



OFFICE 365 USERS – MAY 2016

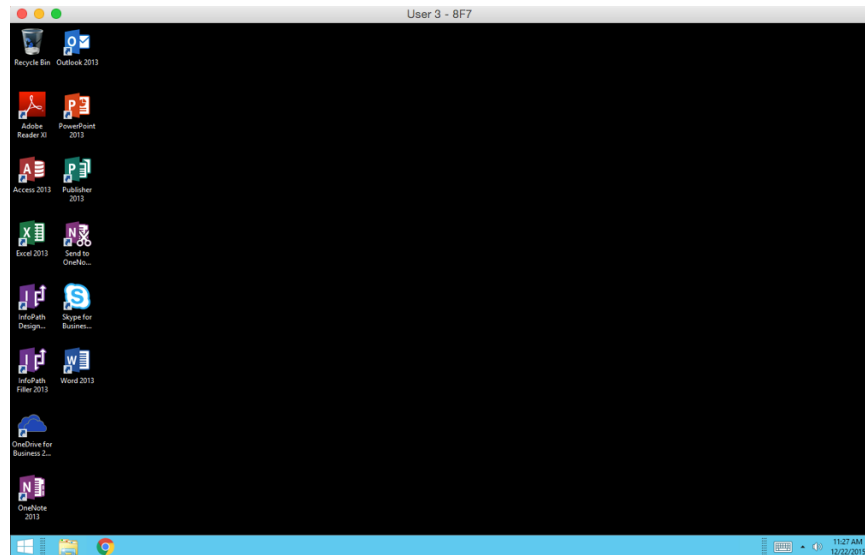
BYO Office 365 Licensing User Guide

This guide outlines simple instructions for Users so that they can connect to Office 365 licensing inside the nWorkSpace. Note: this only applies to Office plans that allow access to Office Pro Plus – namely, the Pro Plus and E3 or greater plans.

