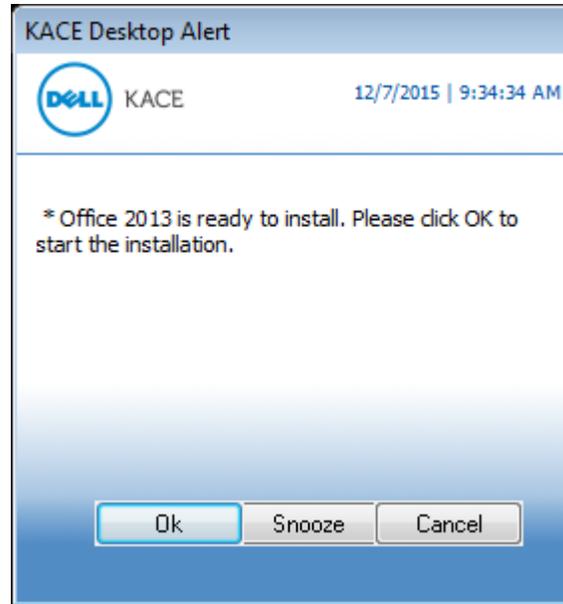


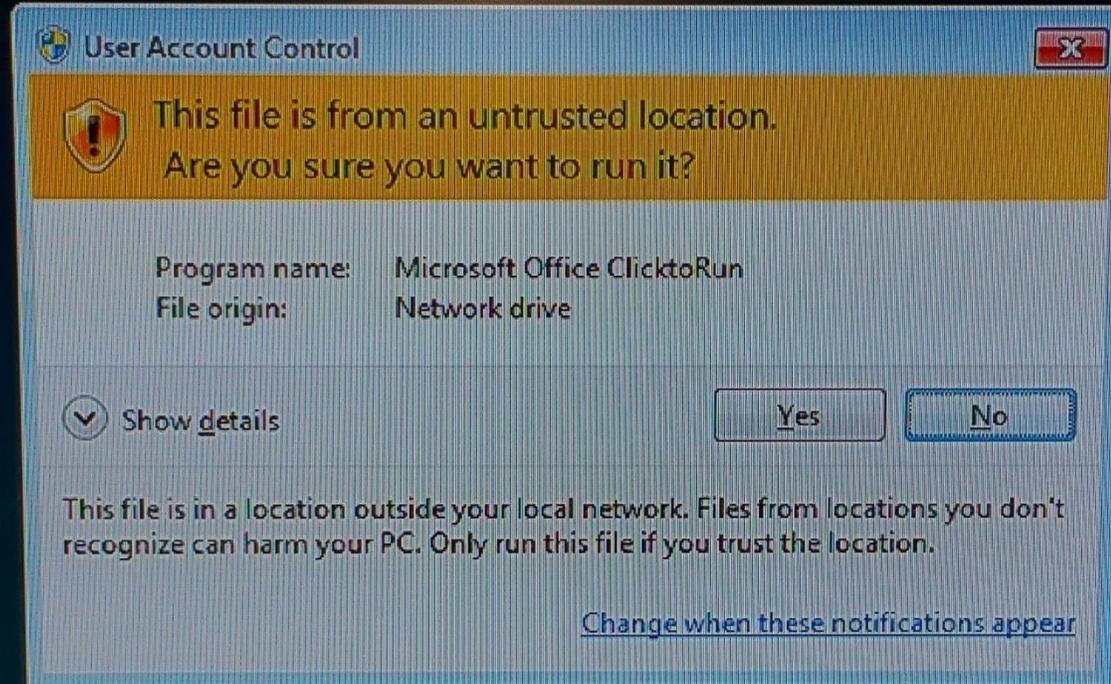
CAPE MAY COUNTY OFFICE 2013 DEPLOYMENT

INSTRUCTIONS FOR USERS

