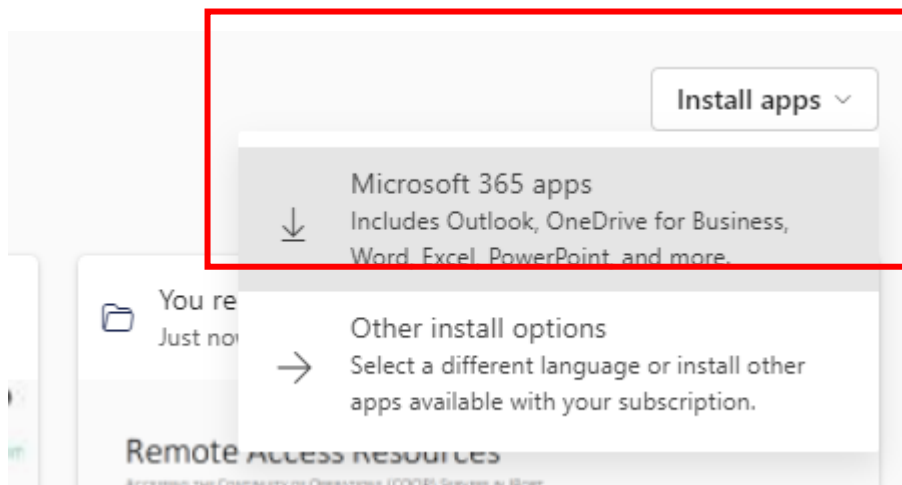


Installing Microsoft O365

YOU MAY INSTALL O365 ON UP TO 5 DEVICES

O365 applications such as Outlook email, Word, Teams and Excel can be used with a general internet connection. However, access to OneDrive and OneNote is only available while connected to the judiciary VPN.

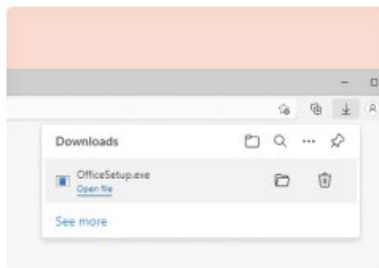
1. Go to office.com. Log in using your email address and JENIE password. Click the **Install apps** button near the top right corner of the screen. Select **Microsoft 365 apps**



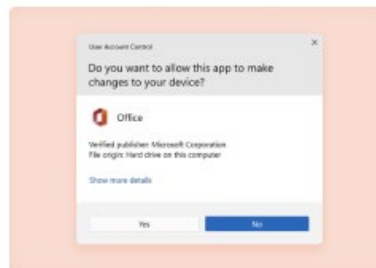
2. Follow the prompts in the pop-up window if using the Microsoft Edge browser



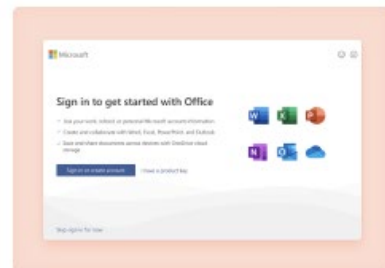
Get started with Microsoft 365



- 1 Select "Open file" after the Microsoft installer downloads



- 2 Select "Yes" to install on your device



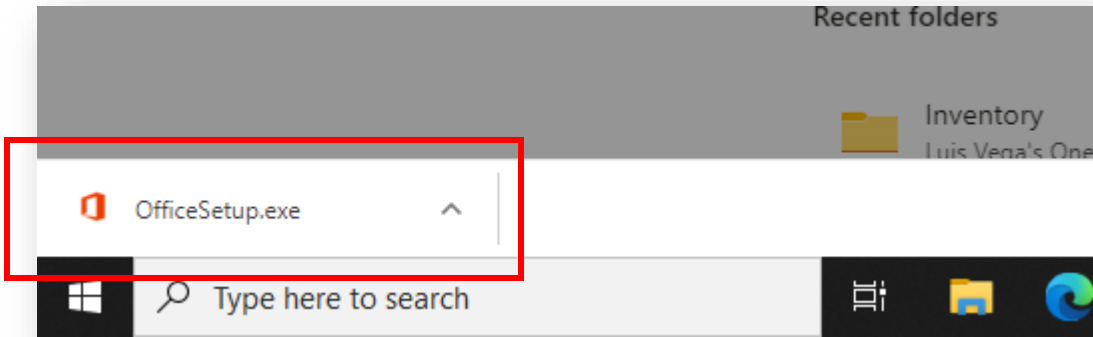
- 3 Open any Microsoft 365 app and sign in: luis_vega@fmd.uscourts.gov

[Learn about Microsoft 365](#)

[Need help?](#)

[Got it](#)

3. If using Google Chrome, double click the exe file when the download is complete



4. Follow the prompts for installing O365. All the apps will be installed.
5. If you are prompted to sign into any of your O365 applications, use your judiciary email address and JENIE password.