

By Alexander Palazzo Monday, July 14, 2014

Switch your account to office 365

1. First Open Word

? - 0 × Palazzo, Alexander A. apalazzo_5558@ric-acad.ricol.edu Switch account Search for online templates Q Word ed searches: Letters Resume Fax Labels Cards Calendar Blank Title Title Title Aa Heading Heading documents list. To browse for a do clicking on Open Other Documents C Open Other Documents Blog post Blank document Single spaced (blank) Ion design (blank) t design (blank) JOIN US AT OUR ANNUAL EVENT Title 1 HEAD ----BUSINESS TRIP CHECKLI I WANT TO VOLUNTEER NURSERY [EVENT TITLE HERE] SALE

- 2. Next A start window should appear in word
- 3. Next click switch account in the upper right hand corner



- 4. Another way to switch your account is to click on blank document and then go to file
- 5. Next click on account
- 6. Next click switch account

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8 ×



7. Next a pop up window will appear

Licer Information	Due als and lock-monthing	
User Information Palazzo, Alexander A. apalazzo, 5558@ric-acad.ricol.edu Sign out Switch Account Office Background: No Background Office Theme: White Connected Services: Add a service *	 Sign in Type the email address of the account you would like to use with Office. Type your email address Next When you sign in, your documents and settings are online. Learn more Privacy statement 	X tinfe

- 8. Sign in with your RIC Creditials
- 9. Click next and your are done
- 10. Now you are sign into your OneDrive for Business account @ Rhode Island College

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Info	Account	
New		
Open	User Information	Product Information
Save	Palazzo, Alexander A. apalazzo_5558@email.ric.edu	Office
Save As	Change photo About me	
Print	Sign out	Product Activated
Share	Office Background:	This product contains
Export	Circuit *	AB XI ND Q2 PB PD VI D0 LD Change Product Key
Close	Office Theme:	About Word
	White	Learn more about Word, Support, Product ID, and Copyright information.
Account	Connected Services:	Word
Options	Add a service *	

- 11. Now you are all done
- 12. You can always switch between your business account and your personal account.