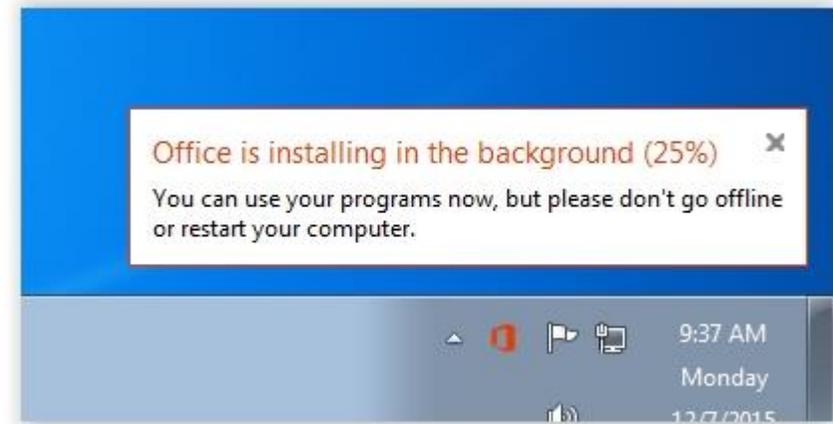
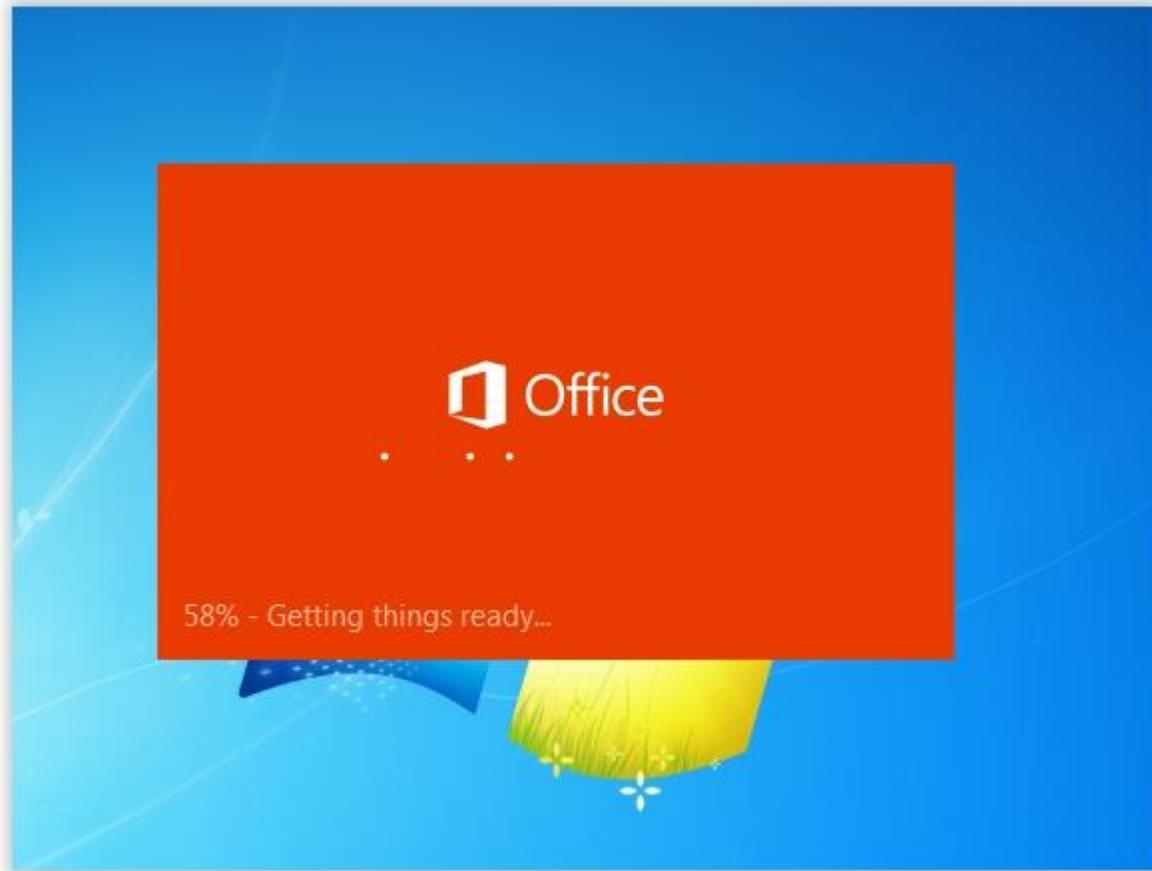
- STEP 1 – A popup will appear asking you to install Office 2013.



