
Return to the O365 homepage by clicking on the logo from any page.

Check notifications
Mail and calendar alerts will appear here.

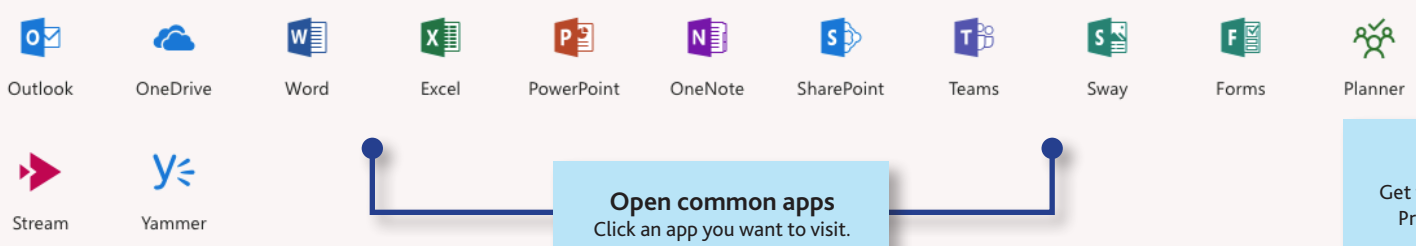
Manage your settings
The gear menu options adapt depending on the page you're on.



Good morning

Find whatever you need
Search for your online documents.

Apps



Install Office

Open common apps
Click an app you want to visit.

Install Office
Get the latest version of Office ProPlus on your computer.

Documents

Find documents
Documents you've recently visited, pinned, or had shared with you are conveniently located here.

Recent Pinned Shared with me Discover

Name	Last opened by you	Sharing	Activity
ContractEndDate_V1	Oct 2	Shared	
ContractEndDate_V1	Oct 2	Shared	
ViewPayHistory_PAPEmployees	Oct 2	Shared	
ViewPayHistory_PAPEmployees	Oct 2	Shared	
JobAidTemplate_Blank_June2018 copy	Sep 28		
PersonalInformation V1			

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