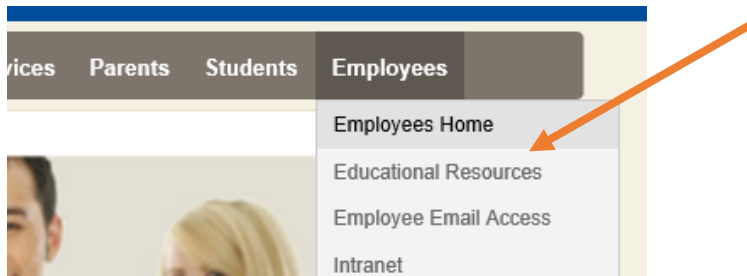


Accessing Office 365

1. Open up IE. Go to the Employees Home Link on the Kyrene website. <https://www.kyrene.org/domain/1011>



2. Go to the Technology section and select Office 365.

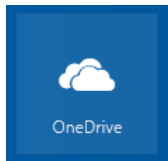
Technology
[Google Drive](#)
[Kyrene Connect](#)
[Office 365](#)

3. Log in with your Kyrene email address and network password.

The screenshot shows a login form with the following elements:

- Title: Work or school, or personal Microsoft account
- Input field: Email or phone
- Input field: Password
- Checkbox: Keep me signed in
- Buttons: Sign in, Back

4. Click on the **OneDrive** tile to access your files.



To access shared files, open OneDrive and Click on Shared with me and select the file you would like to open.