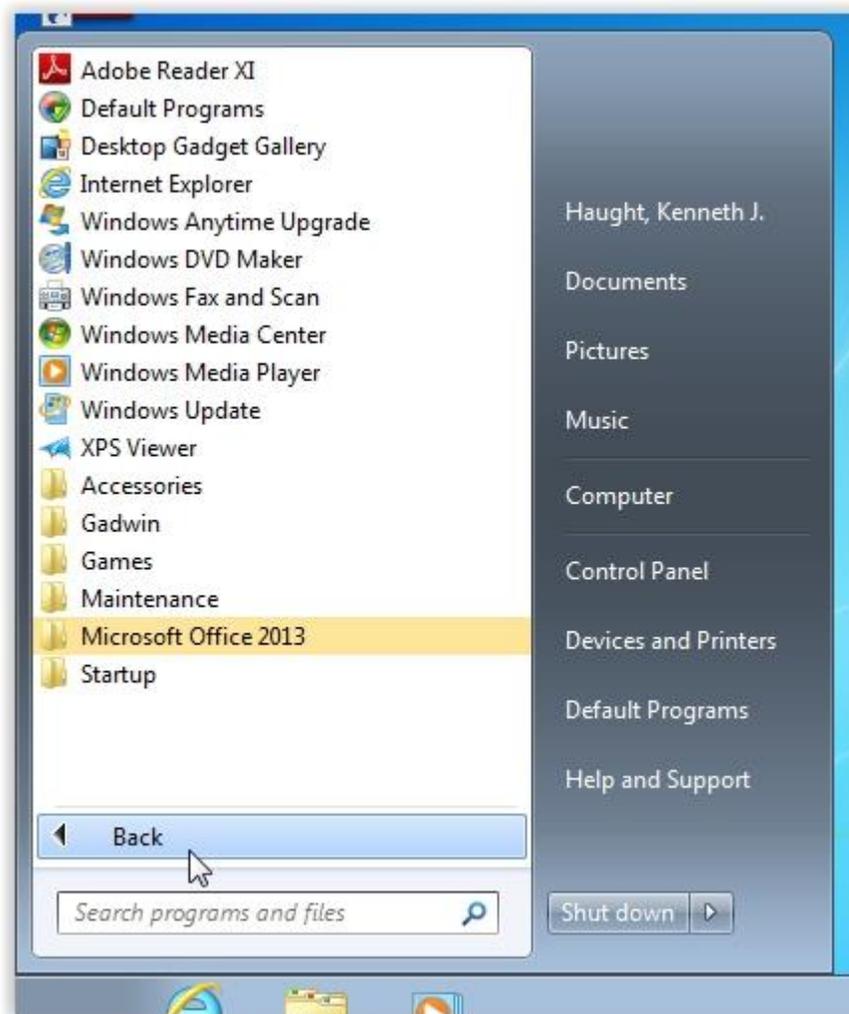
STEP 2 – Allow the installation.



