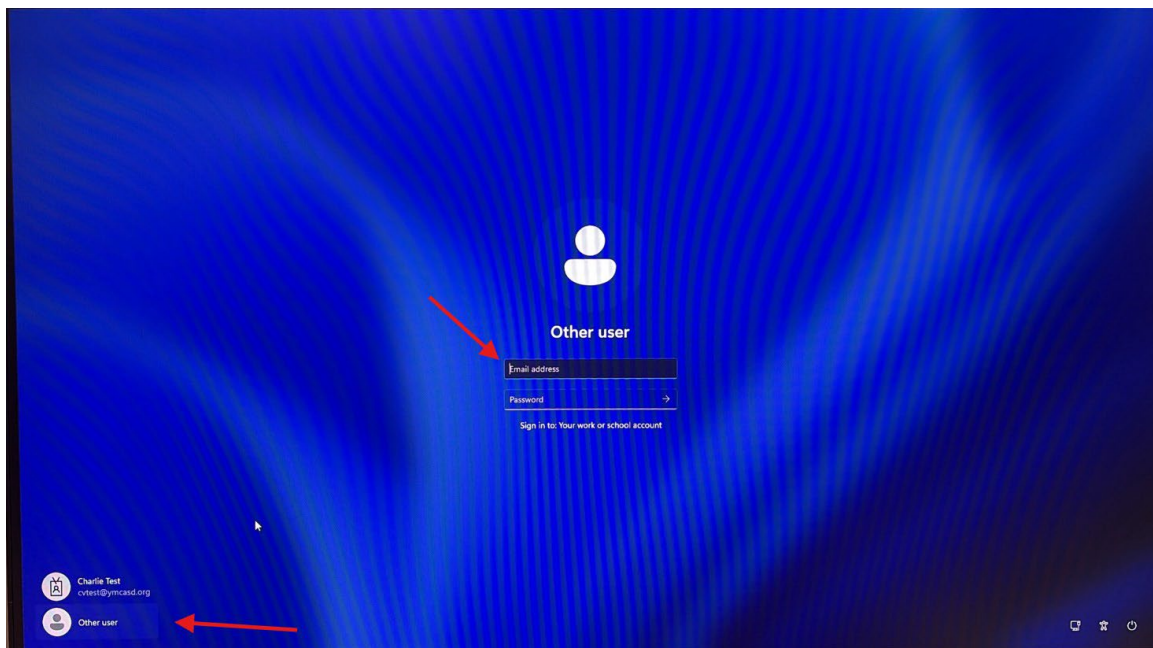




First Time Logging Into a "Y" Computer

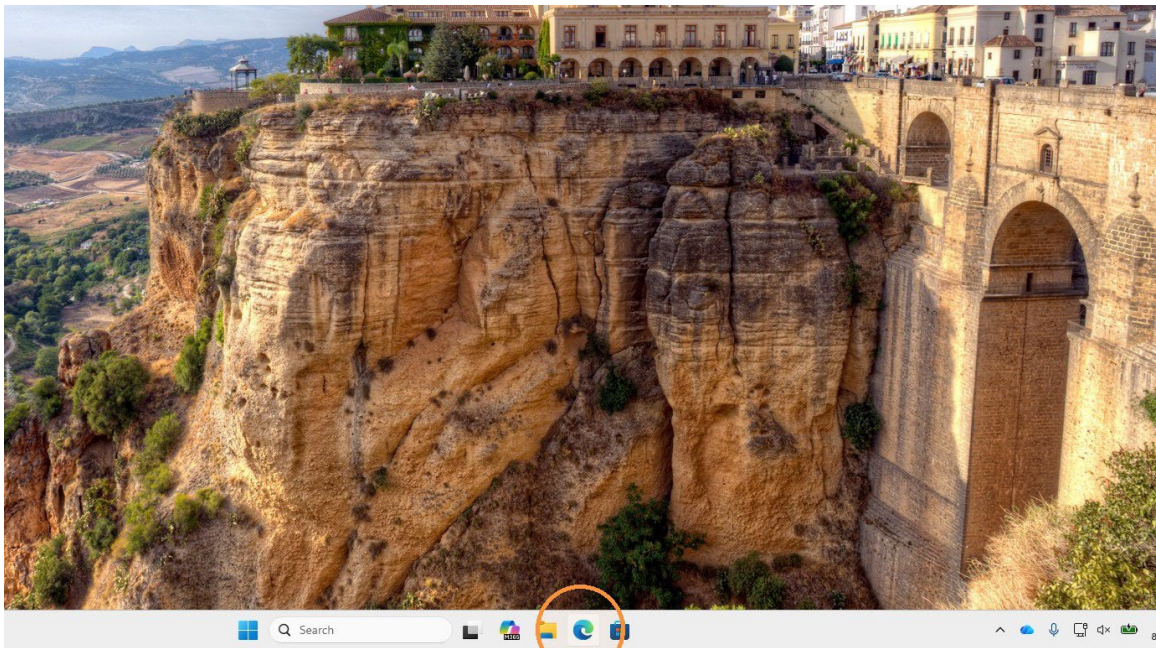
This guide walks you through the essential steps to configure your account. Learn how to securely log in, sync your OneDrive, and manage settings to optimize your workflow. This guide walks you through signing in to Microsoft OneDrive, making sure teams is installed, setting mail (desktop and browser versions), and accessing YMCA support tools.

1. Click on "Other User" and type in your Email Address and Password that was provided

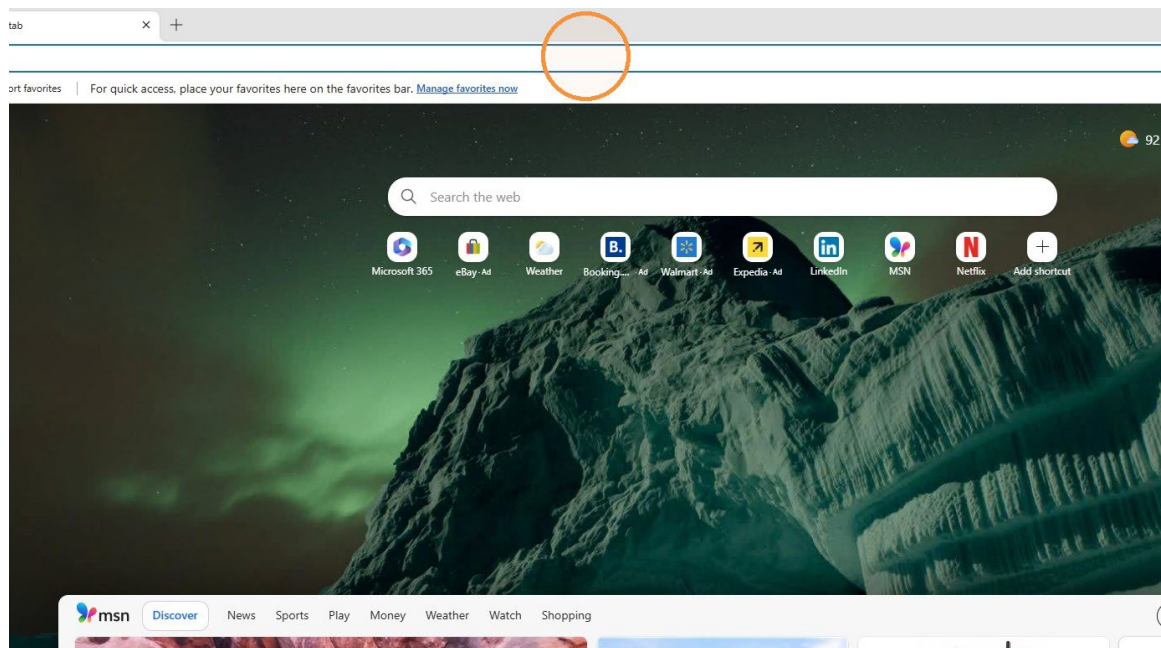


Logging into Office and Outlook on the Web

2. Click "Microsoft Edge"



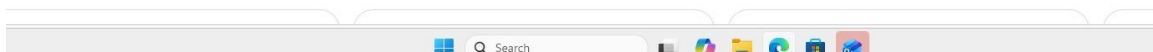
3. Click "Address and search bar" and go to "https://m365.cloud.microsoft/"



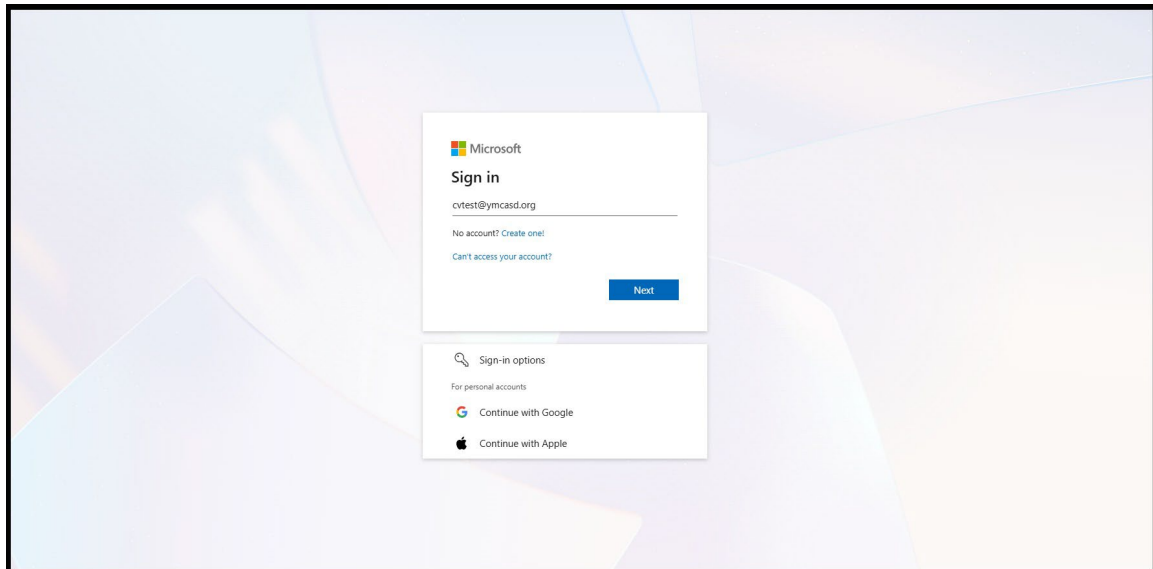
4. Click "Sign in"



