

# Microsoft 365

What is it and how does it work?

# What is it?

- ▶ Microsoft 365 is the latest incarnation of the Microsoft Office suite.
- ▶ Microsoft 365 is a way for businesses, and now consumers as well, to subscribe to Office, Teams, and other Microsoft software.
- ▶ Microsoft 365 is designed to help you achieve more with innovative Office apps, intelligent cloud services, and world-class security.
- ▶ Microsoft representatives (who also call it M365) describe the product as Office 365 plus [Windows 10](#) plus Enterprise Mobility.
- ▶ [Microsoft 365 for consumers](#). That offering differs from the business plans, and it replaces Office 365 plans. It includes not only the Office apps, but also OneDrive cloud storage, Outlook, Family Safety (including apps for Android and iOS), and Teams for Families. It also includes new consumer-targeted [finance templates](#) for Excel, and AI-powered style checking for Word.
- ▶ It is sold via a subscription model.

# What is in it?



Word - word processing and document creation.



Excel - workbook\spreadsheet creation for number manipulation/tabulation.



PowerPoint - presentation creation.



Security



Cloud storage / OneDrive



Outlook - Email client



Editor



ClipChamp - Easily turn captured memories into beautiful.



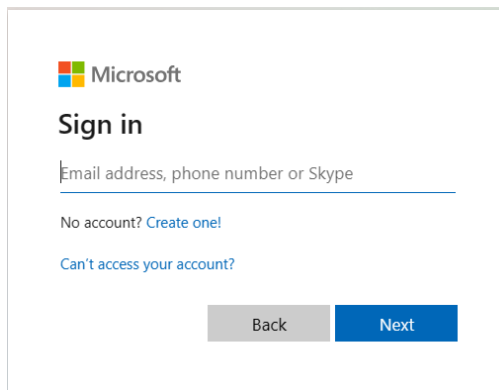
OneNote - Capture inspiration in text, audio, photos and videos.

# How does it work?

- ▶ You will need a Microsoft account, if you have Windows 11 you will already have one of these probably.
- ▶ To create a Microsoft account goto to: <https://account.microsoft.com>, select Sign in, and then choose Create one.
- ▶ There are a couple of options for this.
- ▶ One is online, goto: <https://www.microsoft365.com/> then login with your Microsoft account.

# Creating a Microsoft account

- ▶ Goto: <https://account.microsoft.com>
- ▶ Select 'Create One'
- ▶ Enter your email account then press next and enter a password and press next.



Microsoft

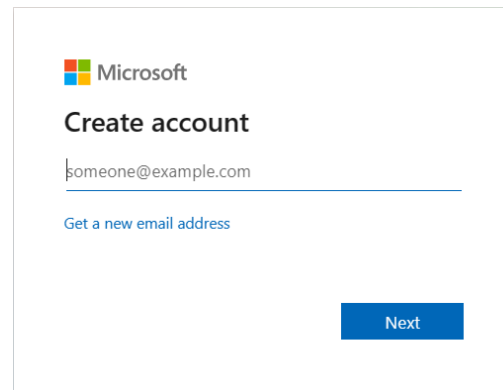
## Sign in

Email address, phone number or Skype

No account? [Create one!](#)

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

Back Next



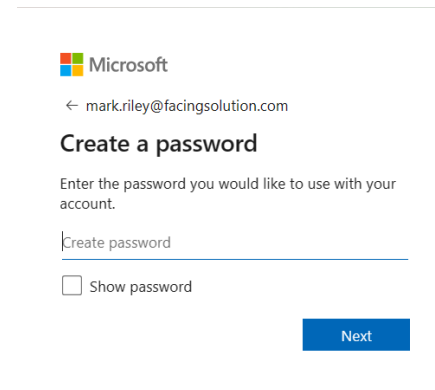
Microsoft

## Create account

someone@example.com

[Get a new email address](#)

Next



Microsoft

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## Create a password


Enter the password you would like to use with your account.

Create password

Show password

Next

- ▶ Enter your name - next.
- ▶ Details - next.
- ▶ Enter the passcode emailed to your email account - next.

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### What's your name?

We need just a little more info to set up your account.


Mark

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Riley

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[Next](#)

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### What's your date of birth?

If a child uses this device, select their date of birth to create a child account.

Country/region


Afghanistan

Date of birth

Day    Month    Year

A child account enables you to enforce parental controls and impose usage limits for this device for reasons of privacy and safety. You can manage these settings using our Family Safety app. Learn more at <https://aka.ms/family-safety-app>

[Next](#)

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### Verify email

Enter the code we sent to **mark.riley@facingsolution.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

[Next](#)

- ▶ Press next on the next screen to Solve the puzzle - submit.
- ▶ This will then produce an account created which will disappear.
- ▶ A quick note about your account - OK



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### Create account

Please solve the puzzle so we know you're not a robot.

65317c01277526302.2596705505



Next



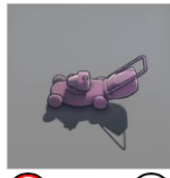
Audio



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### Create account

Use the arrows to rotate the object to face in the direction of the hand.  
(1 of 1)



Submit

65317c01277526302.2596705505



Audio



Restart



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### A quick note about your Microsoft account



#### Your important things are right here

When you sign in, things like your contacts, passwords, favourites, browsing history, and photos and files are available across Microsoft products.

#### Your privacy is our priority

To help protect your data, we use encryption and other security best practices.

#### You're in control

We give you choices about how your data is used and what you sync.

[Learn more](#)

OK

# Setting up OneDrive

- ▶ If you don't have an account signed in to OneDrive, use these instructions to start OneDrive.
- ▶ Select the Start button, search for “OneDrive”, and then open it: In Windows 10 or 11, select OneDrive. ...
- ▶ When OneDrive Setup starts, enter your personal Microsoft account, or your work or school account, and select Sign in.
- ▶ How to install OneDrive in Windows 10 if you can't find it.
- ▶ From your browser, navigate to [OneDrive.com](https://OneDrive.com).
- ▶ At the top navigation bar, click on Download.
- ▶ Verify the correct version (in this case OneDrive for Windows) and click Download.
- ▶ Right-click on the setup file and select Open.