

Communication Tools: Office 365

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Director of Community Engagement



PKD FOUNDATION
Polycystic Kidney Disease

Office 365



Office 365 - Outlook



How to log in to Outlook

- Login into Outlook.com
 - Click on Sign In
 - User Name: PKDF volunteer email
 - Password: **PASSWORD** provided via email
-
- **Please use the password provided**
 - **Please do not change your password**
 - **Please do not change your signature line**



Microsoft

Try premium

Sign in

Outlook



Connect. Organize.





Sign in

Email, phone, or Skype



No account? [Create one!](#)

[Sign in with a security key](#) ⓘ

[Sign-in options](#)

Next

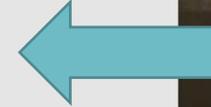




It looks like this email is used with more than one account from Microsoft. Which one do you want to use?



Work or school account
Created by your IT department
nicoleh@pkdcure.org



Personal account
Created by you
nicoleh@pkdcure.org

Tired of seeing this? [Rename your personal Microsoft account.](#)

Back



Multi-factor authentication (MFA)



atlanta@pkdcure.org

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)



How should we contact you?

story.windowsazure.com/prootup.aspx?x-client-ver=6.12.1.0&x-client-sku=ID_NE151ANUAKDZ_U&culture=en-US

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

Select your country or region

Method

Send me a code by text message

Call me

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

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Select Country and add phone number

Choose method: Send a code by text or you can choose call me



We've sent a text message

tory.windowsazure.com/proofup.aspx?x-client-Ver=6.12.1.0&x-client-SKU=ID_NETSTANDARD2_0&culture=en-US

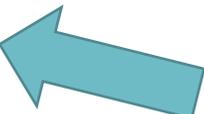
Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone at +1 913-219-0196

When you receive the verification code, enter it here



Add the text code here

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Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 3: Keep using your existing applications

In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

nbmrxxhtdpvqqfxc



Need technical help?
Email helpdesk@pkdcure.org

Done



Outlook to your mobile device

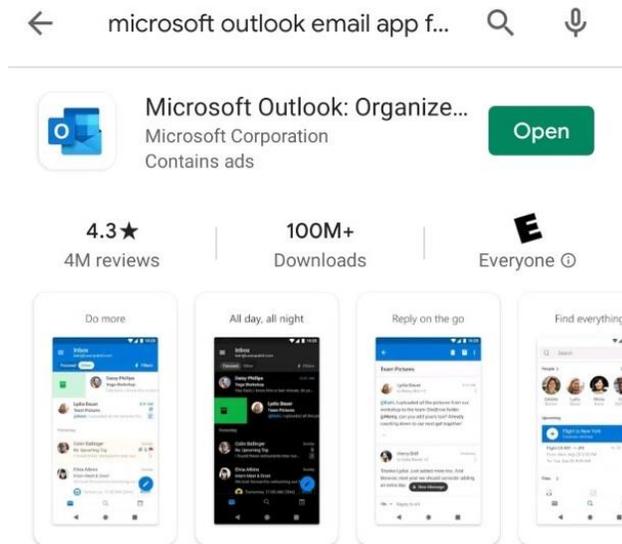
- **Sign into Outlook email address in Mail application on iPhone**
- Open iPhone settings
- Scroll down to “Passwords & Accounts”
- Click on “Add Account” under the list of existing accounts
- Click on “Exchange” (should be second from top)
- Enter your @pkdcure.org email address
 - *The description* will be the name displayed for this account in your Mail app and will default to “Exchange” if nothing is entered.
- A window will pop up that says: “Sign in to your ‘pkdcure.org’ Exchange account using Microsoft?”
- Click “Sign In”
- A window should open that takes you to the microsoftonline.com login webpage.
- Enter the password for your @pkdcure.org account.
- If the login is successful, you will be directed back to the mail app where you will see a list with buttons toggled to green.
- Click save in the upper right corner.
- You will be directed back to “Passwords & Accounts” where the account you just added should now be listed.
- You can exit out of “Settings” and return to your home screen.
- Open your “Mail” app.
- Your newly added account should now be listed under your mailboxes.