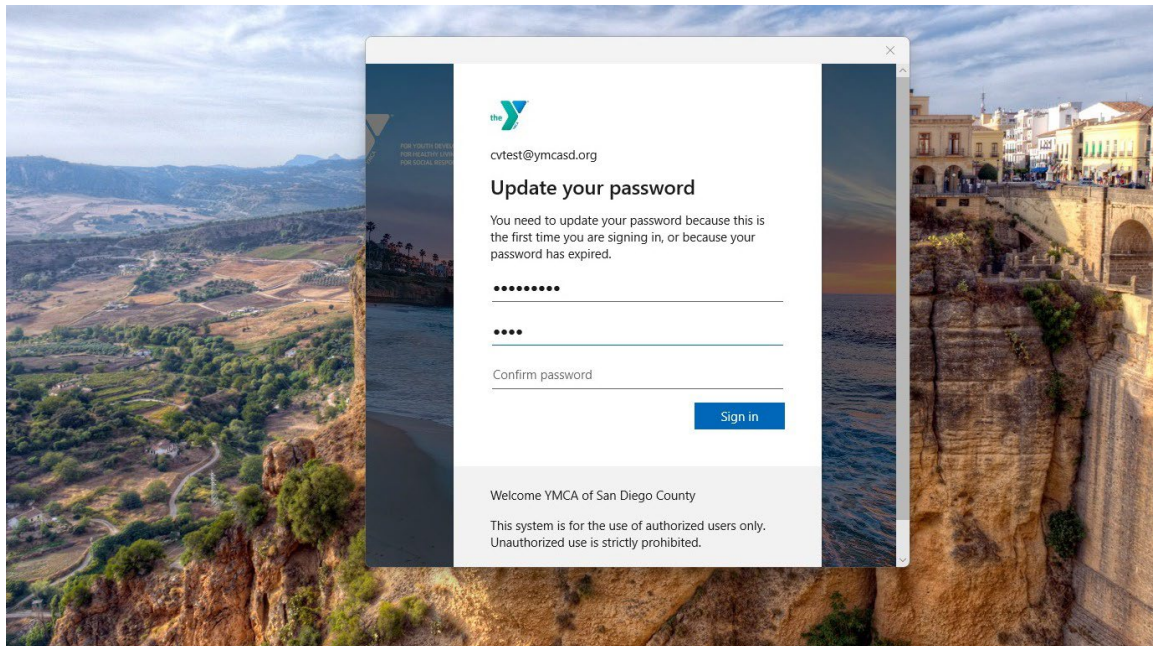
pular prompts to try



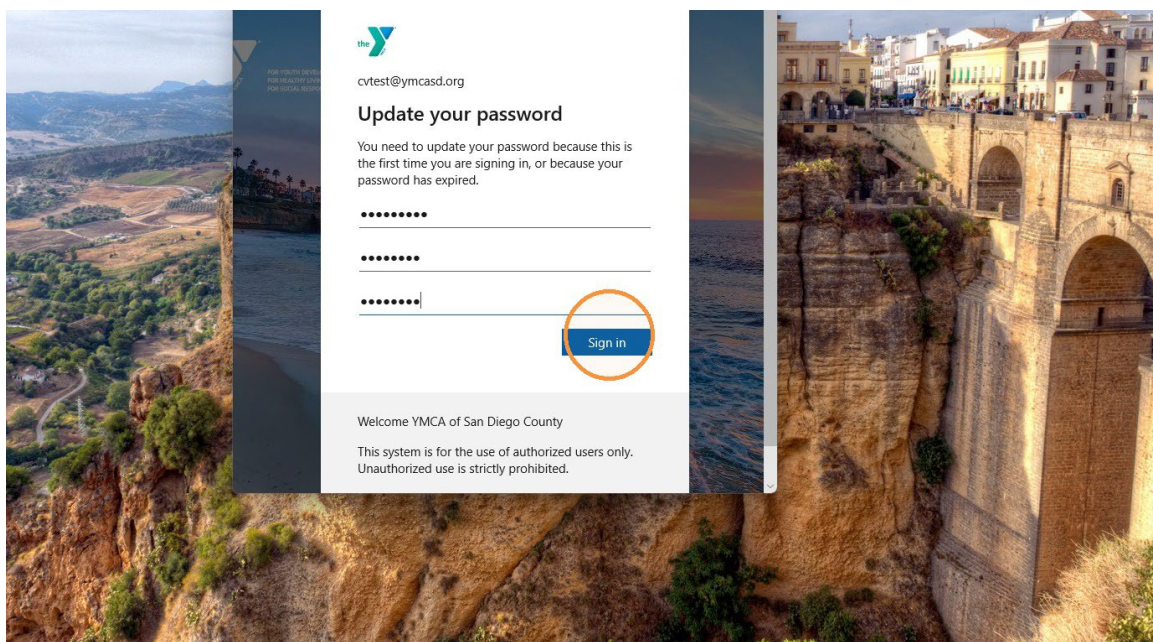
5. Type in you "Y" Email address



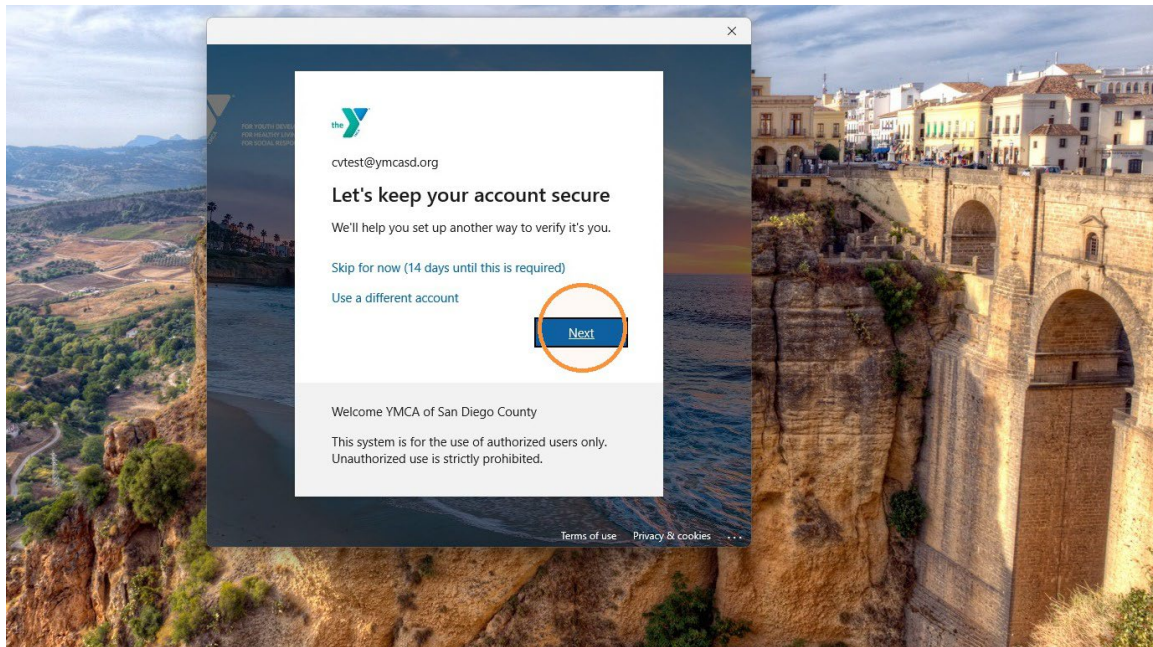
6. It will then prompt you to type in your temporary password and then create a new password



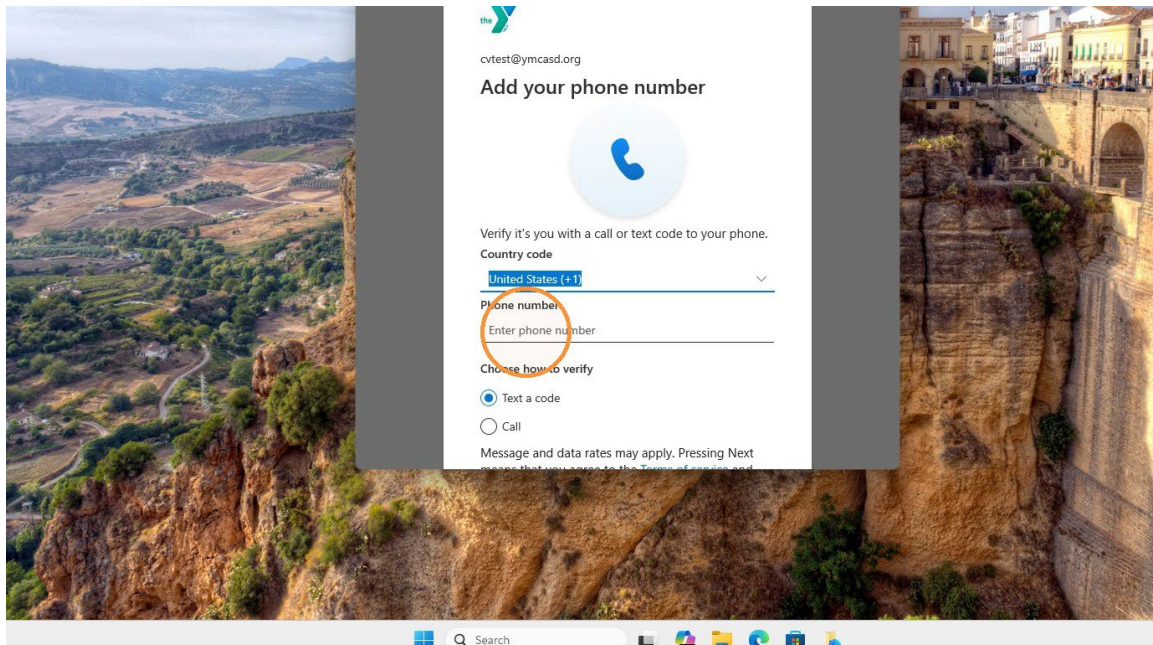
7. Click "Sign in"



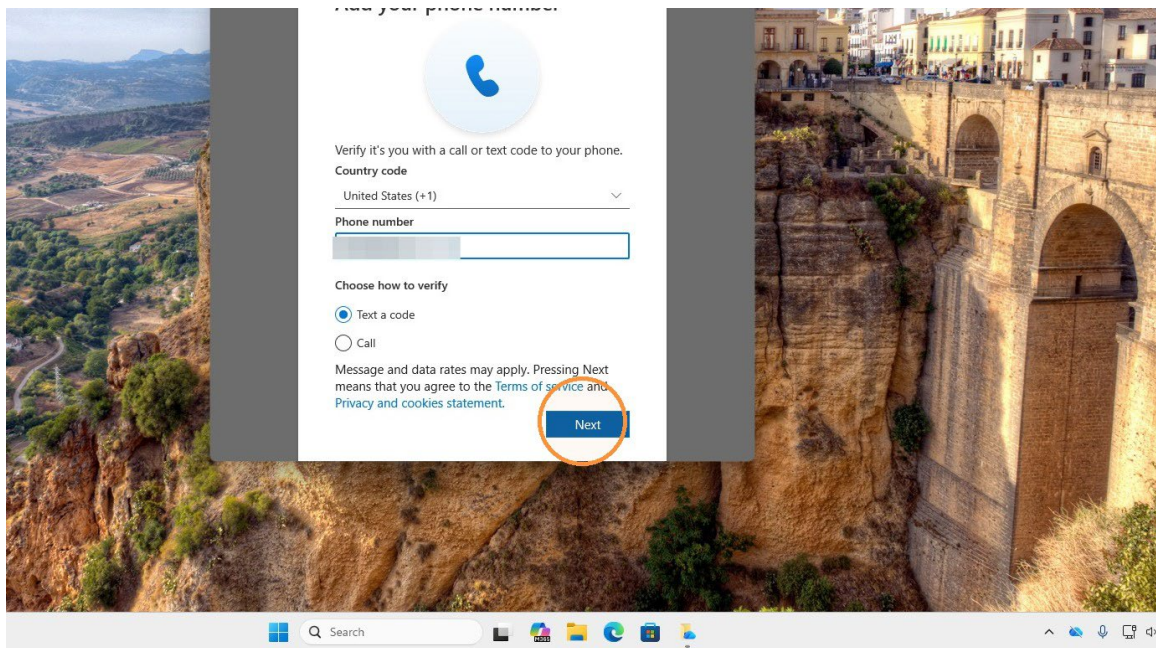
8. Click "Next" to set up your MFA (Multi-Factor Authentication)



9. Click "Enter phone number"



10. Click "Next"



Verify your phone number.

Verify it's you with a call or text code to your phone.

Country code
United States (+1)

Phone number

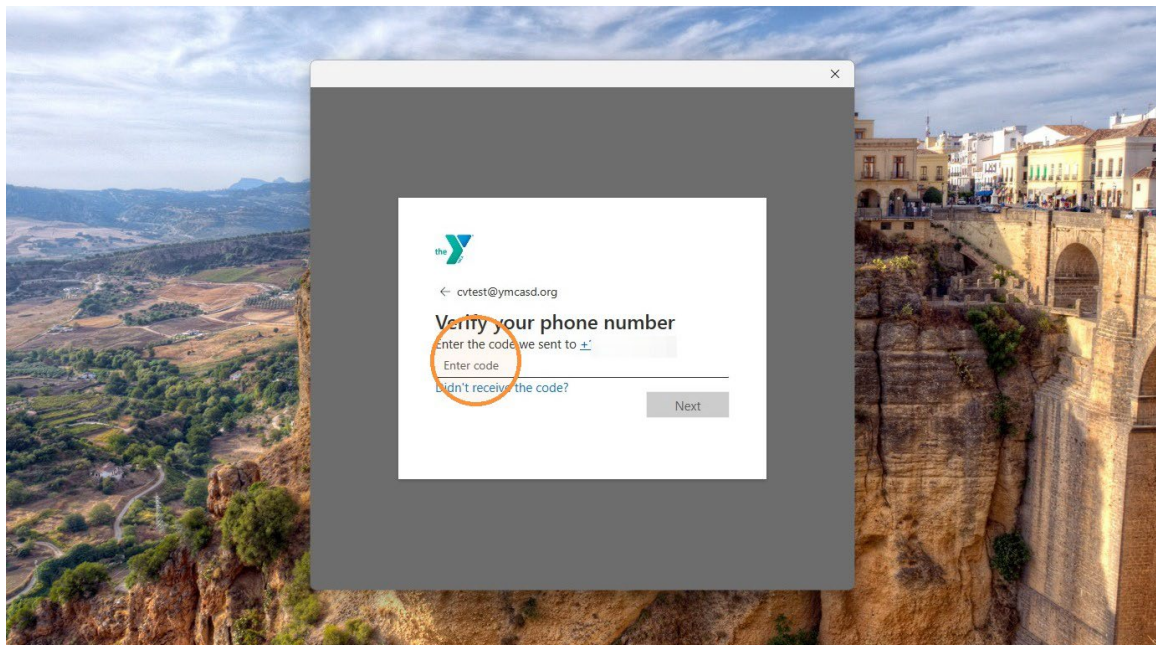
Choose how to verify

☒ Text a code
☐ Call

Message and data rates may apply. Pressing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