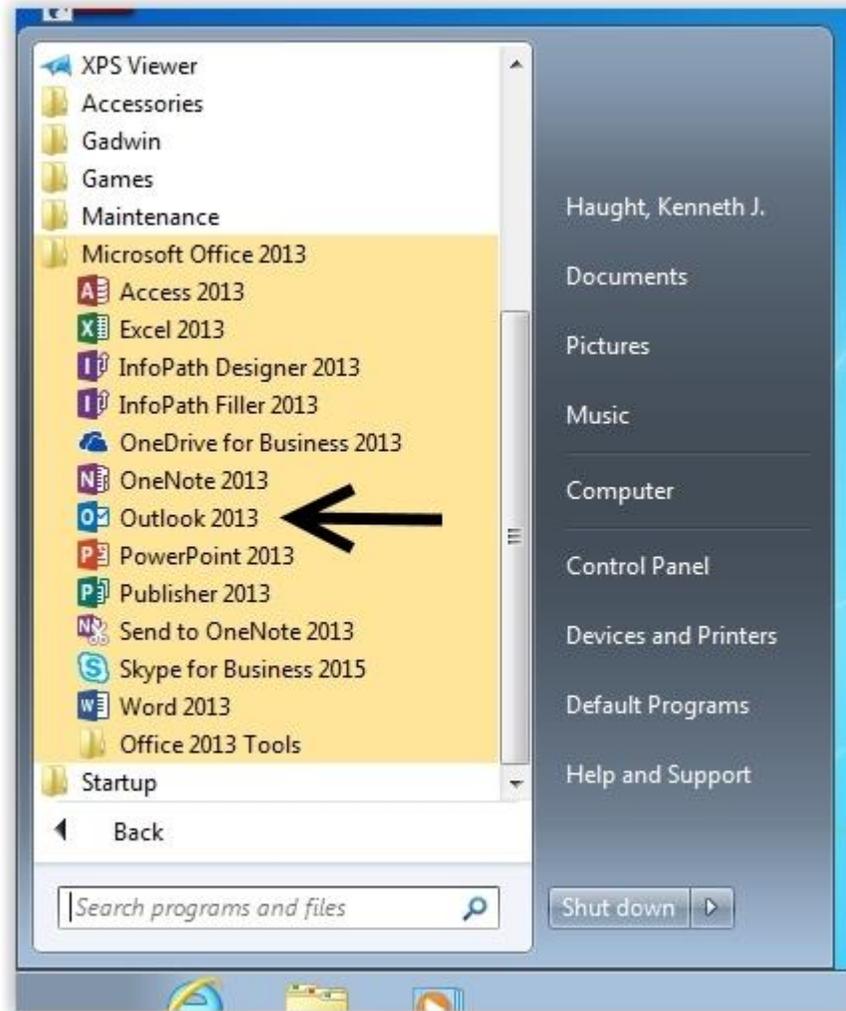
STEP 3 - You will then see the following two progress indicators.



Step 4 – You will see the following entry in your Start Menu once the installation has completed.