Mobile App

Android

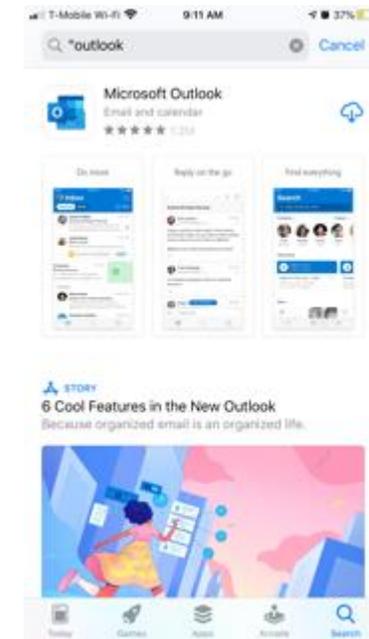
- Here are steps for an Android.



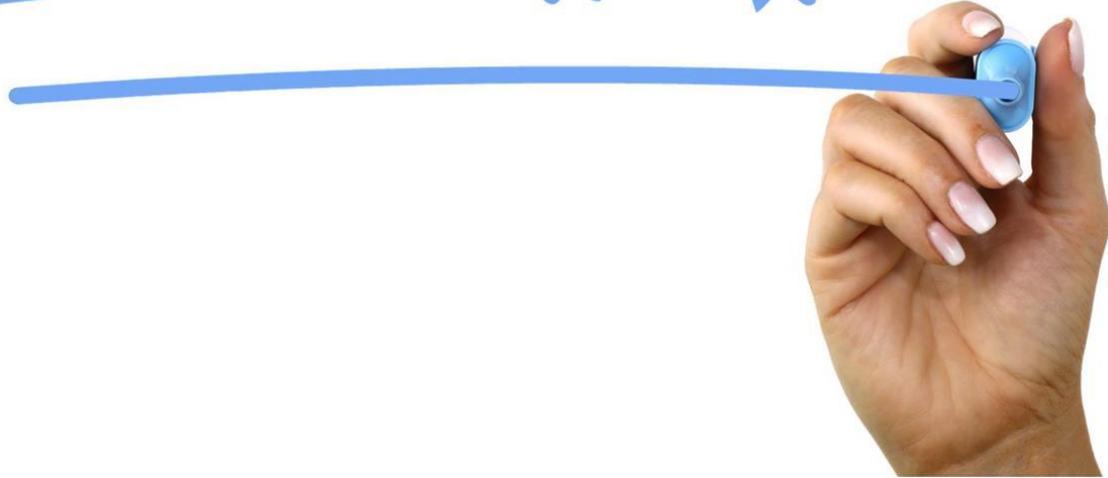
Send secure mail and files with ease. Organize your contacts & weekly schedule.

iPhone

- Here are steps for an iPhone.
- Search Microsoft Outlook



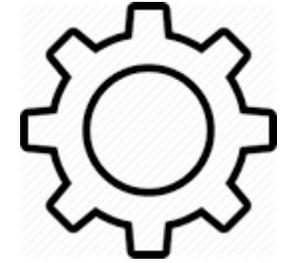
EMAIL



- PKDF staff rely on email when communicating with volunteers.
- Please use your pkdcure.org email when communicating with the PKD community and any businesses related communications.
- Please check your pkdcure.org email 2-3 times per week.



Set up your signature line



Nicole Harr

PKD Foundation Volunteer

PKD Connect Ambassador |
Kansas City

Facebook

Donate today and help us
#endPKD.