11. Click "Enter code"



the y

← cvtest@ymcasd.org

Verify your phone number

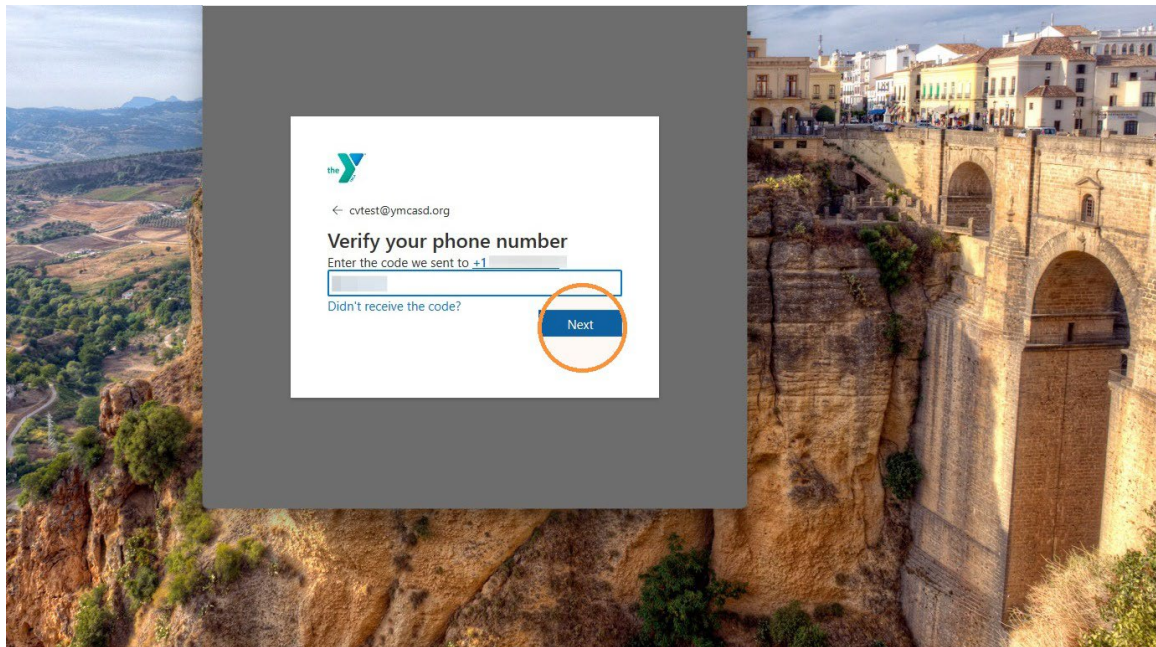
Enter the code we sent to +1

Enter code

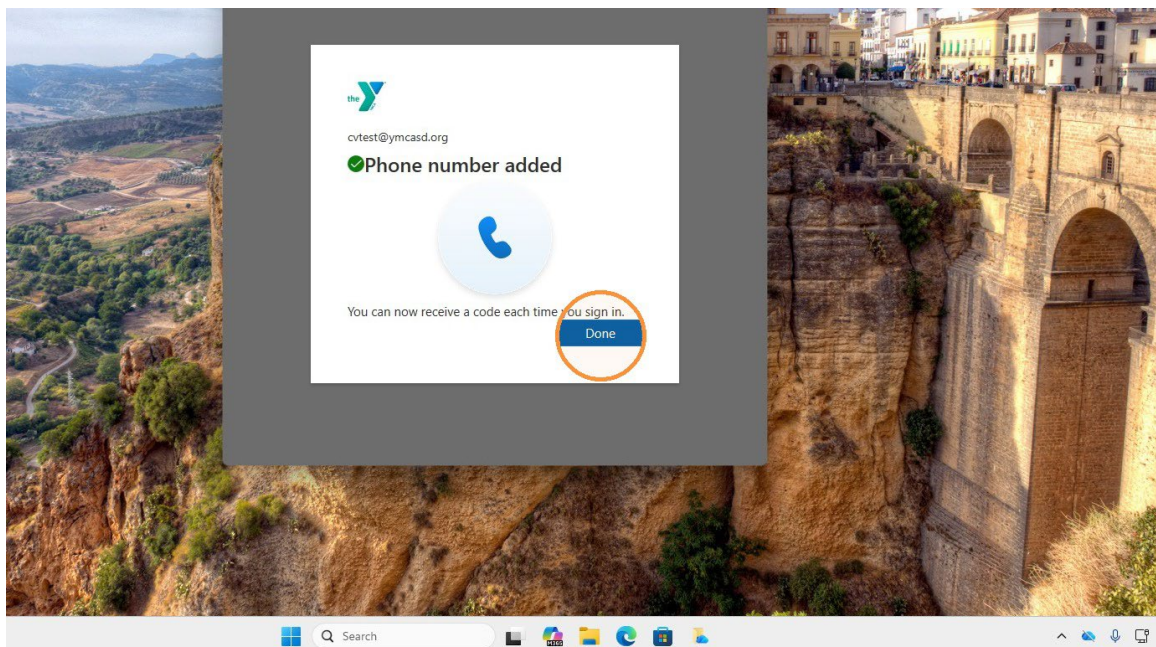
Didn't receive the code?

Next

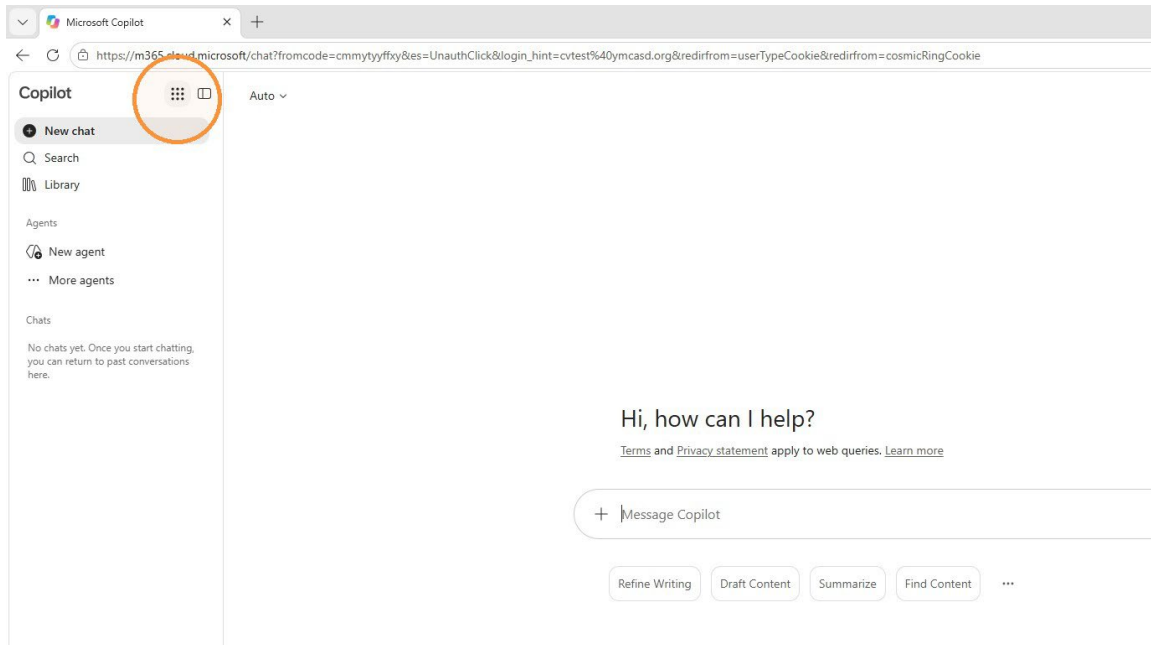
12. Click "Next"



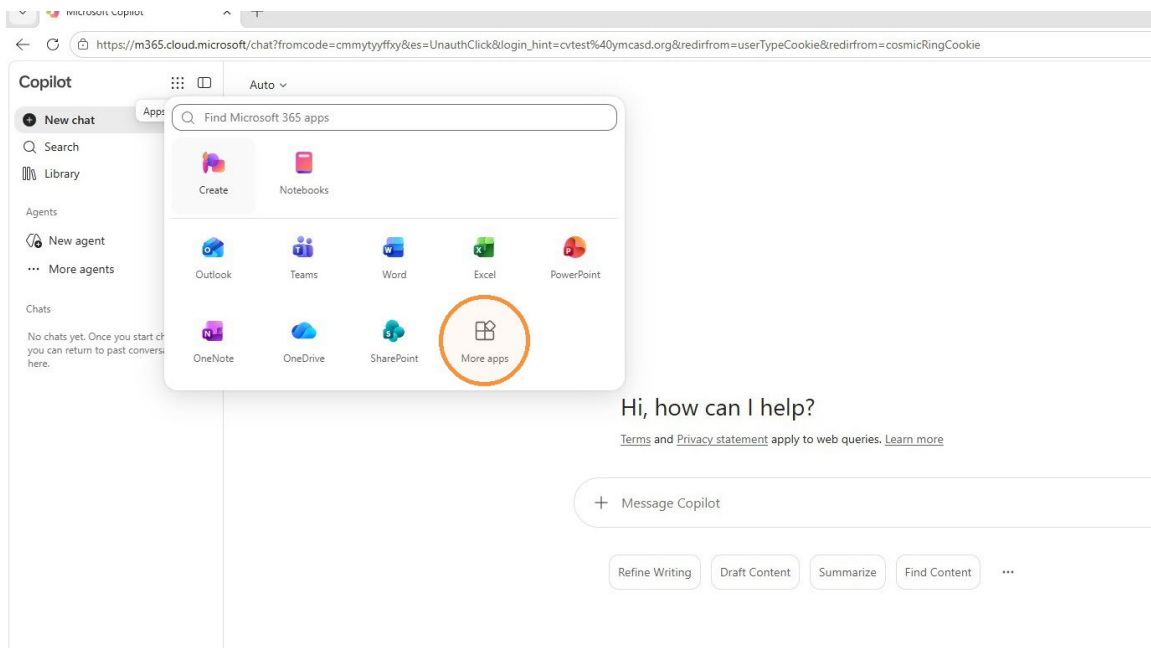
13. Click "Done"



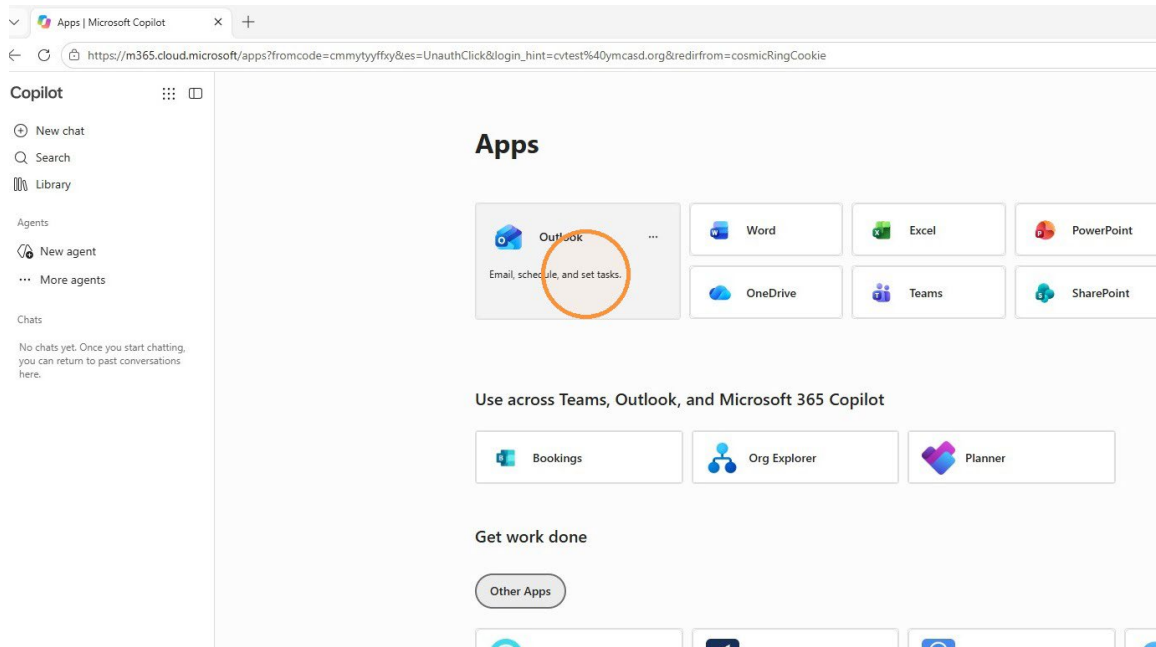
14. Click "Apps and more"



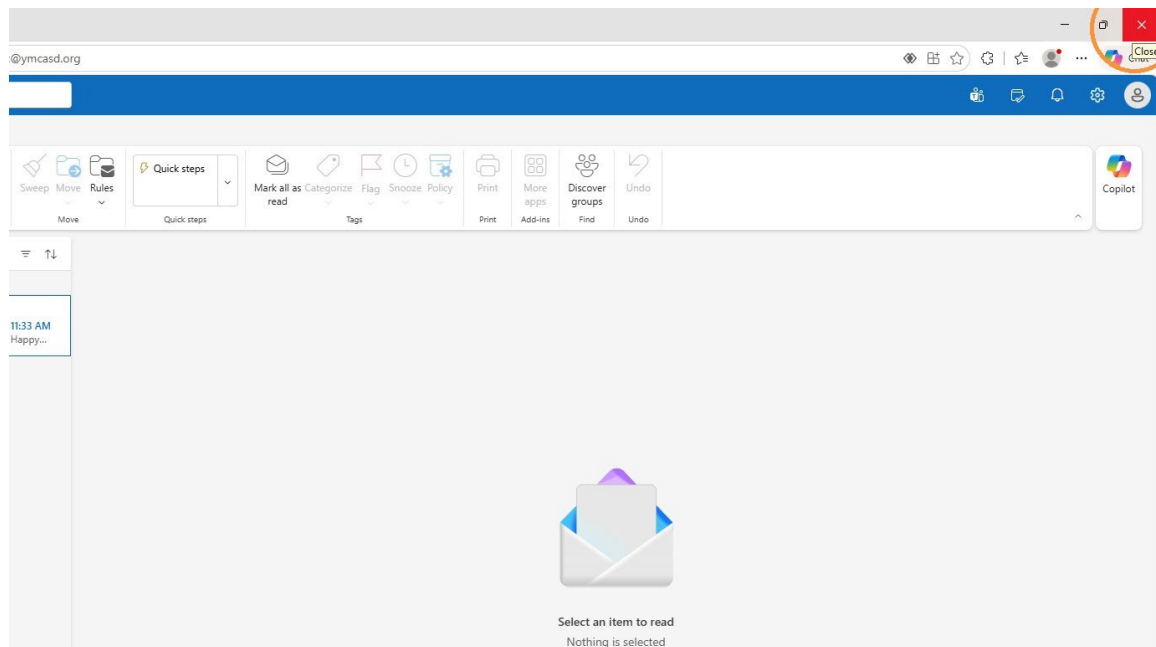
15. Click "More Apps"



