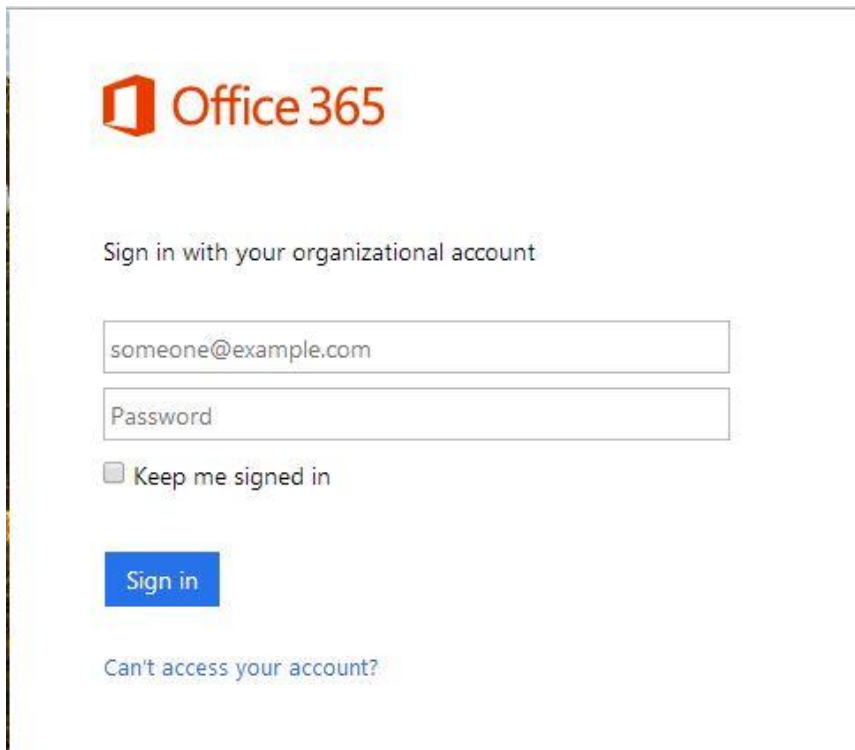


To Install Office 365 on your Mac computer

NOTE: Versions prior to Office 2011 should be uninstalled before installing Office 365. If you need uninstall assistance follow [these instructions](#).

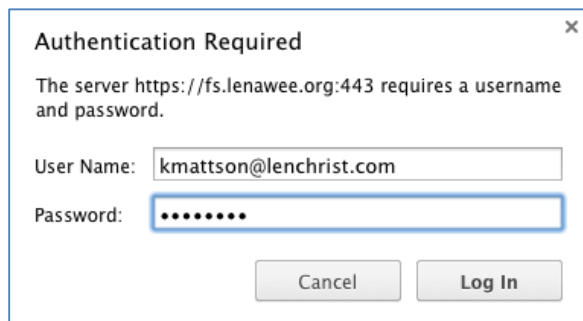
Visit <https://login.microsoftonline.com/> and provide your lenchrist.com email address. After you enter your email address you will be redirected to the screen at the bottom of this page.



The image shows the Office 365 sign-in page. At the top left is the Office 365 logo. Below it, the text reads "Sign in with your organizational account". There are two input fields: the first contains the email address "someone@example.com" and the second is labeled "Password". Below the password field is a checkbox labeled "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. At the bottom of the form, there is a link that says "Can't access your account?".