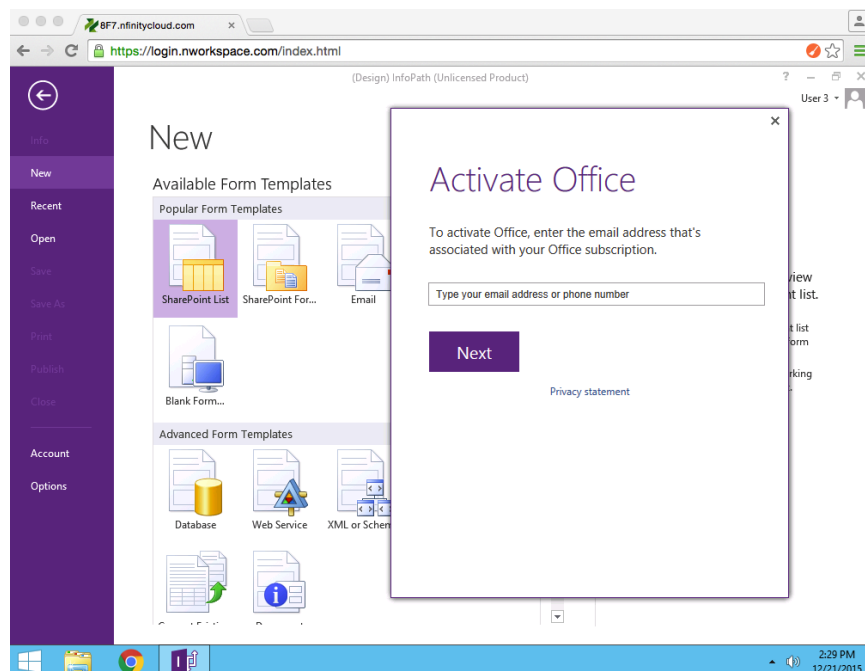


CONNECTING TO EXISTING OFFICE 365 LICENSING THE nWORKSPACE

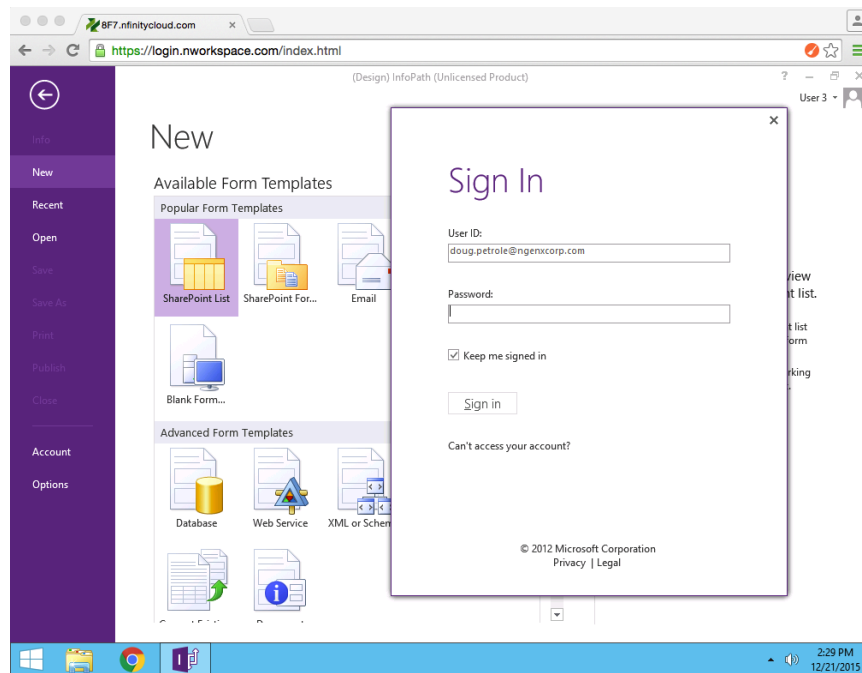
- Log into the nWorkspace



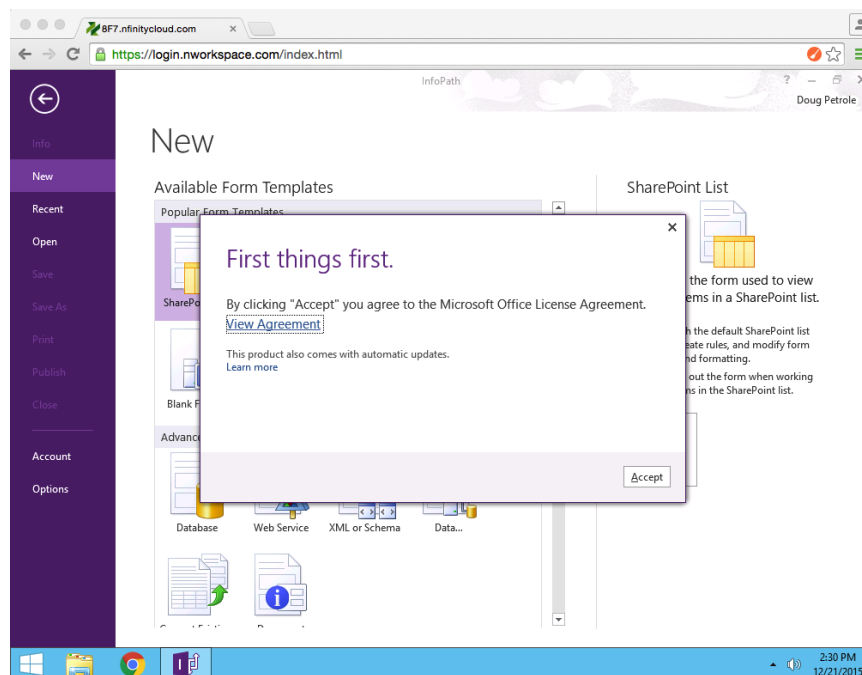
- Launch any Office app (Outlook, Word, Excel, etc.).