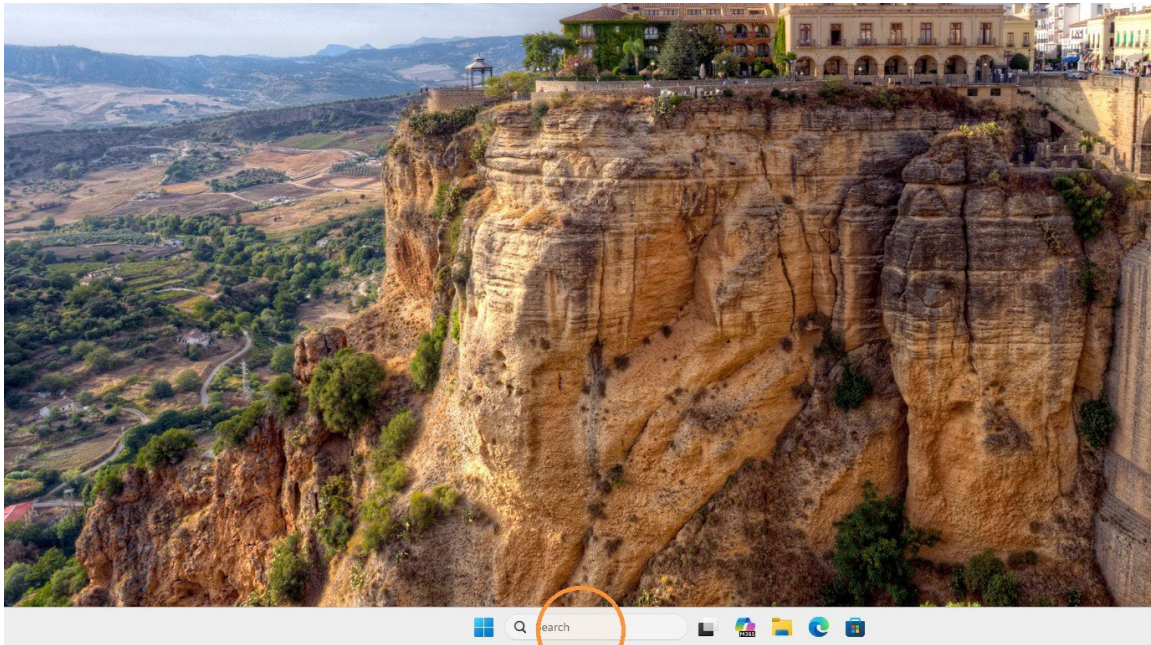
16. Click "Outlook"



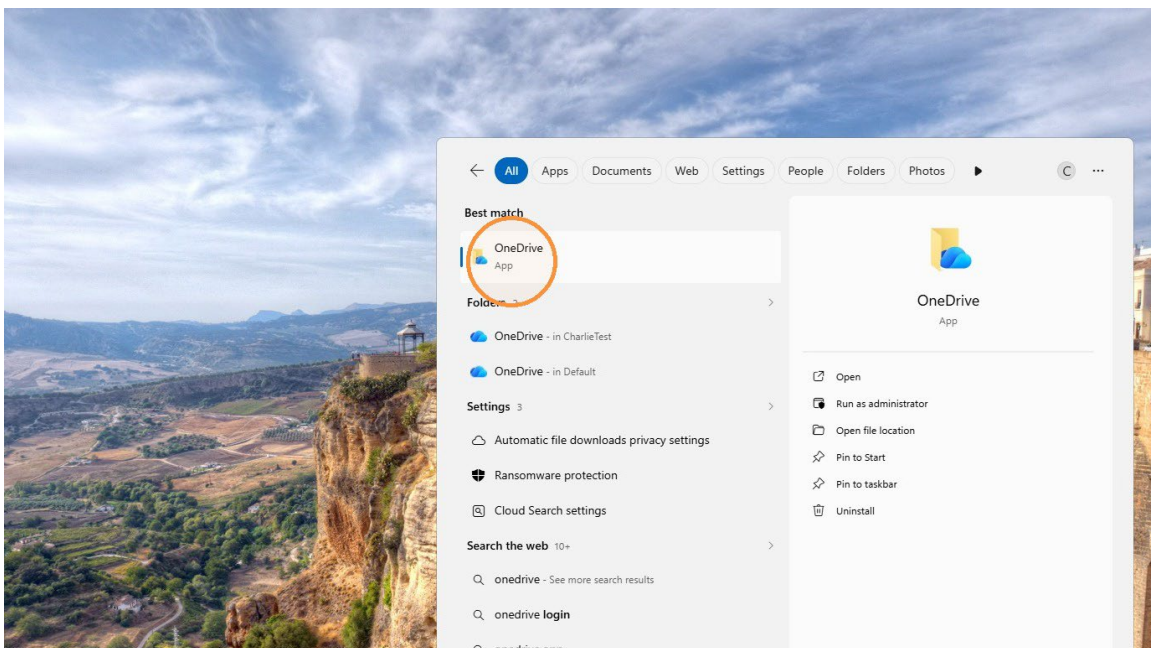
17. Click "Close"



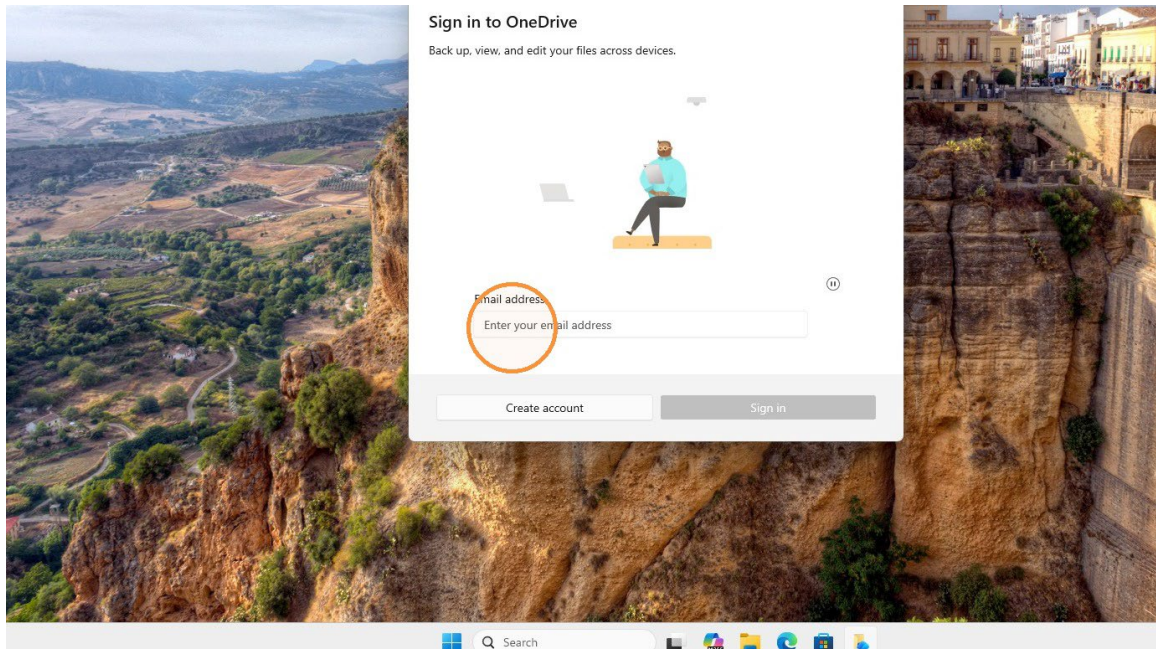
18. Click on "Search" and type in "OneDrive"



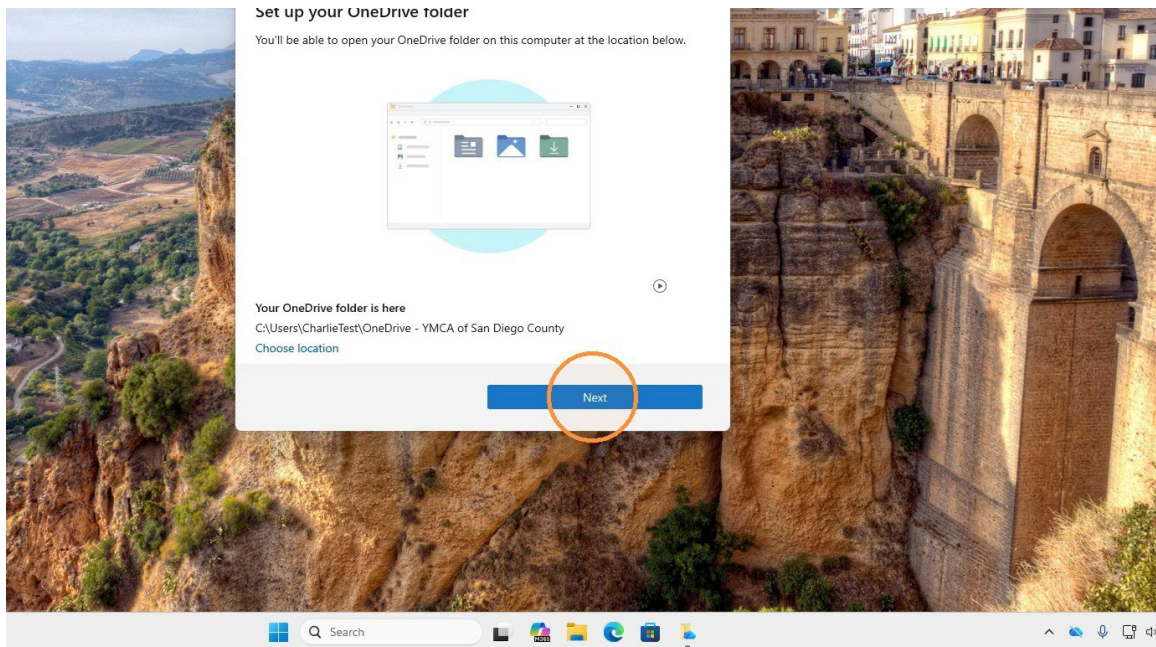
19. Click on "OneDrive" (Make sure it's the app with the cloud and folder, might take a couple of minutes before it shows up)