Nicole Harr

PKD Foundation Volunteer

PKD Connect Peer Mentor

816.268.8483 Direct|Text

Donate today and help
us #endPKD

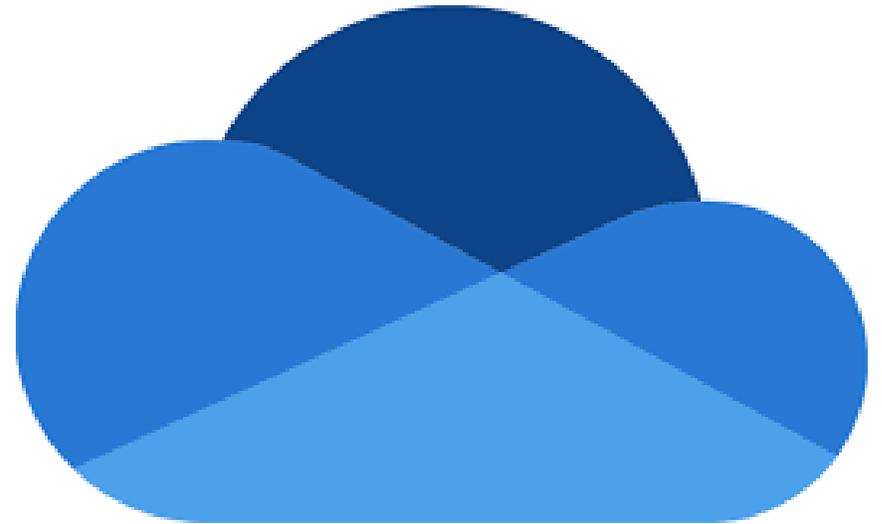


Office 365 - OneDrive



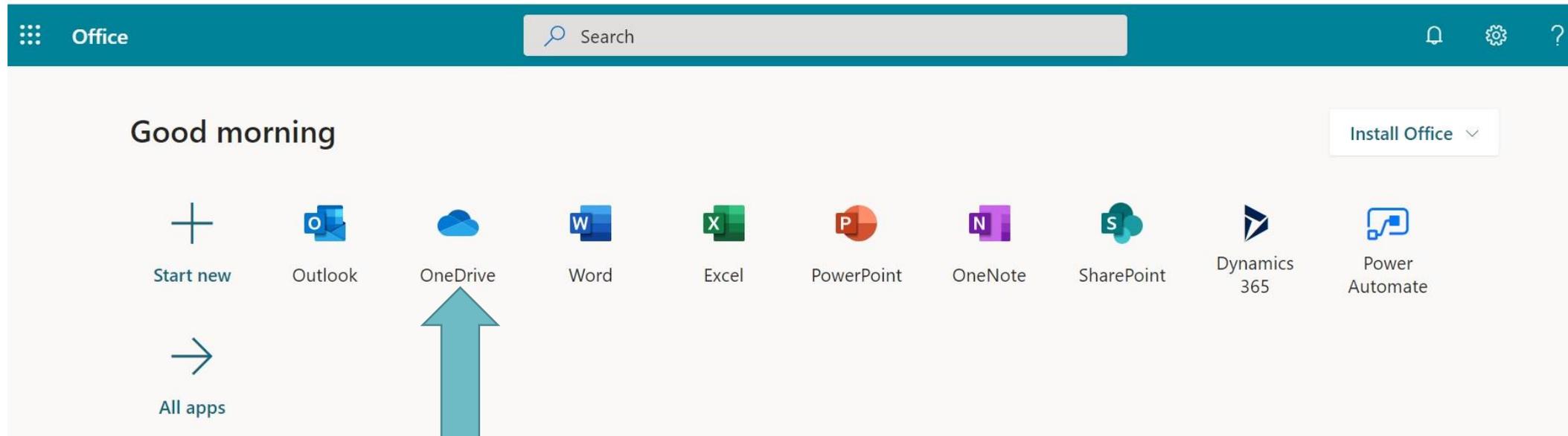
What is OneDrive?

- An online storage platform
- Store all files in one place
- Share and collaborate with PKD Connect staff
- Get your files from anywhere



How to access OneDrive?

- Online go to www.office.com
 - Click on the OneDrive icon





 **Outlook**

 **New message**  Mark all as read  Undo

 Favorites  **Inbox** ★ **Filter** ▾



Office 365 →

Apps

 Outlook	 OneDrive
 Word	 Excel
 PowerPoint	 OneNote
 SharePoint	 Dynamics 365
 Power Autom...	

All apps →



OneDrive

- Open in new tab
- Unpin from launcher
- Learn more



Thank you for participating!



Please contact your staff lead with questions! We are here to help.

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