- Sign in with your Office 365 credentials



- Click **Accept** to accept standard Microsoft terms and conditions

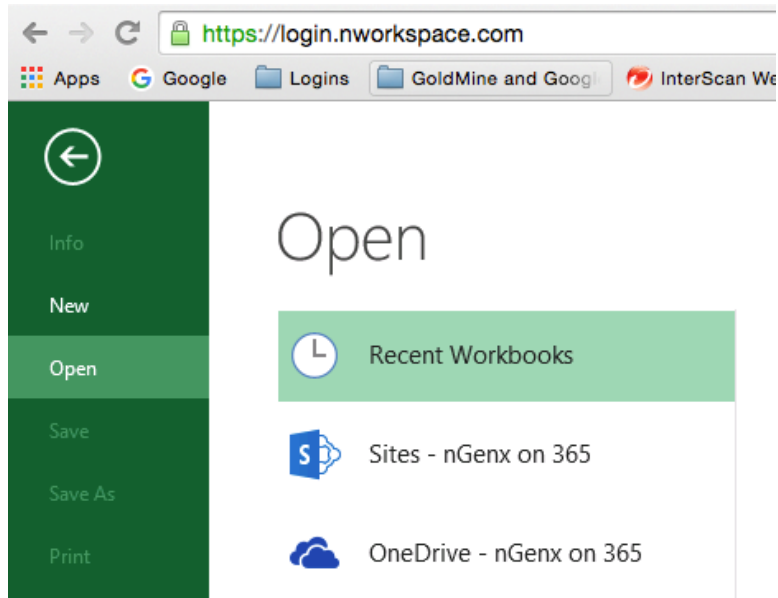




- You will see that your name appears in the top right corner, indicating that you are signed into Office 365



- You can see that you are also logged into other Office apps as well, and that you are connected to Office 365 resources like OneDrive and SharePoint

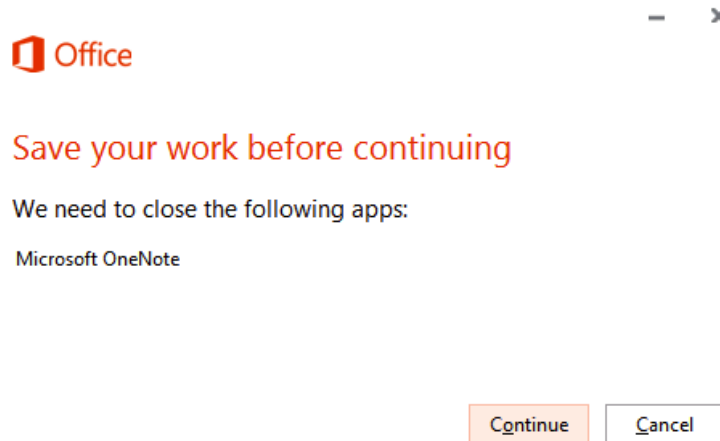


- You are now connected to your Office 365 account

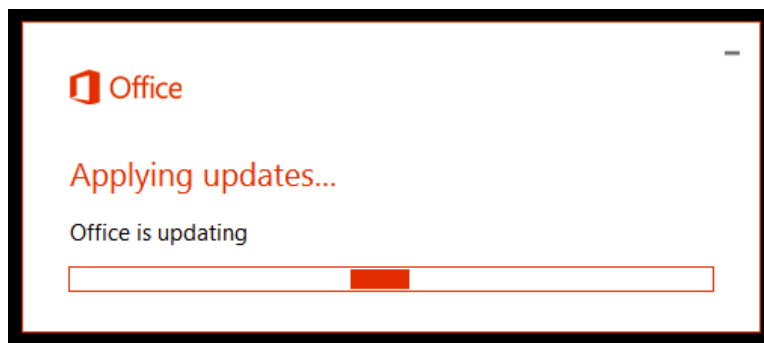
AUTOMATIC UPDATES

With the nWorkSpace and Office 365, you're always using the latest and greatest version of Office 365. When prompted for updates, follow these simple steps to receive the latest version of Office 365.

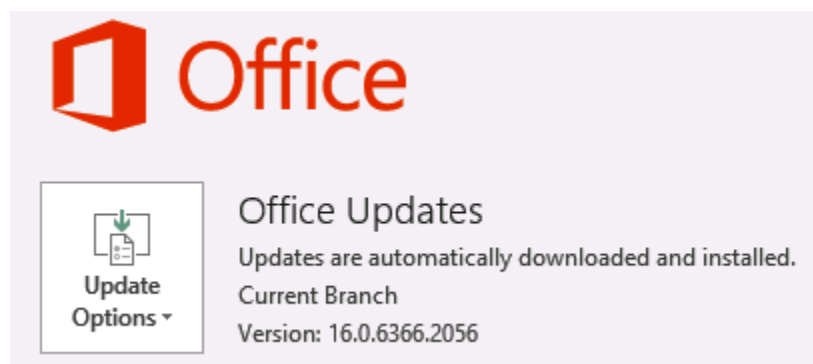
- Close the Microsoft apps displayed and click **Continue**



- Allow the Updates to run



- Once the update is complete, simply resume working with your Microsoft Apps. You can see the updated Office software version by clicking **Account** in any Office app.



Contact CloudJumper's Customer Engineering team at 844.645.6789 or support@cloudjumper.com with any additional questions you may have.

Note: again, this is only supported for Office 365 plans that allow access to Office Pro Plus – namely, the Pro Plus and E3 or greater plans.