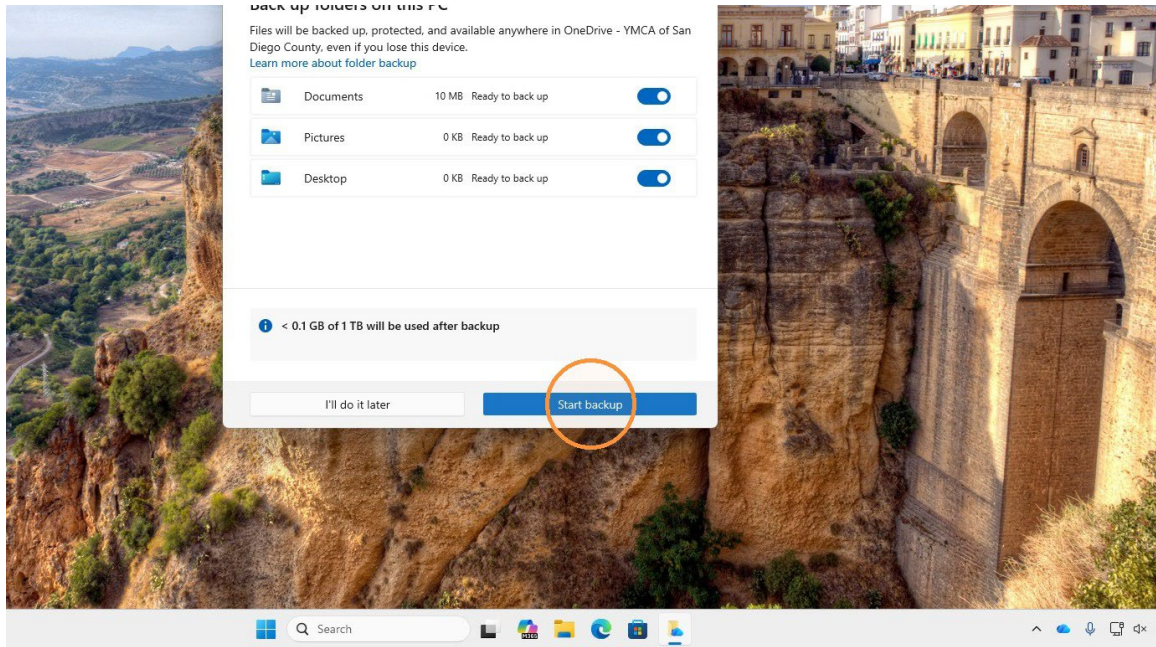
20. Type in your "Y" email address



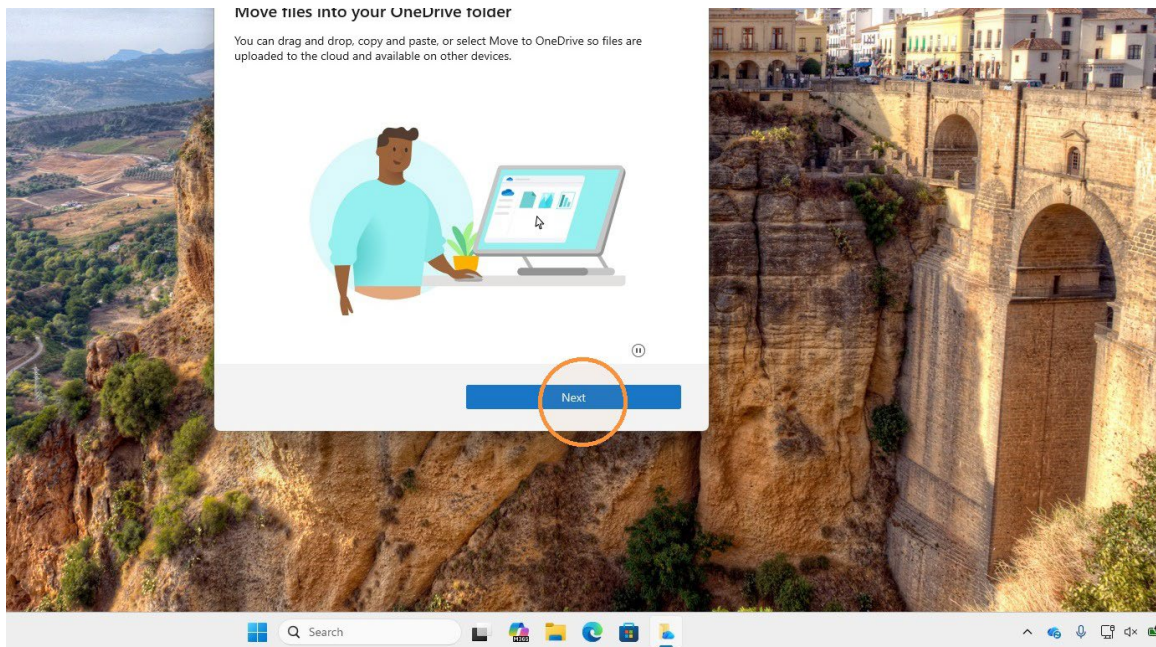
21. Click "Microsoft OneDrive"



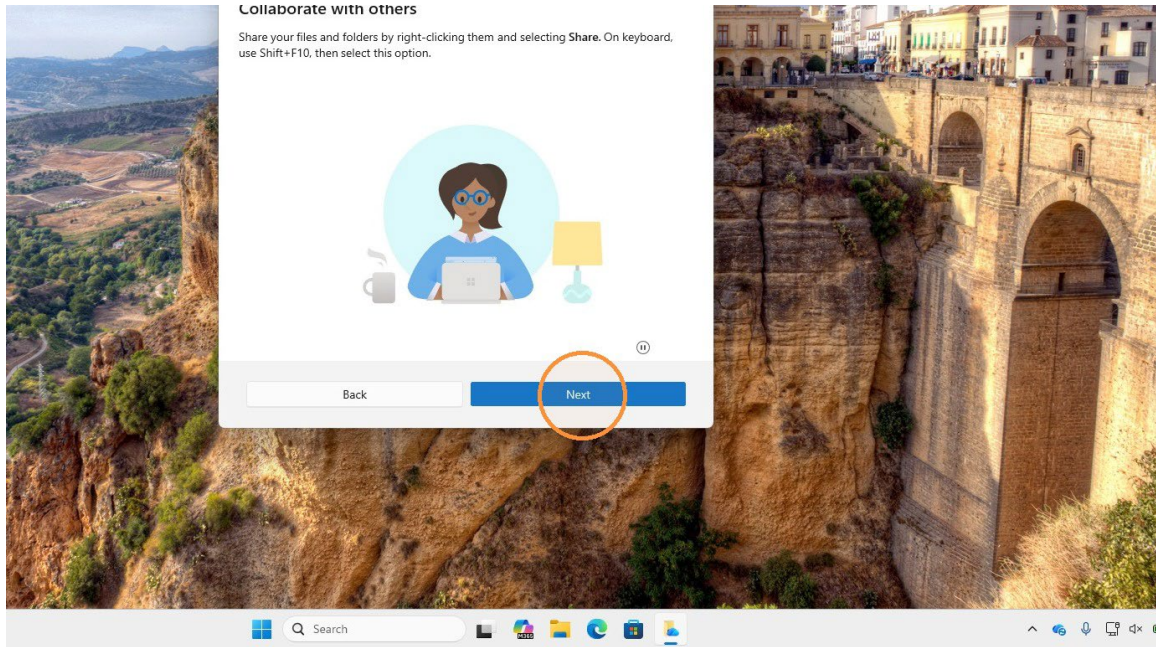
22. Click "Start Backup" (Make sure all 3 folders are toggled on)



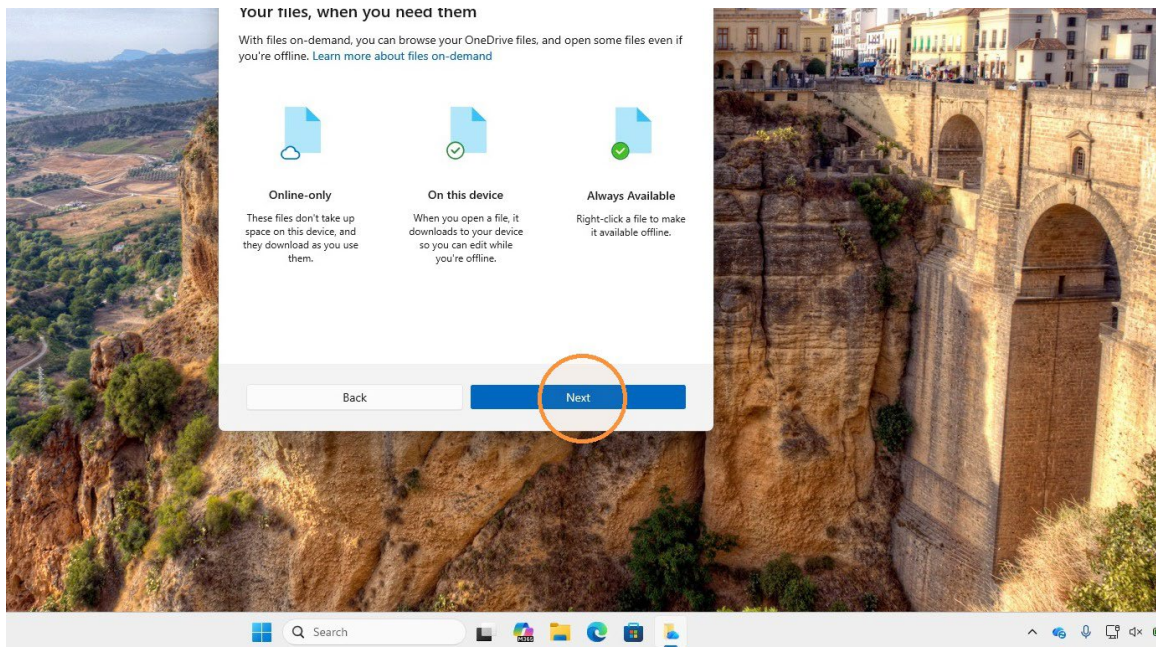
23. Click "Next"



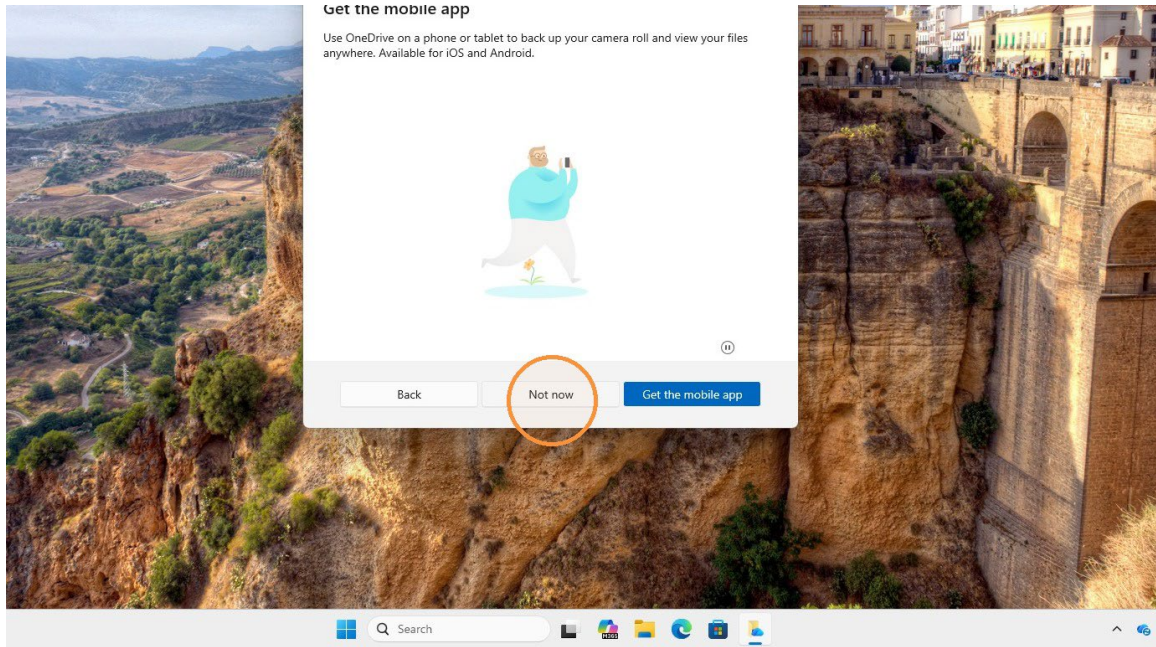
24. Click "Next"



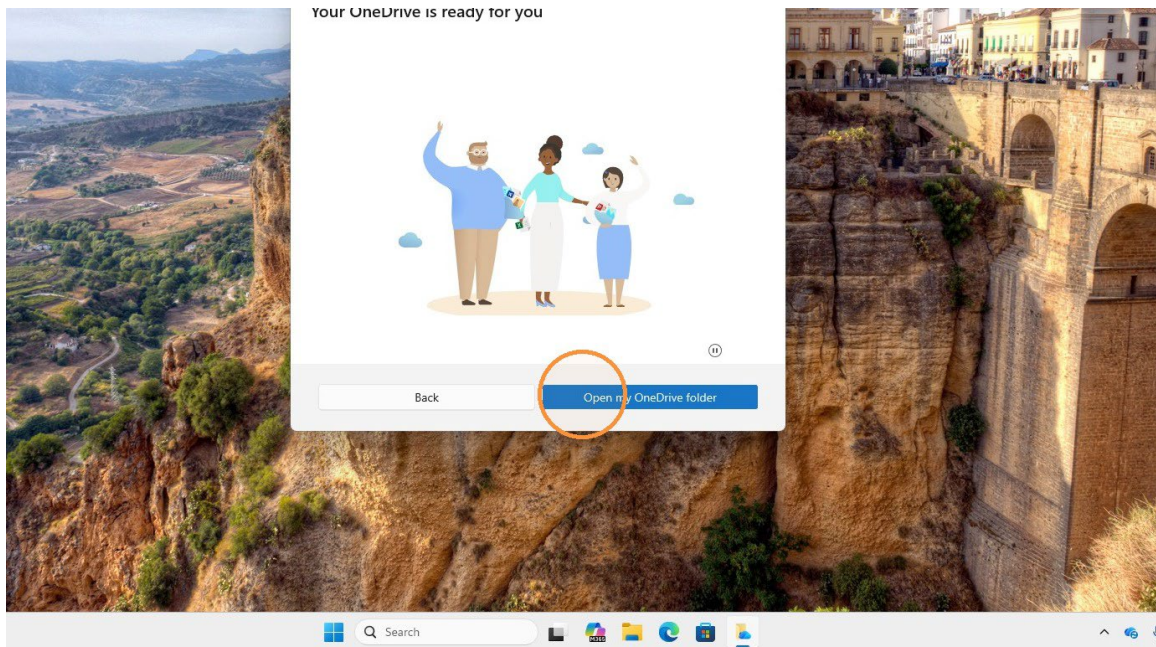
25. Click "Next"