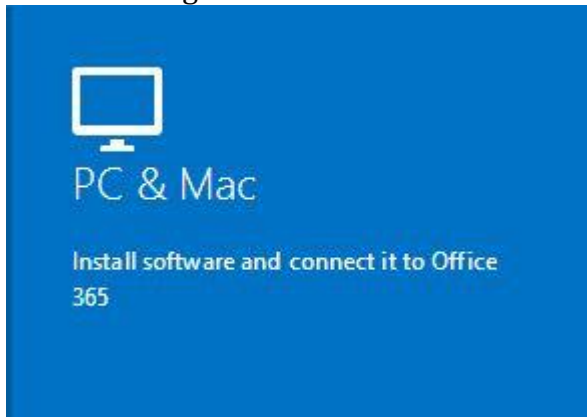
Provide your username and password

- Username: lenchrist.com email address
- Password: LCS network password

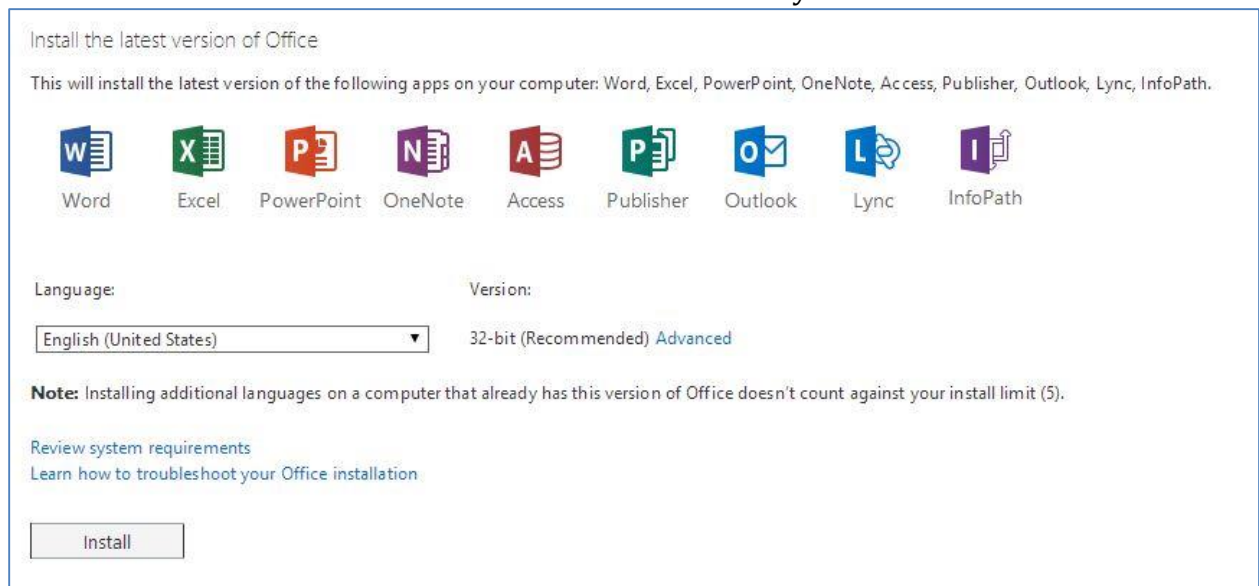


The image shows a dialog box titled "Authentication Required" with a close button (X) in the top right corner. The text inside the dialog box reads: "The server https://fs.lenawee.org:443 requires a username and password." Below this text are two input fields. The first is labeled "User Name:" and contains the text "kmattson@lenchrist.com". The second is labeled "Password:" and contains a series of dots. At the bottom of the dialog box are two buttons: "Cancel" and "Log In".

Select the large PC & Mac installation link from the middle of the screen.



Click the Install button to download the Office installer to your **Downloads** folder.



Once download is complete locate the **MicrosoftOffice2011.dmg** file in the Downloads folder and double click it to install Office.