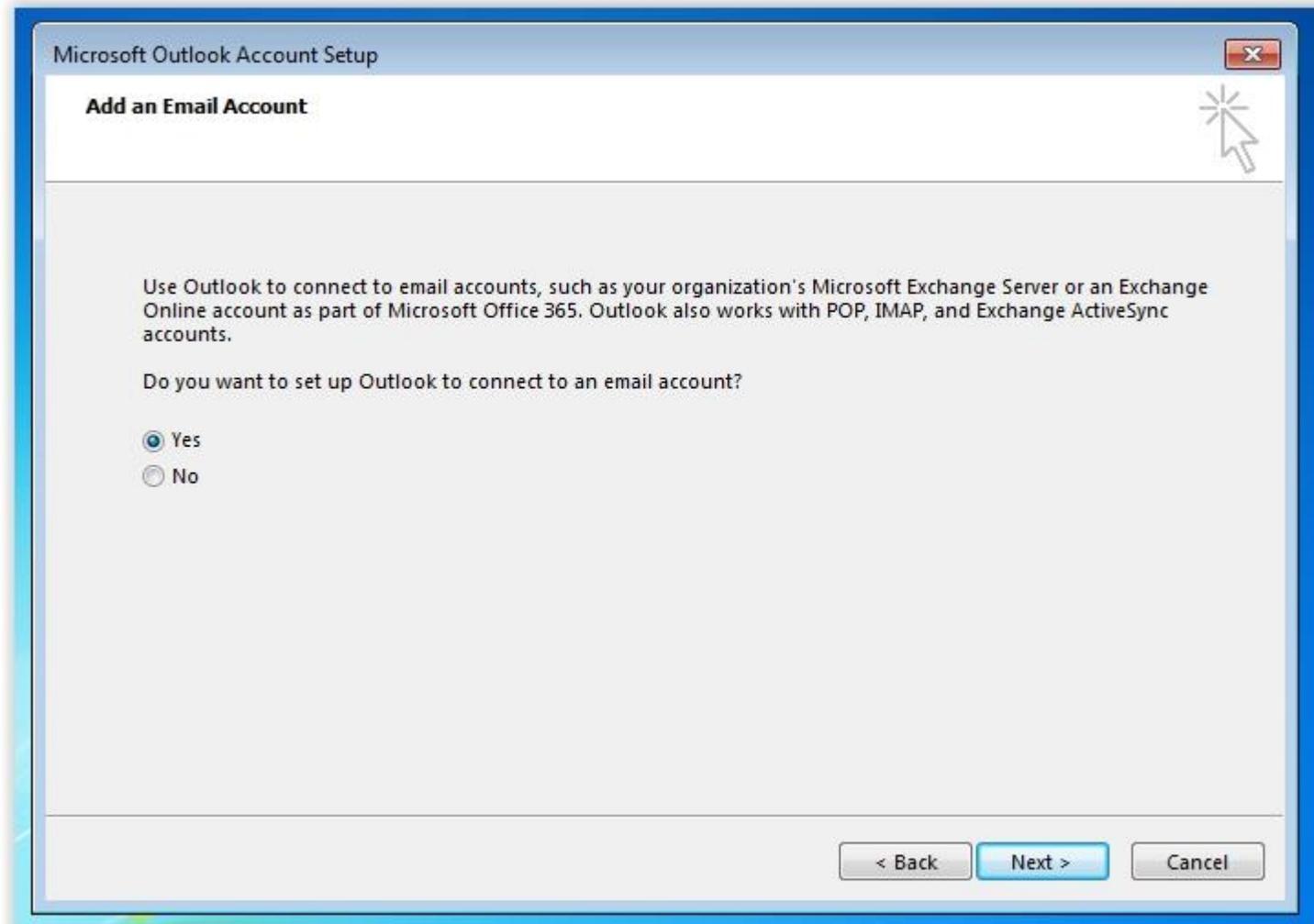
STEP 5 – Please run OUTLOOK first to sign in and activate your new Office installation.



STEP 6 – Configure Outlook



STEP 6a – Configure Outlook



STEP 6b – Configure Outlook (It should fill in all of the information for you – if it does not, please type your Full Name, Email Address and password as shown)