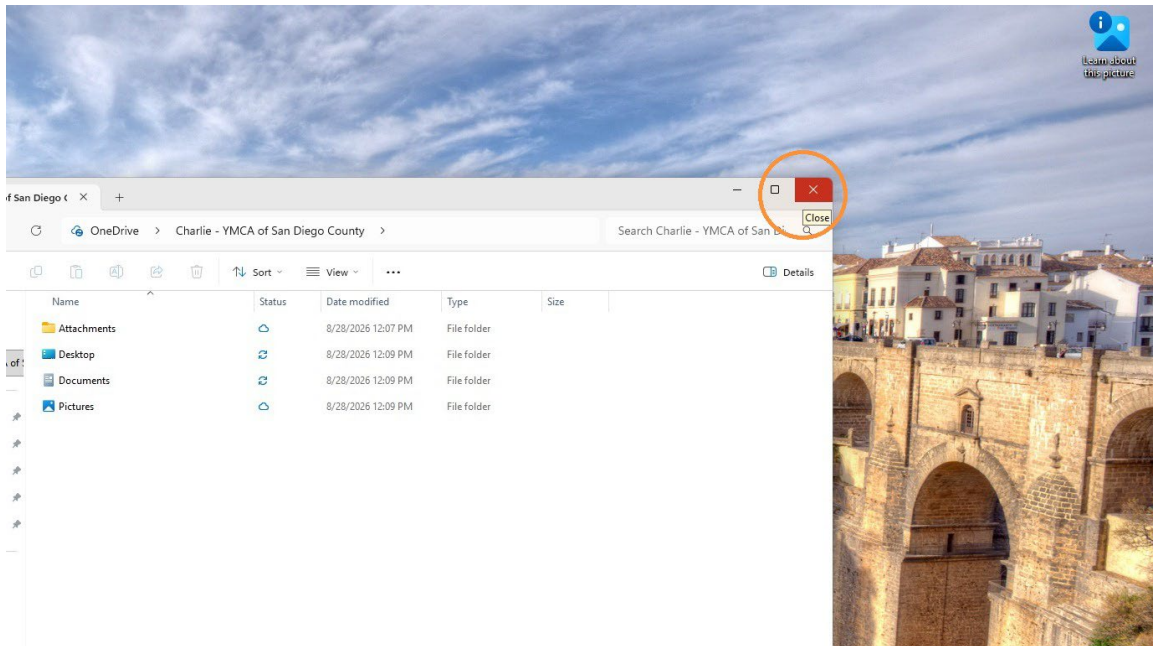
26. Click "Not Now" (Unless you want to download the Mobile App)



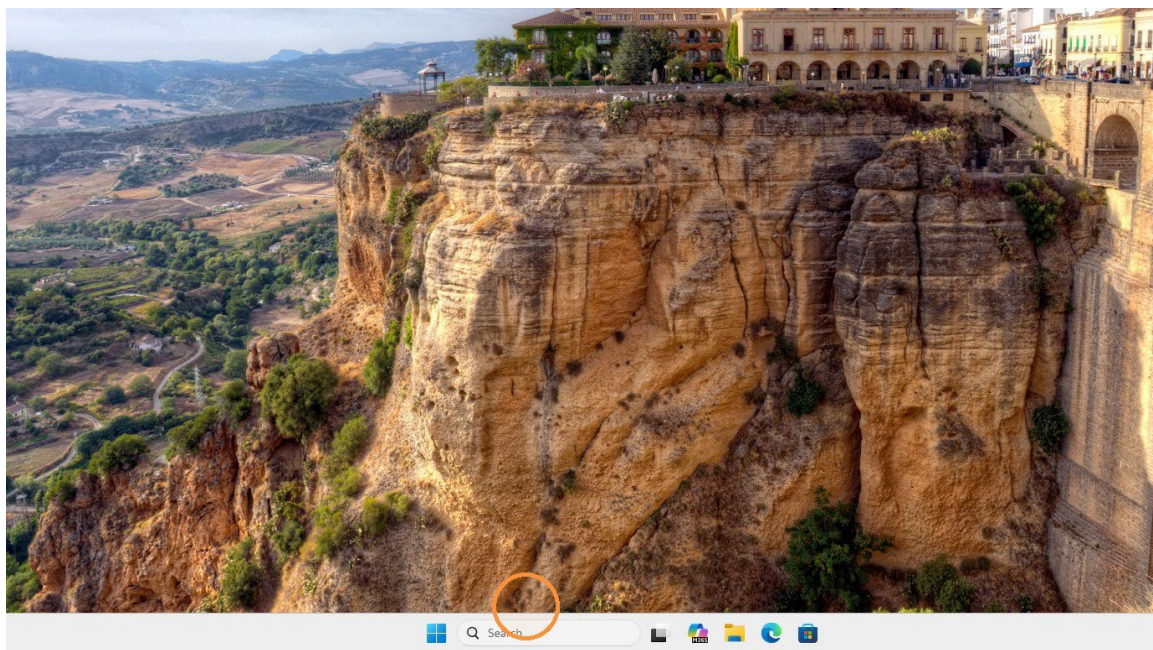
27. Click "Open my OneDrive Folder"



28. You should see a "Syncing" symbol or "Cloud" symbol next to the Folders.
Click "Close"

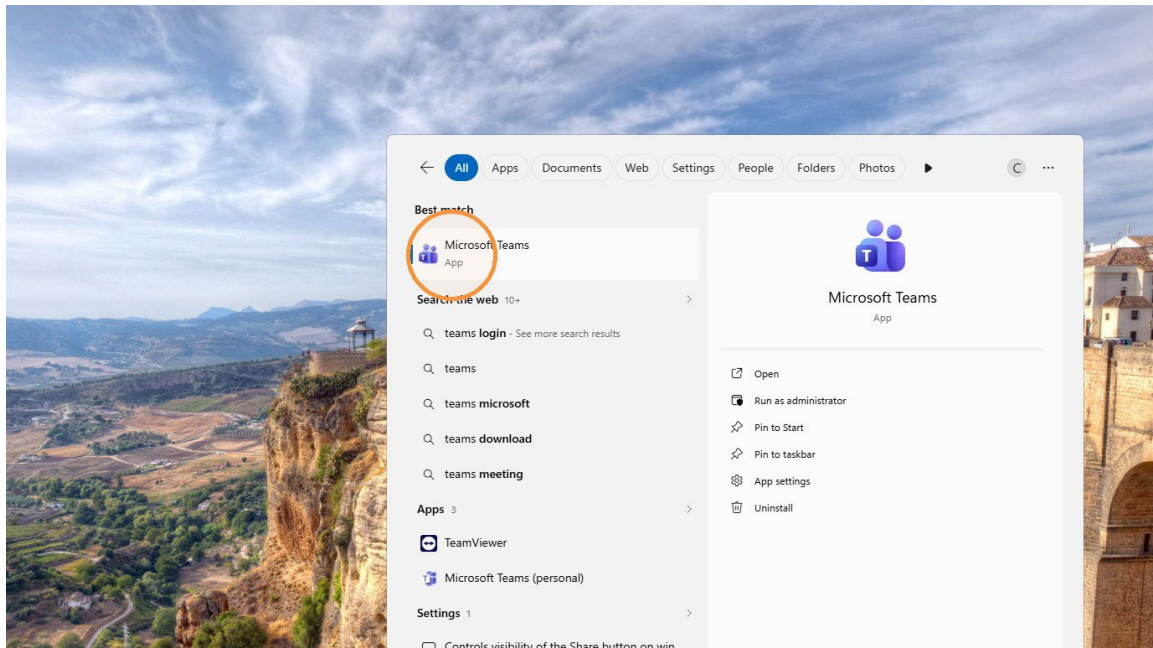


29. Click "Search" and type in "Teams"



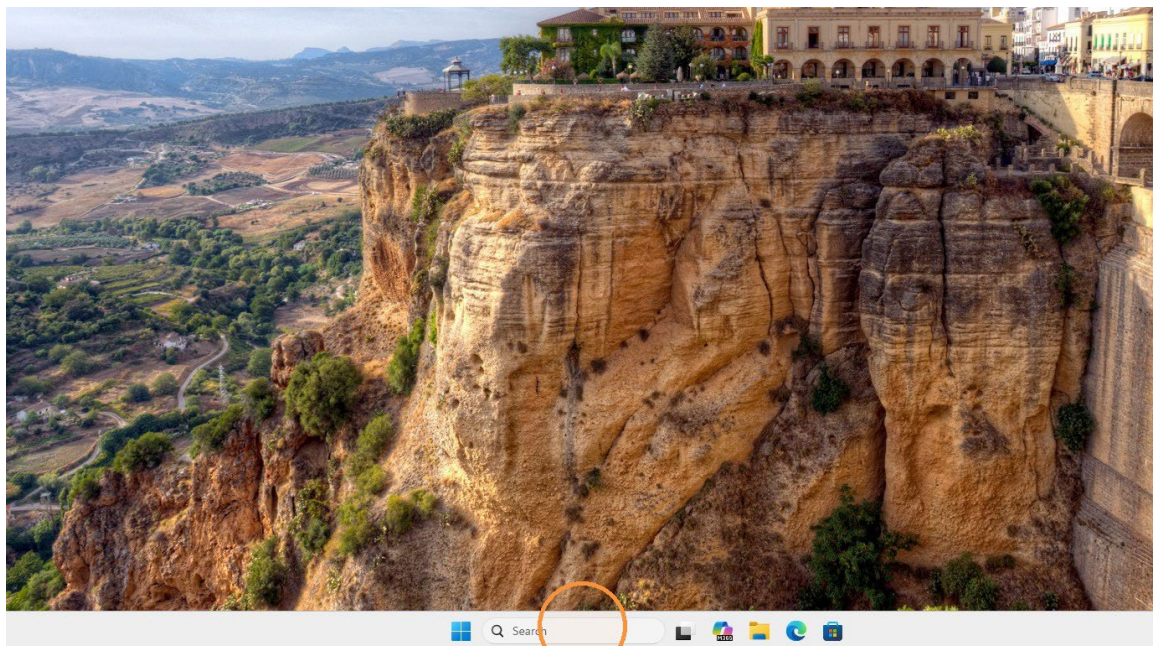
Teams App

30. Click "Teams" to verify that it's installed. If it's not, you can always download from this site: <https://www.microsoft.com/en-us/microsoft-teams/download-app>

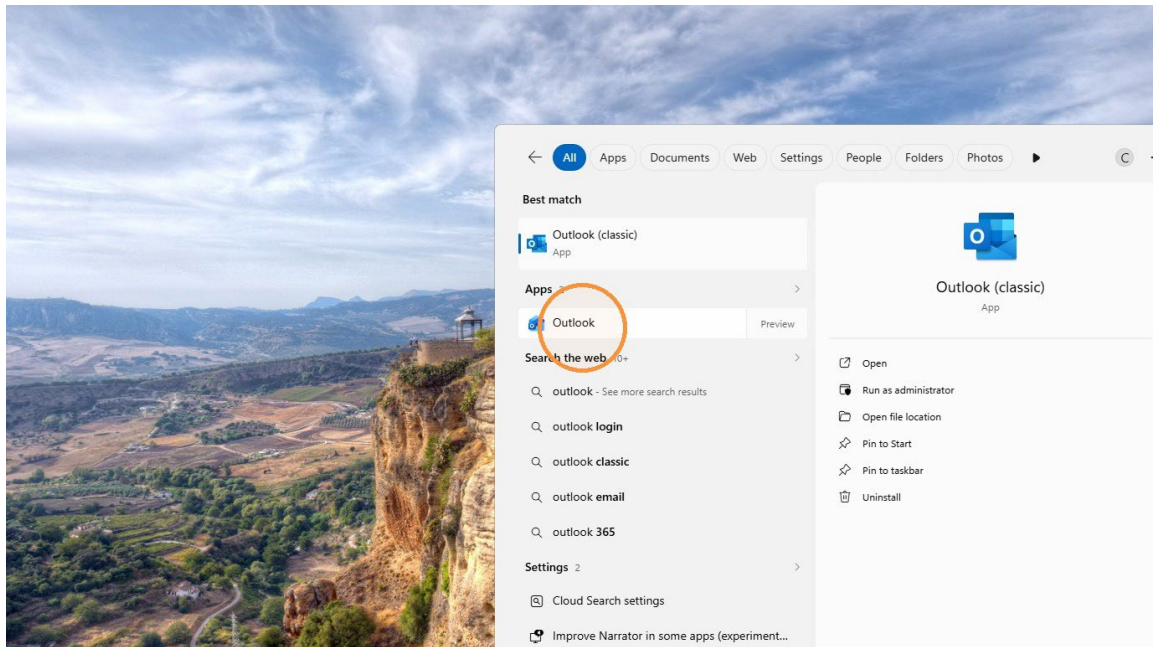


Outlook for Desktop

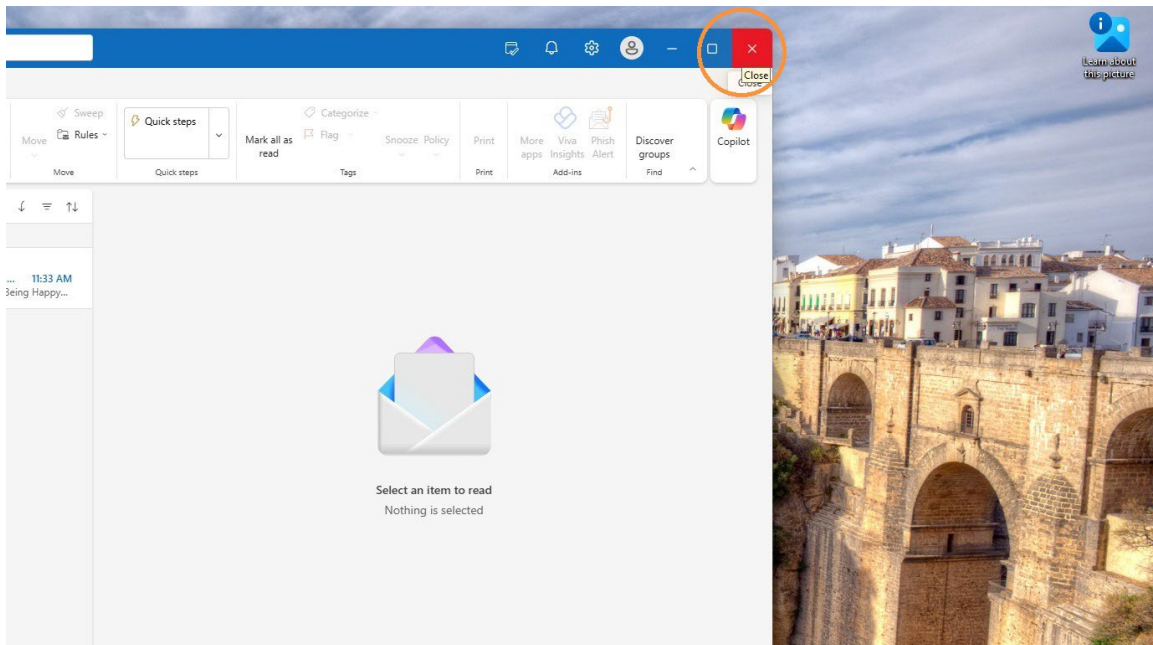
31. Click "Search"



