



Your Office 365 Products

And how to access them

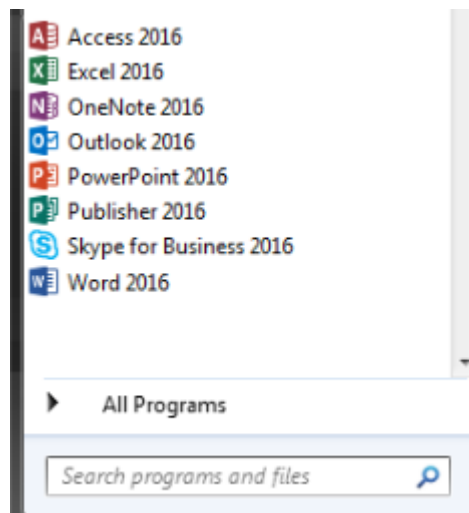
Hello!

Your Exchange Online migration to Office 365 is scheduled to be complete on June 24th. Office 2016 should have already been installed on your State-managed Windows device in May and June. To help you prepare for the change, this document highlights the new or updated products you will receive upon migration, and how to access them.

How to access Office 365 (Office 2016 Pro Plus)

As part of the migration to Office 365, Office 2016 Pro Plus has been installed on your State-managed Windows device.

The shortcuts for the Office 2016 Pro Plus applications should already appear in the Start Menu:



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Skype for Business



How to access Office 365 (Portal)

Office applications are also available through a web browser by accessing the Office 365 Portal at: <https://portal.office.com>

To log in to the Office 365 Portal, you will need to enter your email address and password.

If you are using Internet Explorer from a State-managed device, you will only need to enter your email address, and you will automatically be signed into the Office 365 Portal without needing to enter your password.

If you are using another web browser or from a personal/non-State-managed device, you will need to enter your email address and your password at the login screen.



Work or school account

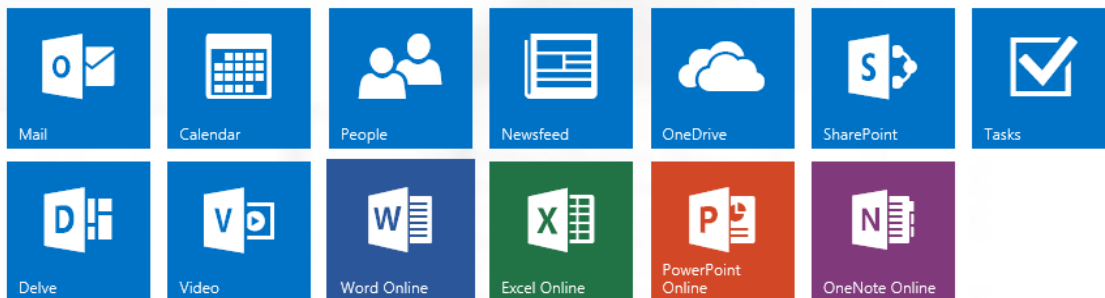
Keep me signed in

Sign in

Back

After you are logged in to the Office 365 Portal, the web version of the Office applications will be available to launch Office applications, as shown:

Collaborate with Office Online



Office 365 Information Center: <https://det.wi.gov/helpdesk/Pages/Office365.aspx>



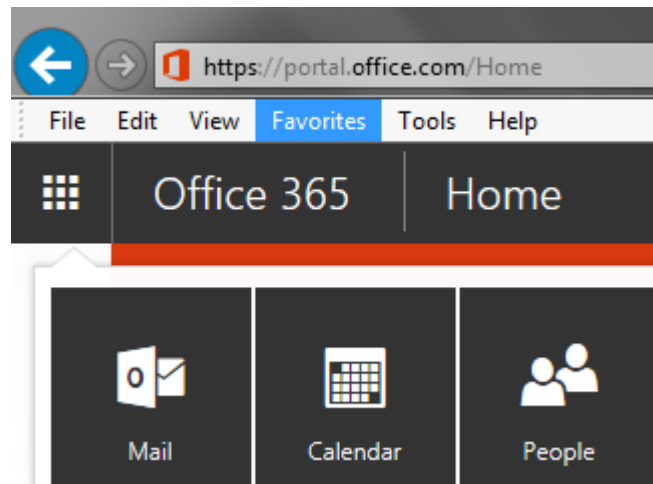
Note: Although the Office 2016 installation is available from the Office 365 Portal to allow other State agencies to test for their Office 365 implementation, all software installations on State-managed devices must be installed by DOA Desktop Support. Installations of Office 2016 Pro Plus from the Office 365 web portal on any non-State owned device is not currently supported.

