**Student Office 365 / OneDrive Setup Instructions**

**Initial Sign-in in Computer Lab**

1. Log-in with Barton email and password (“Hi!” setup screen will be displayed)
   1. Ex. Email: Student.name@cougar.bartonccc.edu
   2. Password: six-digit birthday or created password
2. If the Teams box is displayed on screen – do the following to eliminate the Teams box
   1. Click on arrow (Bottom right corner)
   2. Right-click on the Teams icon (purple icon)
   3. Click on settings
   4. Select “Do not auto-start Teams”
   5. Close the Team box

**Sign-in to Office 365**

1. Click on Start Menu – Select Word (or used Microsoft Application)
2. Select Sign-in link (top right-hand corner)
3. Sign-in using Barton Email and password (see example above) – Select the Work / School account button
4. If Barton Identity server box appears:
   1. Username is – student.name
   2. Password – (same as Barton email password)
5. Allow to manage my device and Click “Done”
6. New dialog box will appear – Select Accept and close box

**Sign-in to OneDrive**

1. Click on Start Menu – Select OneDrive and Sign-in using Barton Email
2. Select “Sign-In” button – Select the Work / School account button and Enter Password
3. Click each “Next” button (x4) and then click the “Later” button – Click “Open my OneDrive folder” button
   1. This will allow students to save in their OneDrive – bartonccc.edu account
   2. This will sync your computer sign-in to your OneDrive account
   3. \*NOTE – Save to the bartonccc.edu account and not the general OneDrive account that shows up in the File Explorer window

**Sign-out of Computer / Office 365**

1. Open Word (or used Microsoft Application)
2. Select Sign-out link (top right corner) and Select Sign-out
   1. Select “Yes” to the dialog box – Yes you want to sign out
   2. This will sign you out of all Applications that are closed
3. Then close any browsers and right click on Microsoft window on bottom left of desktop
   1. Select “Shut down or Sign-out”
   2. select “Sign-out”

Office 365 will allow for 5 devices to be signed in at one time. If you need to sign-out of one device in order to sign into another, please follow these steps:

**To Sign-Out of a device**

1. Go to Office 365 icon in the Barton Portal
2. Go to Account (Circle w/user initials – top right-hand corner) and Select “My Account”
3. In Navigational bar on the left – Select “Office apps”
4. Apps & devices – In Office box pull down the “Devices” arrow
5. Click on the device “Sign-out” link and select the Sign-out button on the dialog box to complete the   
   sign-out of that device