32. Click "Outlook"



33. Click "Close"

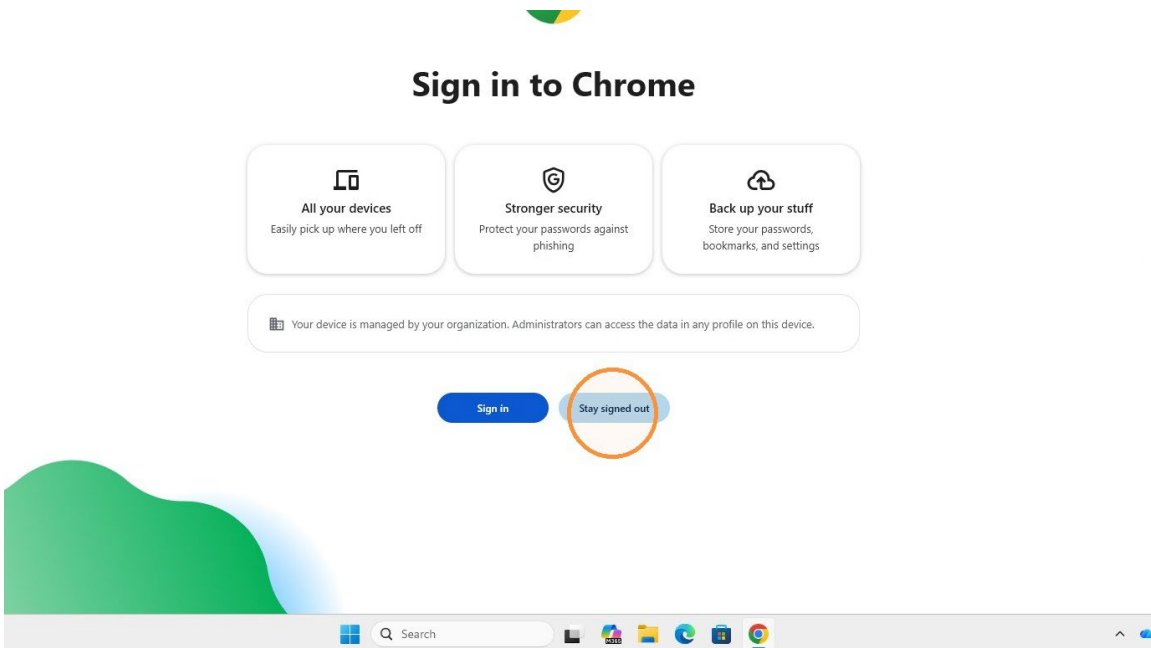


Google Chrome: Outlook on the Web

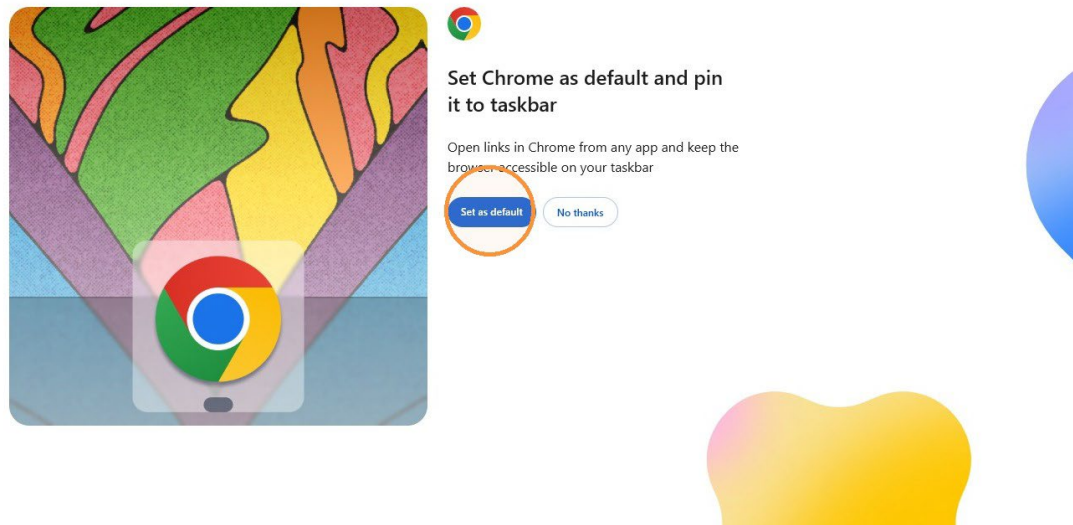
34. Double-click "Google Chrome"



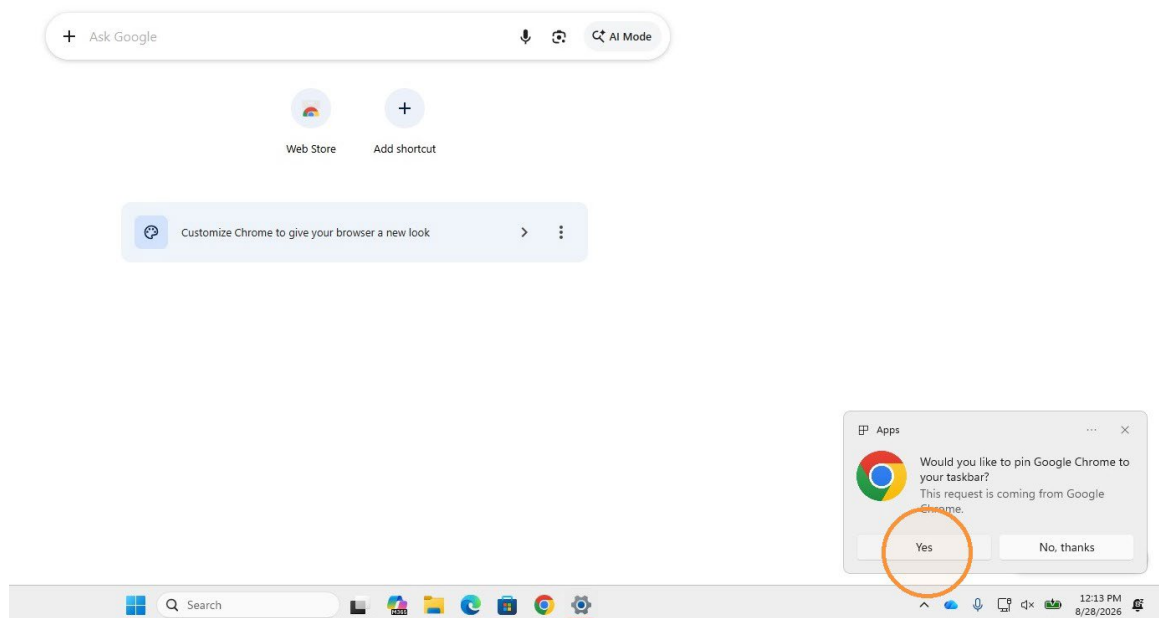
35. Click "Stay Signed Out"



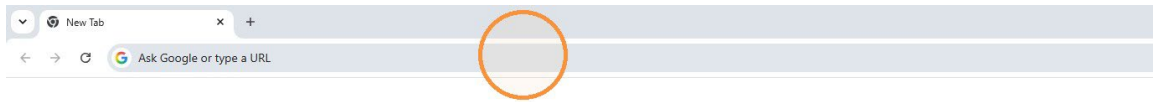
36. Click "Set as default" if you would like Google Chrome as your Default Browser



37. Click "Yes" to pin Google Chrome to the bottom of your Taskbar



38. Click "Address Bar" and type "https://m365.cloud.microsoft/"



Google

+ Ask Google



AI Mode



Web Store



Add shortcut



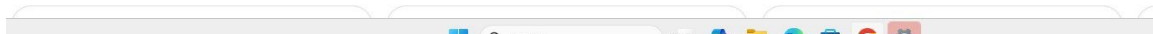
Customize Chrome to give your browser a new look



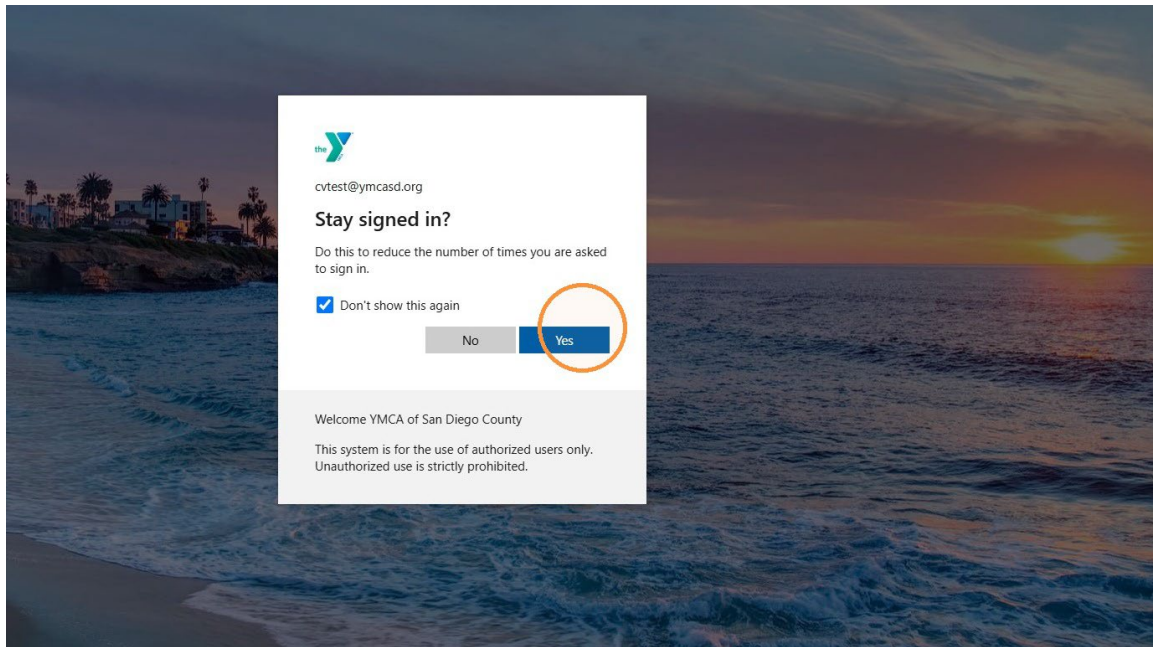
39. Click "Sign in"