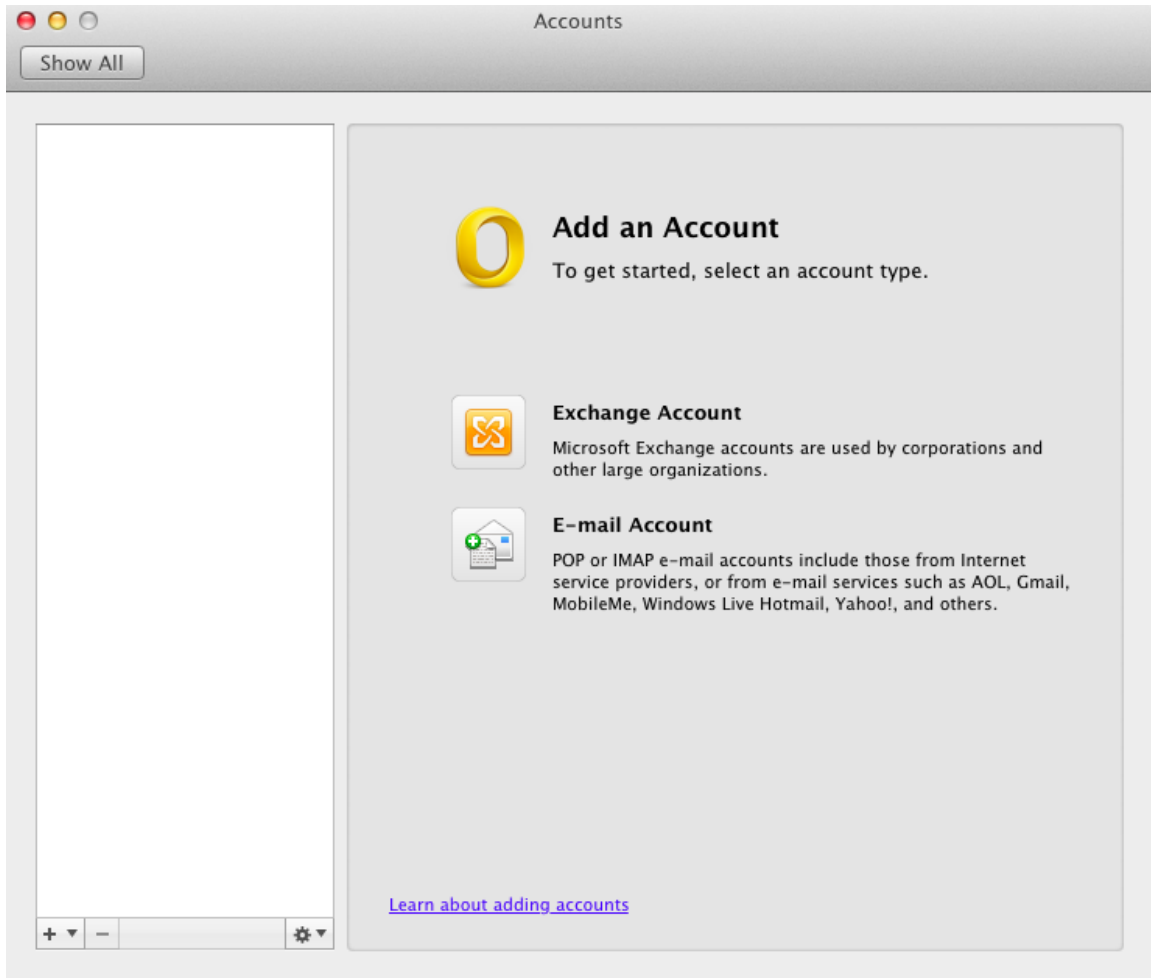
Proceed through the installation of Office by answering the installation prompts.

Office 365 should now be installed on your Mac computer.

To configure Outlook as your Email Program

Once office is installed then click the Microsoft Outlook icon on the dock.

Select the Exchange Account link.



Populate the Exchange account information screen with your personal information. The password should be your LCS network password.

Enter your Exchange account information.

E-mail address:

Authentication


Method:

User name:

Password:

Configure automatically

Check the ***Always use my response for this server*** checkbox and then click ***Allow*** on the redirect screen shown below.



Outlook was redirected to the server `autodiscover-s.outlook.com` to get new settings for your account `kmattson@lenchrist.com`. Do you want to allow this server to configure your settings?

<https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml>

Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.

Always use my response for this server

Once your account has been created you can close the account screen and Outlook is now configured.

The screenshot shows the Outlook account configuration window. On the left, a blue header bar contains the text "Default Account", a yellow dot, and "Lenchrist" with the email address "kmattson@lenchrist.com" below it. The main area is titled "Lenchrist Exchange Account" with an orange icon. It features several sections: "Account description" with a text box containing "Lenchrist"; "Personal information" with fields for "Full name" (Katherine Mattson) and "E-mail address" (kmattson@lenchrist.com); and "Authentication" with a "Method" dropdown set to "User Name and Password", a "User name" field (kmattson@lenchrist.com), and a "Password" field with seven dots. At the bottom, there is a link "Learn about Exchange account settings" and an "Advanced..." button. A small control bar at the bottom left of the window has a plus sign, a minus sign, and a gear icon.

Default Account
● Lenchrist
kmattson@lenchrist.com

Lenchrist
Exchange Account

Account description: Lenchrist

Personal information

Full name: Katherine Mattson

E-mail address: kmattson@lenchrist.com

Authentication

Method: User Name and Password

User name: kmattson@lenchrist.com

Password: ●●●●●●●

[Learn about Exchange account settings](#) Advanced...

Creating a Connection to OneDrive

Please follow the steps in this link and use the paths provided below.

<http://social.technet.microsoft.com/wiki/contents/articles/10527.sharepoint-work-with-documents-using-document-connection-for-mac-os.aspx>

Individual OneDrive storage path

https://lenaweechristianschool-my.sharepoint.com/_layouts/15/MyBraryFirstRun.aspx

LCS SharePoint Team Storage path:

<https://lenaweechristianschool.sharepoint.com>