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back Next > Cancel

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

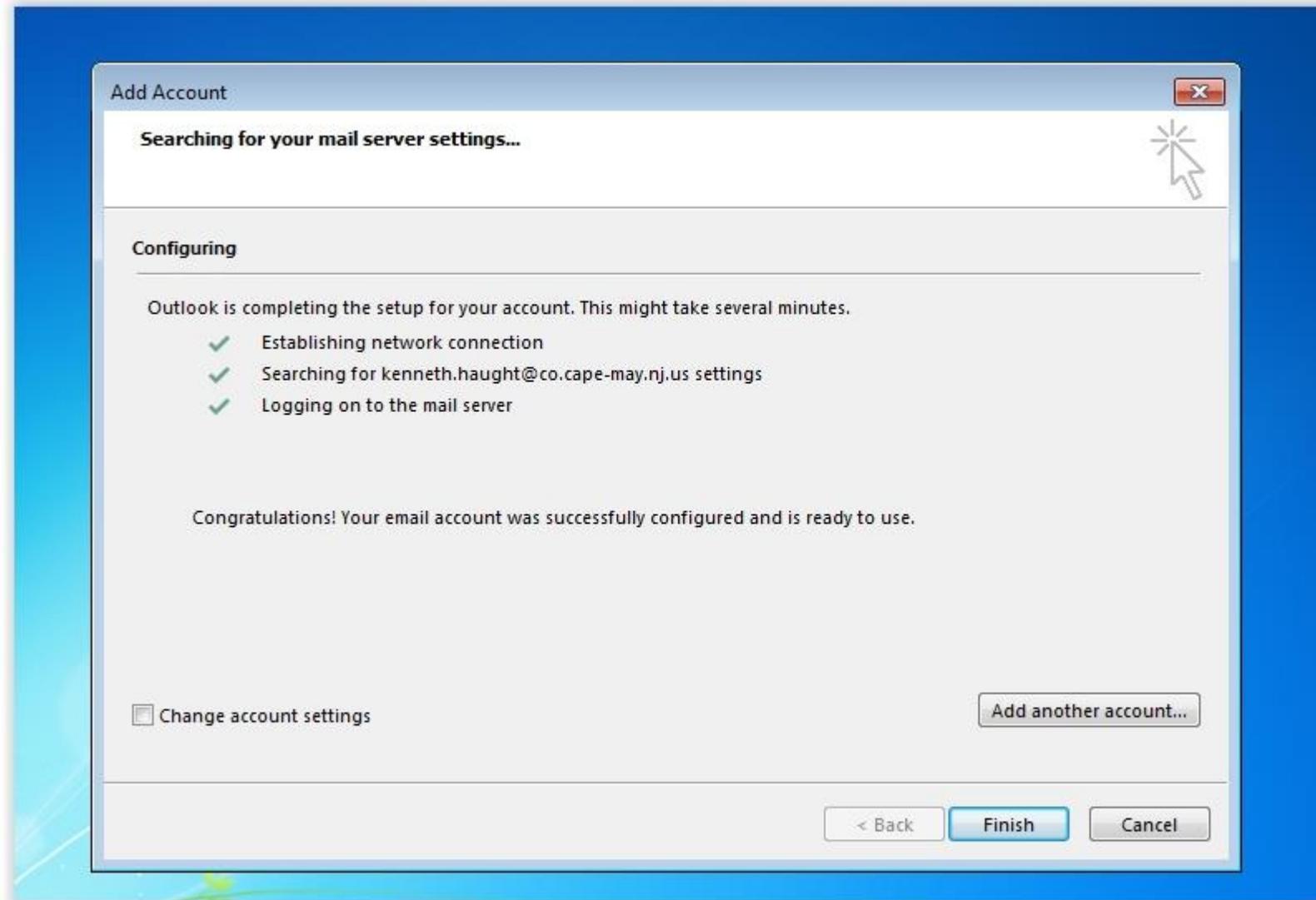
E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