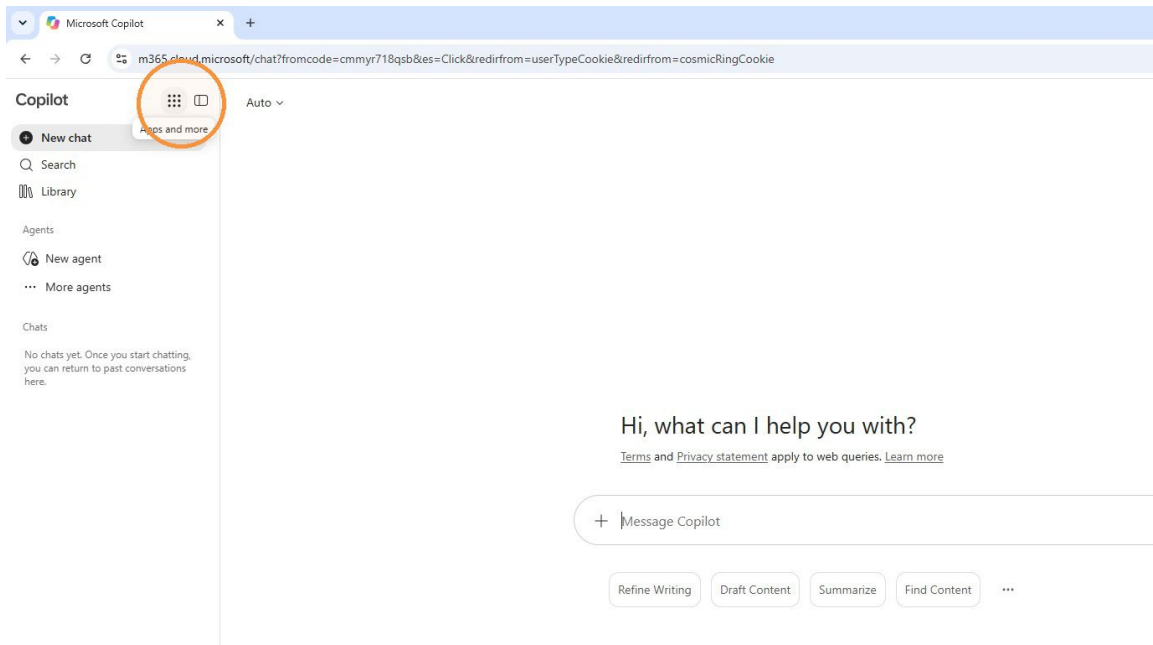
Popular prompts to try



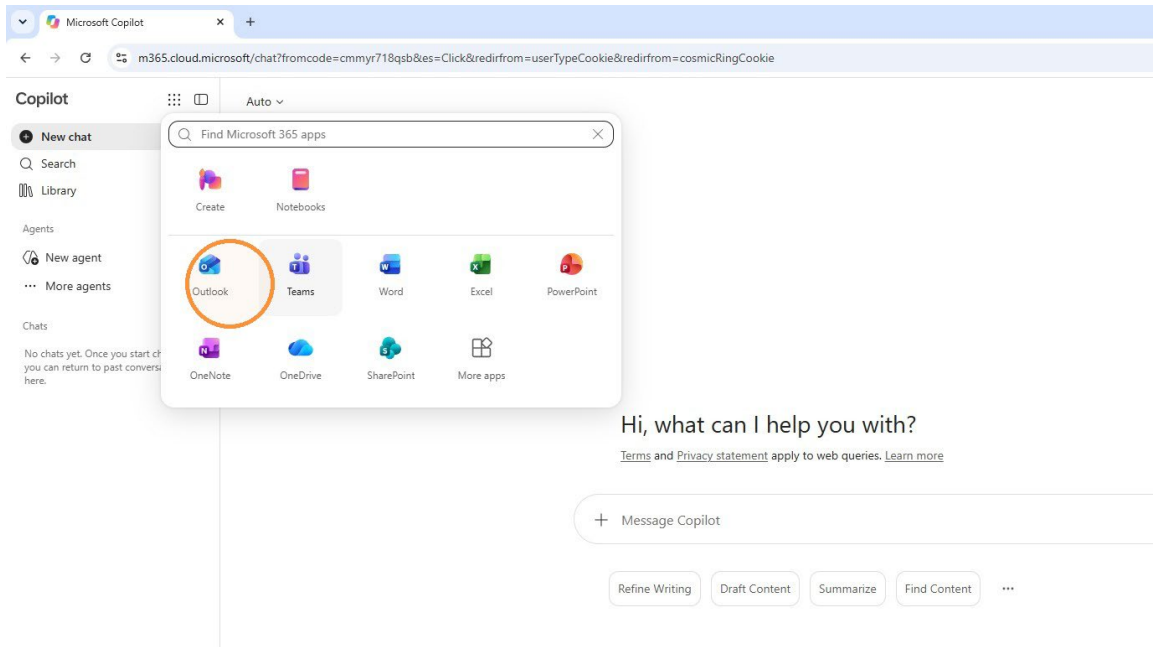
40. Click "Sign in to your account"



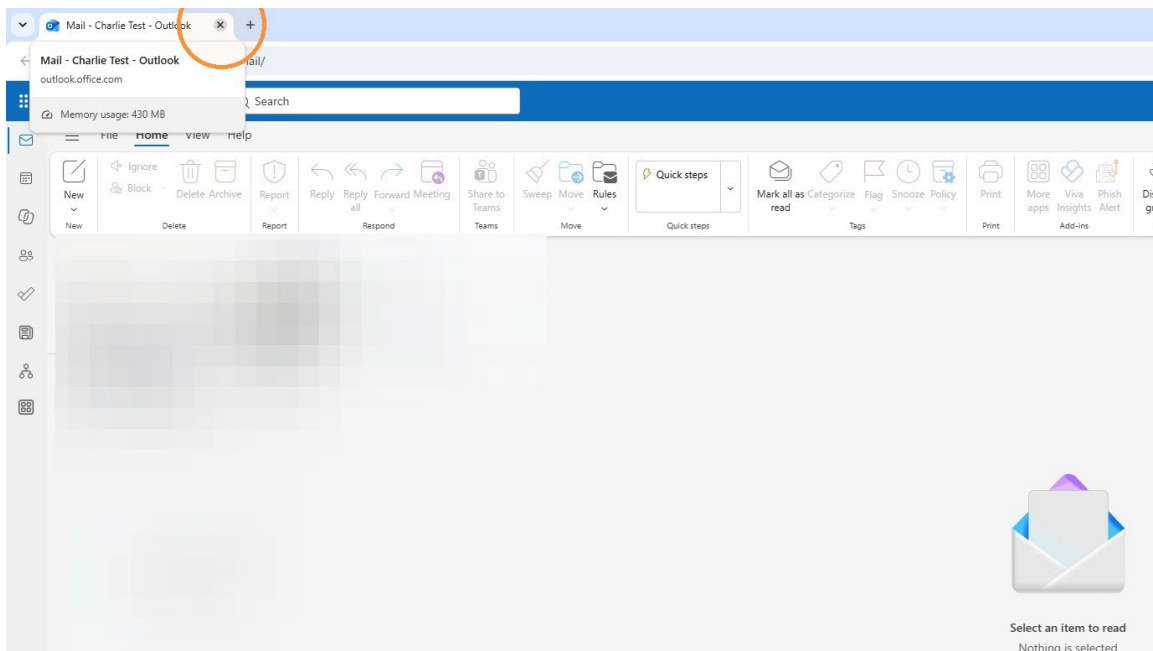
41. Click "Apps and more"



42. Click "Open Outlook app"

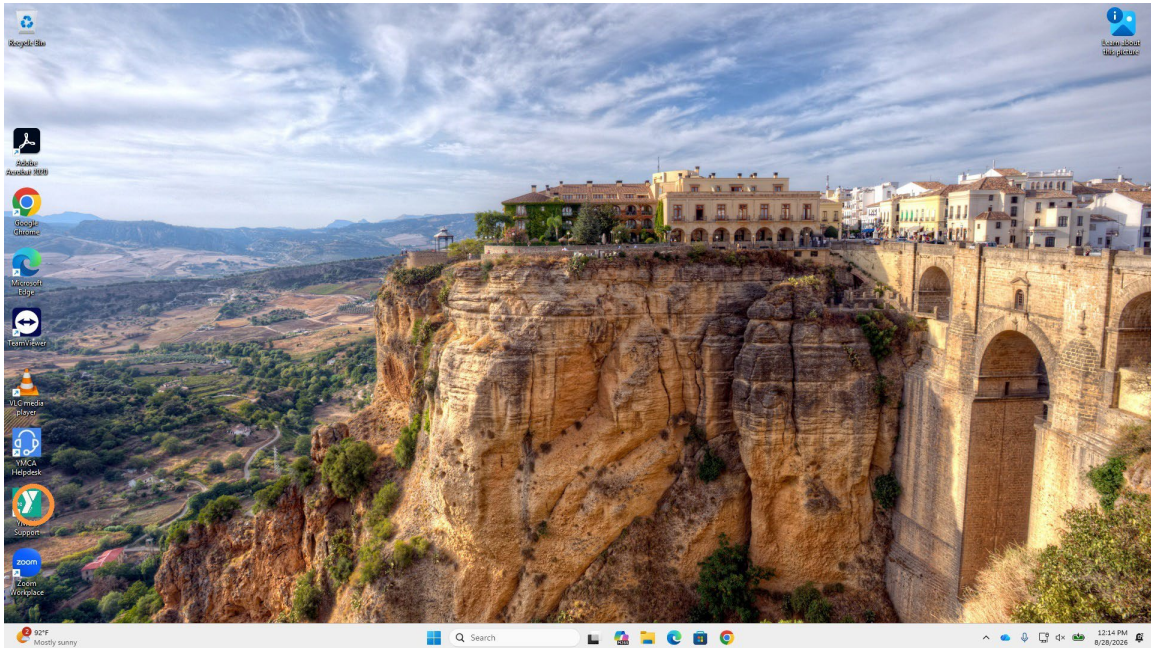


43. Click "Close"

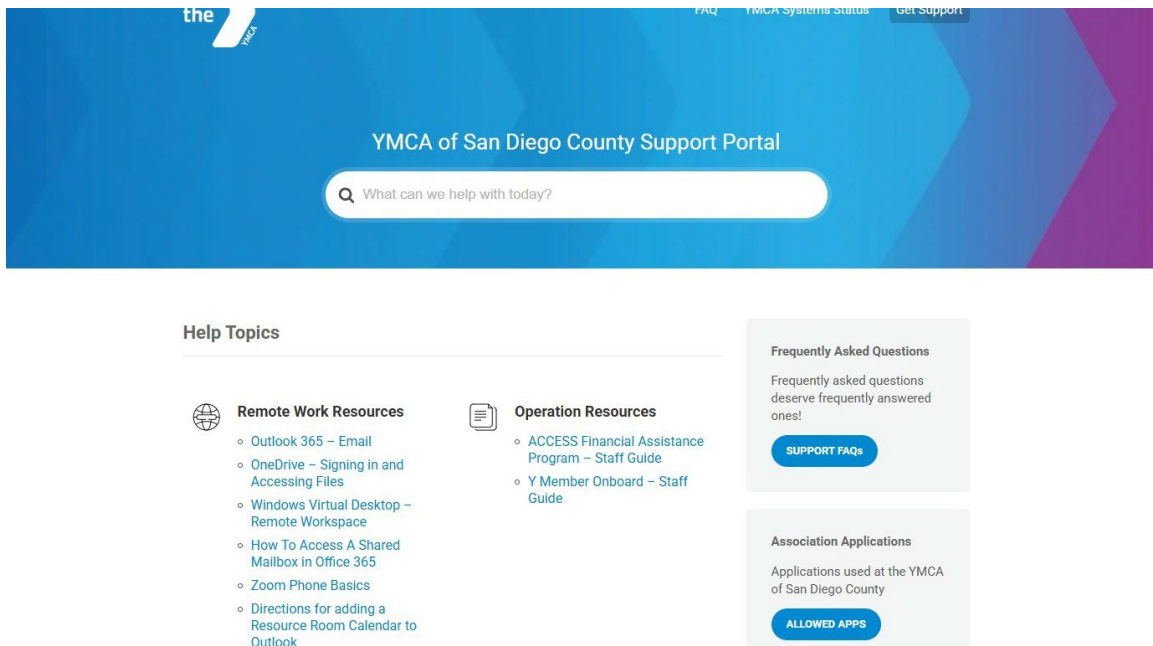


Additional Support:

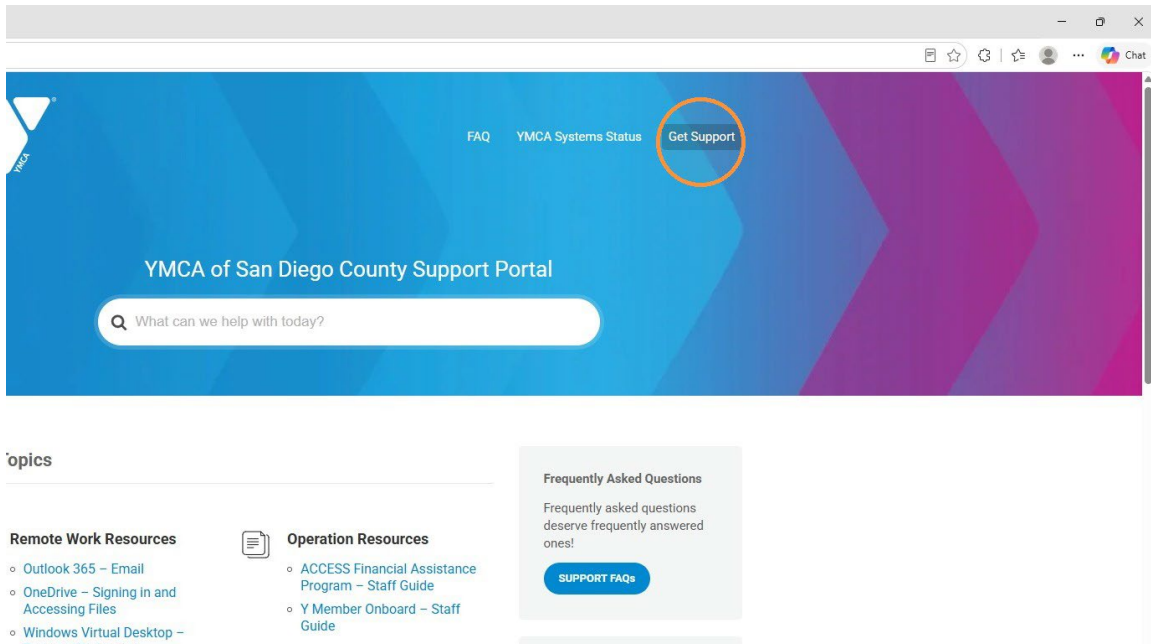
44. Double-click "YMCA Support" for any additional support



45. The Support Page can help out with any questions you may have



46. If an article can't answer your question, or you need additional support, please click "Get Support"



47. This will create a Helpdesk ticket