How to access Web mail / Outlook Web App

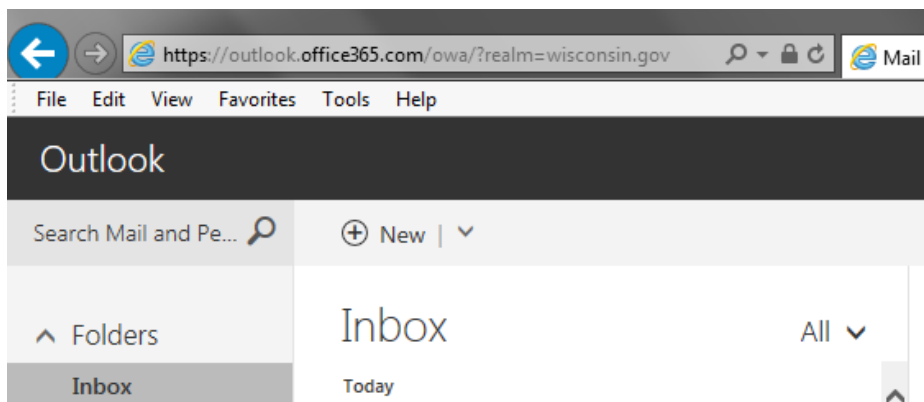
After your mailbox is migrated to Exchange Online in the cloud, accessing your email through a web browser (such as Internet Explorer, Firefox, Chrome, or Edge) will be through the Office 365 Portal at:

<https://portal.office.com>

The Mail application tile will launch the Outlook web client:



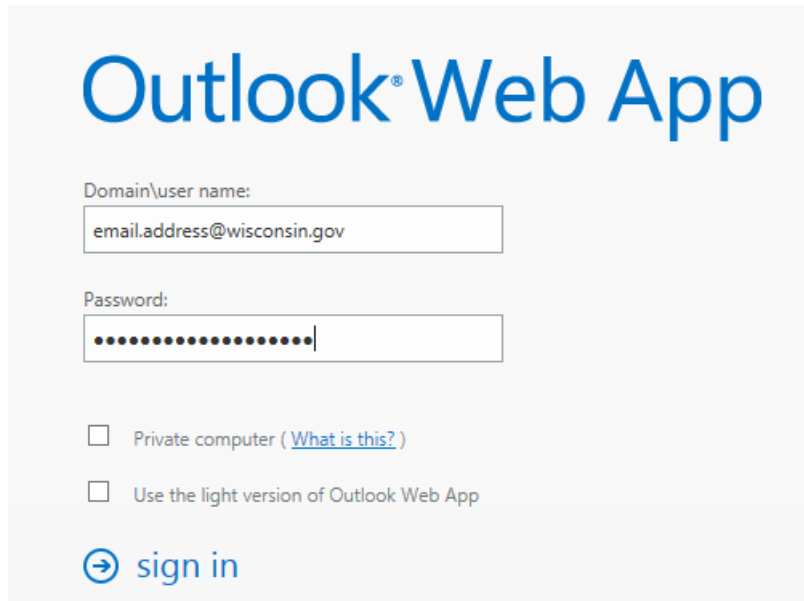
The Outlook web application will then open in the web browser:



Office 365 Information Center: <https://det.wi.gov/helpdesk/Pages/Office365.aspx>



If you attempt to access your email through a web browser using <https://mail.wisconsin.gov>, the older version of the Outlook Web App will allow you to log in:



The screenshot shows the Outlook Web App login interface. At the top, the text "Outlook® Web App" is displayed in a large blue font. Below this, there are two input fields. The first is labeled "Domain\user name:" and contains the text "email.address@wisconsin.gov". The second is labeled "Password:" and contains a series of black dots. Below the password field, there are two checkboxes. The first checkbox is labeled "Private computer ([What is this?](#))". The second checkbox is labeled "Use the light version of Outlook Web App". At the bottom of the form, there is a blue circular icon with a right-pointing arrow, followed by the text "sign in".

After entering your credentials to sign in, you will be re-directed to the newer Outlook Web Application included with Office 365:

Use the following link to open this mailbox with the best performance:
<http://outlook.com/owa/wisconsin.gov>



How do I learn more?

Training Resources:

- [Visit the Office 365 Learning Center](#)
- [Learn from Office experts](#)
- [Explore training resources](#)
- [Office 2016 training](#)

As with any DET initiative, please contact the DOA Help Desk with questions (608-267-6930 or by email at doahelpdesk@wisconsin.gov).

