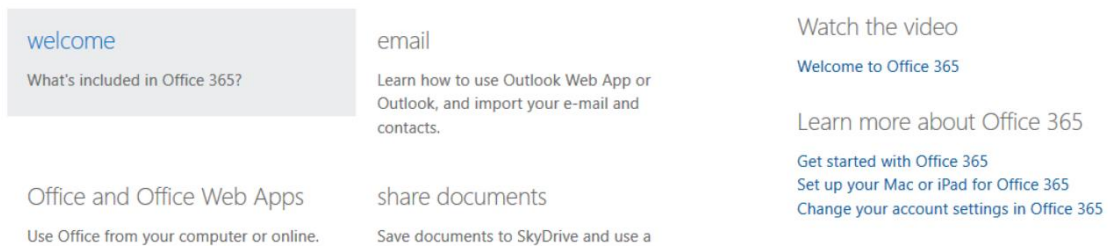
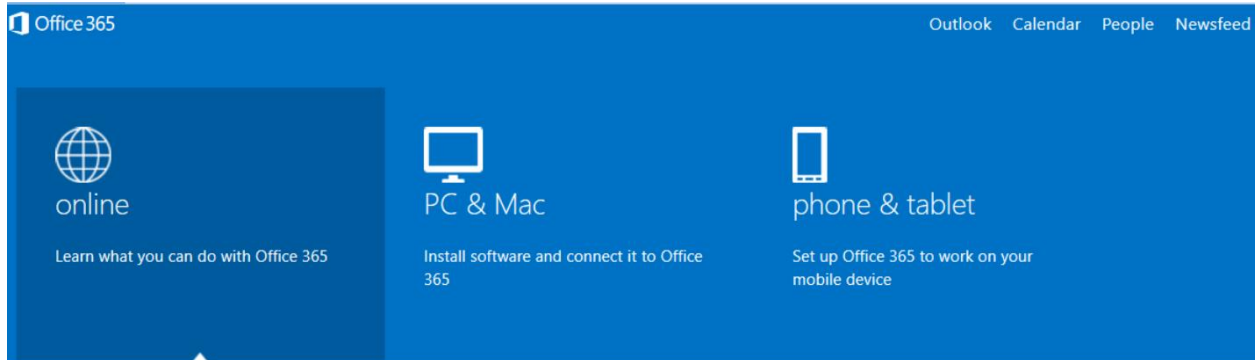


# Louisville Church of Christ

## Office 365 General Information

- The first time you login, you'll be prompted to select a time zone, so select the Eastern Time Zone.
- You'll also see a "Getting Started with Office 365" screen, which should look something the following screenshot:



- This is a great starting point for getting acclimated to Office 365, and I highly encourage everyone to spend a few minutes clicking on the available links to take a self-guided tour of Office 365.
- To get back to "Getting Started" from anywhere within the Office 365 website, just click in the Office 365 icon the upper left hand corner of the screen.
  - **Special note:** when viewing the "PC & Mac" tab on the getting started page, you'll see something similar to the screenshot below:

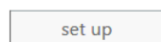
### Set up your desktop applications to work with Office 365

If you already have Office 2010 or Office 2007 installed on your computer, click **Set up**. You don't need to do this if you've installed the latest version of Office.

This will update the copy of Office on your computer so you can:

- Use Outlook and Office 365 together for email and more
- Save Office documents to SkyDrive

[Learn more](#) | [Review system requirements](#)



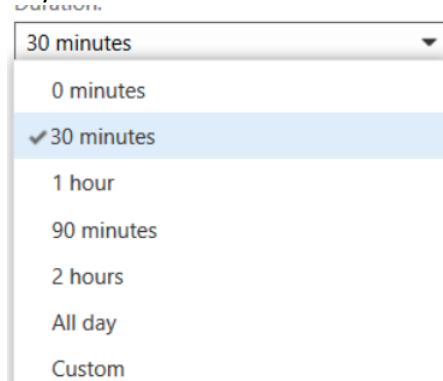
- Unless you are an experienced desktop user of the Office apps suite, **do NOT run** this Set up tool. It may interfere with your existing email settings.

