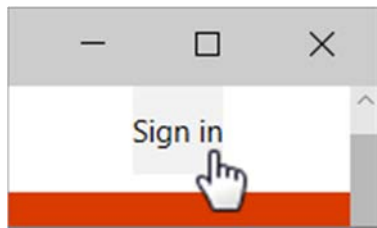


HCEC Employee quick start for Office 365

Are you new to Office 365 for business?  [Watch this video](#) to learn about it. Then follow these steps.

Web Access

Go to [Office.com](https://office.com) and choose **Sign in**.



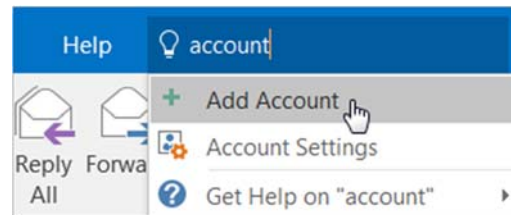
Type your HCEC email address and password, then **Sign in**.

A screenshot of the Office 365 sign-in form. It shows a text box with 'rob@contoso.com', a password field with dots, a 'Keep me signed in' checkbox, and a 'Sign in' button. A hand cursor is pointing at the 'Sign in' button.

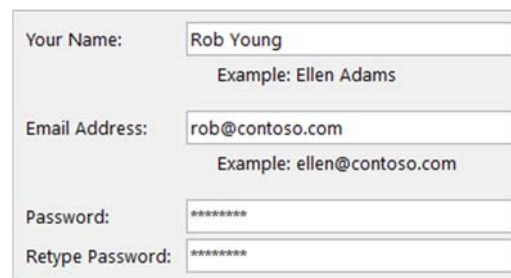
Tip Your initial password is **Hcec####**! Where **####** is your 4 digit employee number. You may be prompted to change your password. 8+ letters and numbers please.

Set up Outlook (Optional)

Open **Outlook 2010, 2013, or 2016** on your computer. In the Tell me field, type **account** then **Add Account**.



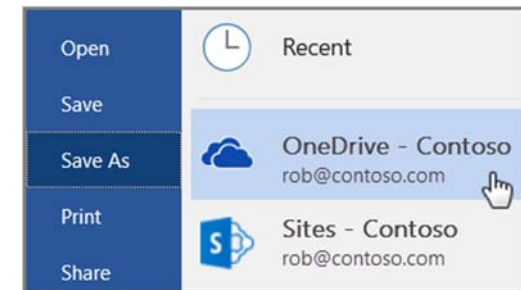
Type your name, email, and password then **Next**.

A screenshot of the Outlook account setup form. It includes fields for 'Your Name' (Rob Young), 'Email Address' (rob@contoso.com), 'Password', and 'Retype Password'. A hand cursor is pointing at the 'Next' button.

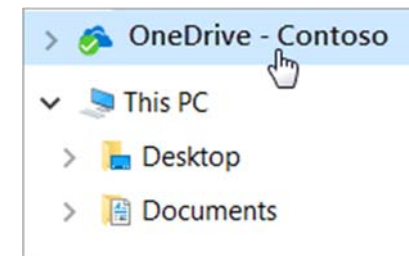
Tip To import your old email, use the PST file you created, then import it, [like this](#).

Save to the cloud

Save documents to **OneDrive** from the **Save As** menu.



Or copy files from your Desktop or Documents to **OneDrive**.



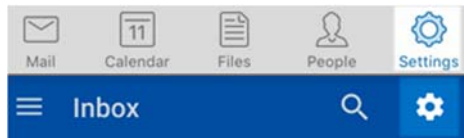
Tip You can also store files on [sites](#) in Office 365.

Setting up a phone

Get **Outlook** on your phone. Choose **Get Started** and add your email and password.



Or, open **Outlook** on an iOS or Android device and go to **Settings**.



Choose **Add Account** then **Add Email Account** then type your email and password.

On a Windows Phone, choose **Settings** > **Email + accounts** > **Add an account** then **Exchange**.

What's next?

[View this guide online](#) and share it with others. | [Learn what else](#) you can do with Microsoft Office.