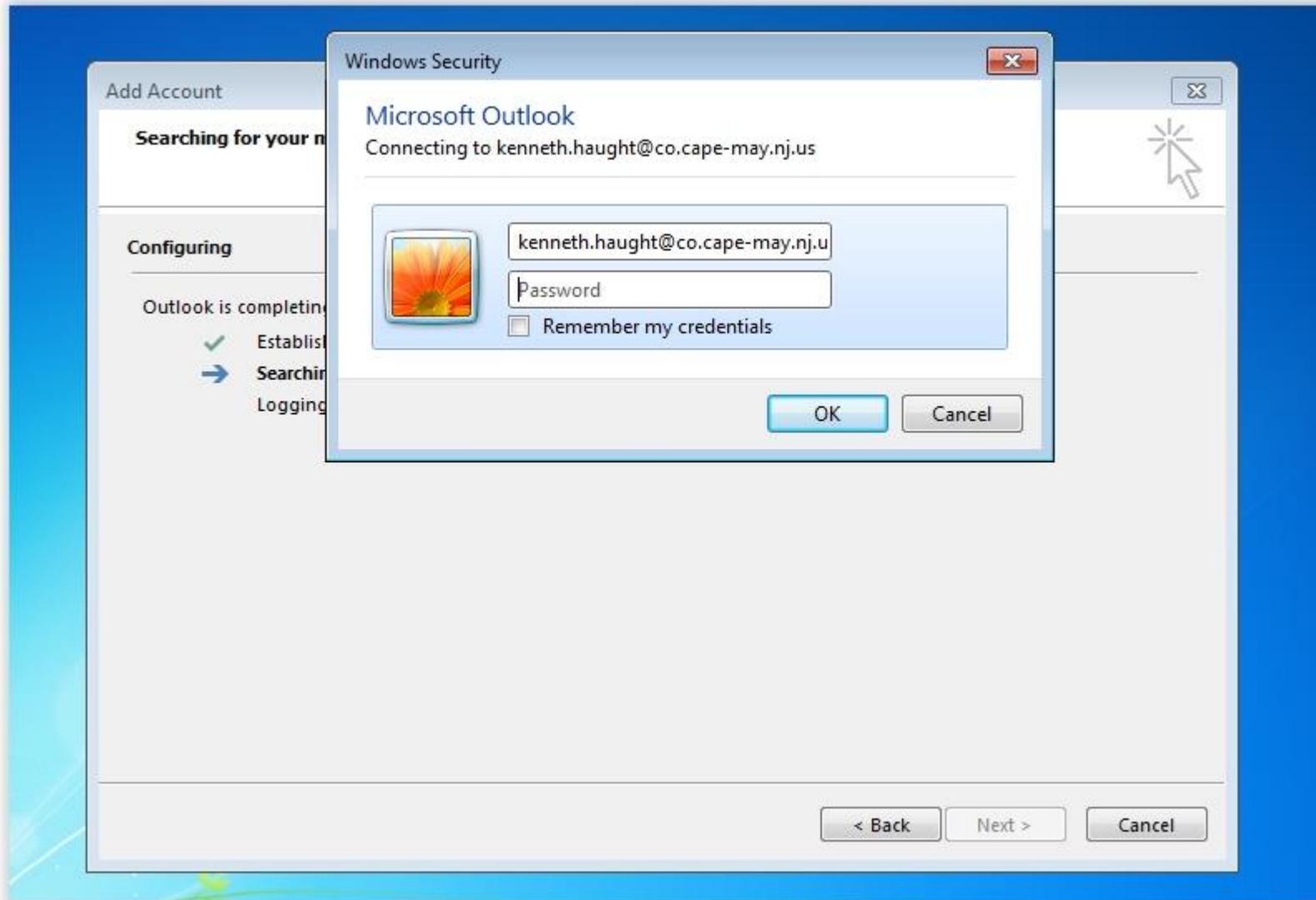
Manual setup or additional server types

< Back Next > Cancel

STEP 6c – Your Outlook account should now be configured. If you have any problems up to this step, contact MIS.



STEP 6c – Your Outlook account should now be configured. You may get one more authentication window. Sign in with your Windows Username and Password.



STEP 6d – Activate Office by signing in with your Windows Credentials

Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

[Enter a product key instead](#) [Privacy statement](#)

Sign In

User ID:

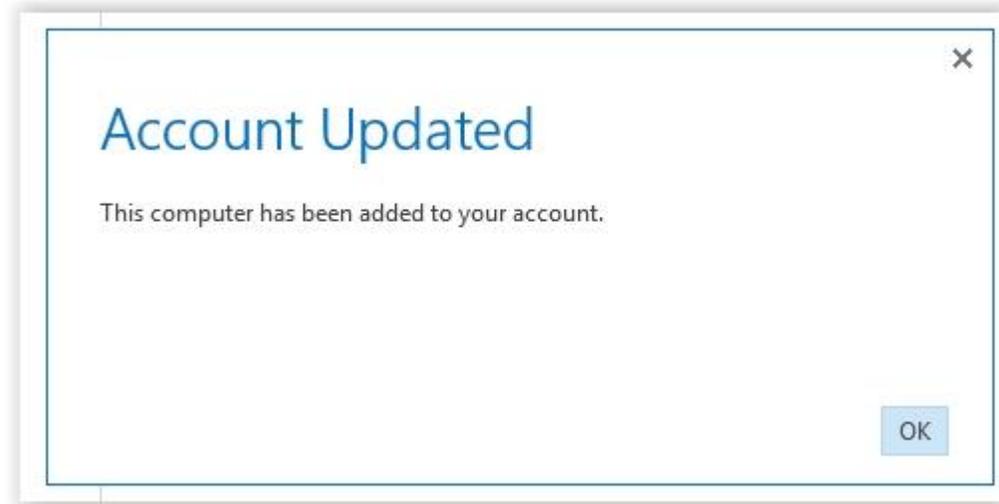
Password:

Keep me signed in

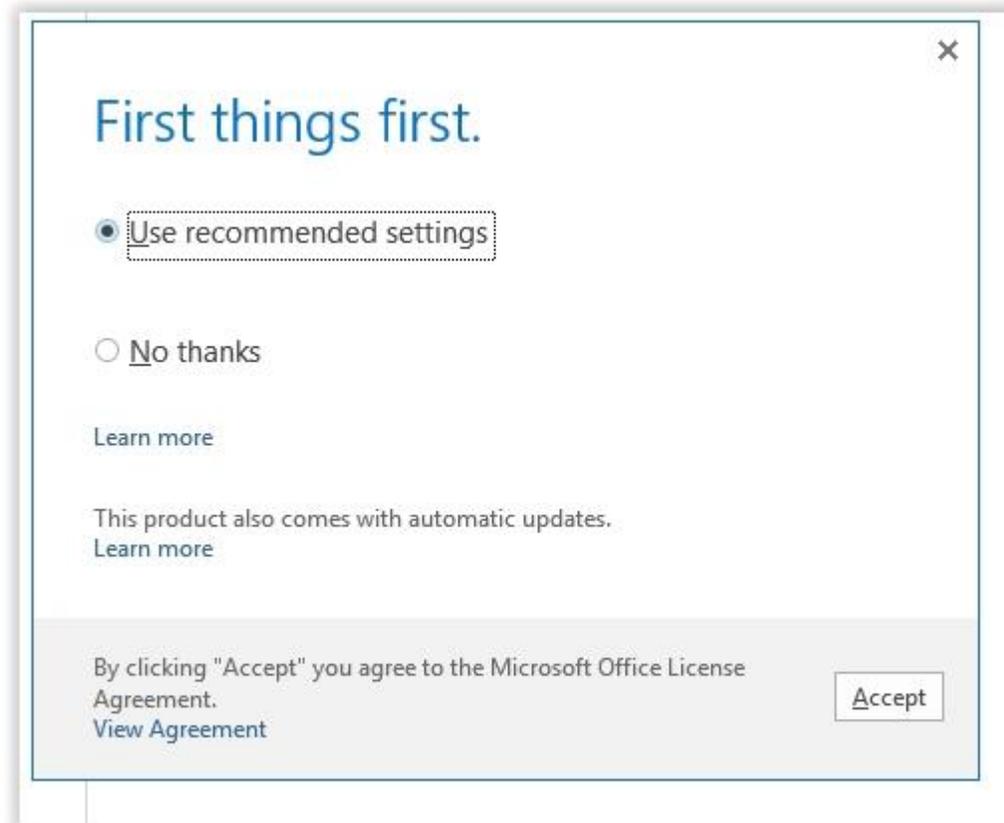
[Can't access your account?](#)

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STEP 6d – Office has been activated correctly.



STEP 6e – Office options – Choose *Use Recommended Settings*



Thank you – if you have any questions, concerns or problems, please call MIS at 463-6625

If you would like to learn more about Office 365 please go to the following website

https://portal.capemaycountynj.gov/Office_365/Office_365.htm