## Frequently Asked Questions

Q: How do I book a room in the building?

A: Here's how:

- Login to outlook.office365.com with your louisvilledisciples.org email address and password.
- Click on "Calendar" near the top.
- Click on "new event" in the top left-hand corner
- Fill out the following details:
  - Event Name
  - Start date
  - Start time
  - Event duration. Note: You'll most likely want to click on "Custom" and select the event start / stop times if your event will exceed 2 hours in duration.



- Be sure to include who your building steward will be in the details section located near the bottom of the screen.
- In the "Attendees" list, always include LCC as an attendee. This will ensure that the event gets added to the main building calendar if approved.
- Click "add room" to add a specific room to your event.
  - To add more rooms, simply start typing the name of the area you want (i.e. – Peden Chapel) and select the desired room from the search window that will appear.
- When finished, click the "Send" button to submit your request. Here's an example of what the top part of the event details should look like before you click "Send"

**Event:** Test event - do not approve this

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**Location:** Fellowship hall

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**Attendees:**  LCC;  Fellowship hall;

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- After a few moments, you will get an automated response in your Office 365 inbox that says that your event has been tentatively approved. This is NOT a verification of having the building reserved. You will receive a second notice in your Office 365 inbox from a staff member that will indicate if your request has been approved.

Q: How do I see the church calendar?

A: While signed into Office 365, perform the following steps:

- Click on Calendar at the top of the Office 365 web window.
- On the left hand side of the page, you will see “My Calendars” and “Other Calendars”.
- Right-click on “Other Calendars”.
- Click on “Open Calendar”
- In the “From Directory:” field, type in LCC.
- Click on LCC when it pops up.
- Click Open
- Now you will be able to see the LCC calendar and your calendar at the same time.
- Note: LCC Calendar appointments will show up in a different color. Those appointments will be the same color as the LCC Calendar icon that appears on the left.

Q: Do I have to be signed in with my louisvilledisciples.org email address to book a room in the building?

A: Yes.

Q: Can I get my Louisvilledisciples.org email on my mobile device or tablet without having to go to outlook.office365.com?

A: Yes. On the “Get started with Office 365” screen, click on “phone & table”. There, you’ll find set-up instructions on how to configure your device.

Q: Can I forward my louisvilledisciples.org email to my personal email address?

A: Yes. Here’s how:

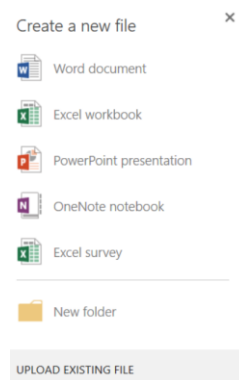
- Click on “Outlook” at the top of the Office 365 site to be taken to your inbox.
- Click in the gear icon near the top right hand side of the screen.
- Select “Options” from the drop-down menu.
- The next screen that will appear will be your account settings screen.
- Look for “Forward your email” on the right-hand side of the page and click the link.
- Enter the desired forwarding email address in the “Forward my email to” field.
  - Be sure to check the box to keep a copy of your email, unless you don’t want to.
- Click “start forwarding”

Q: How do I access the included free Office Web applications like Word and Excel?

A: Here’s how:

- Click on “Sky Drive” at the top of the Office 365 screen.
  - Note: the first time you do this, you’ll see a “We’re almost ready” screen instead of your Sky Drive. Just wait a minute or two and try again.

- Click on “new document”.
- Click on one of the available options shown below. You can create a new Word, Excel, PowerPoint, or OneNote file. You can even create new folders to store files, or upload an existing file for editing.



Q: What is Sky Drive Pro?

A: Think of it like your own personal storage area in the cloud. You get 25 GB of free space to store files, and it's accessible from any web browser. You can even sync your Sky Drive files to your desktop.