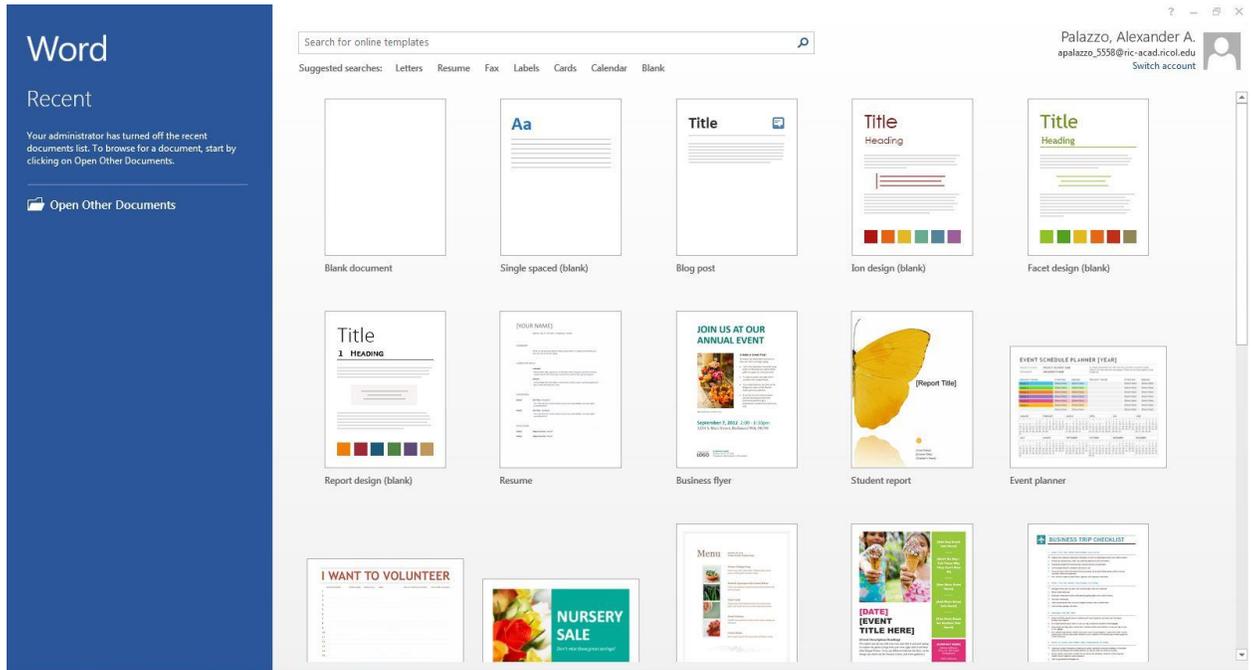




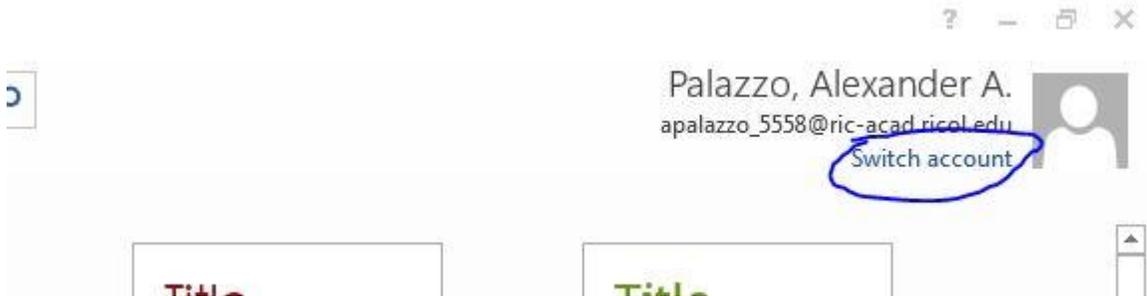
By Alexander Palazzo  
Monday, July 14, 2014

### Switch your account to office 365

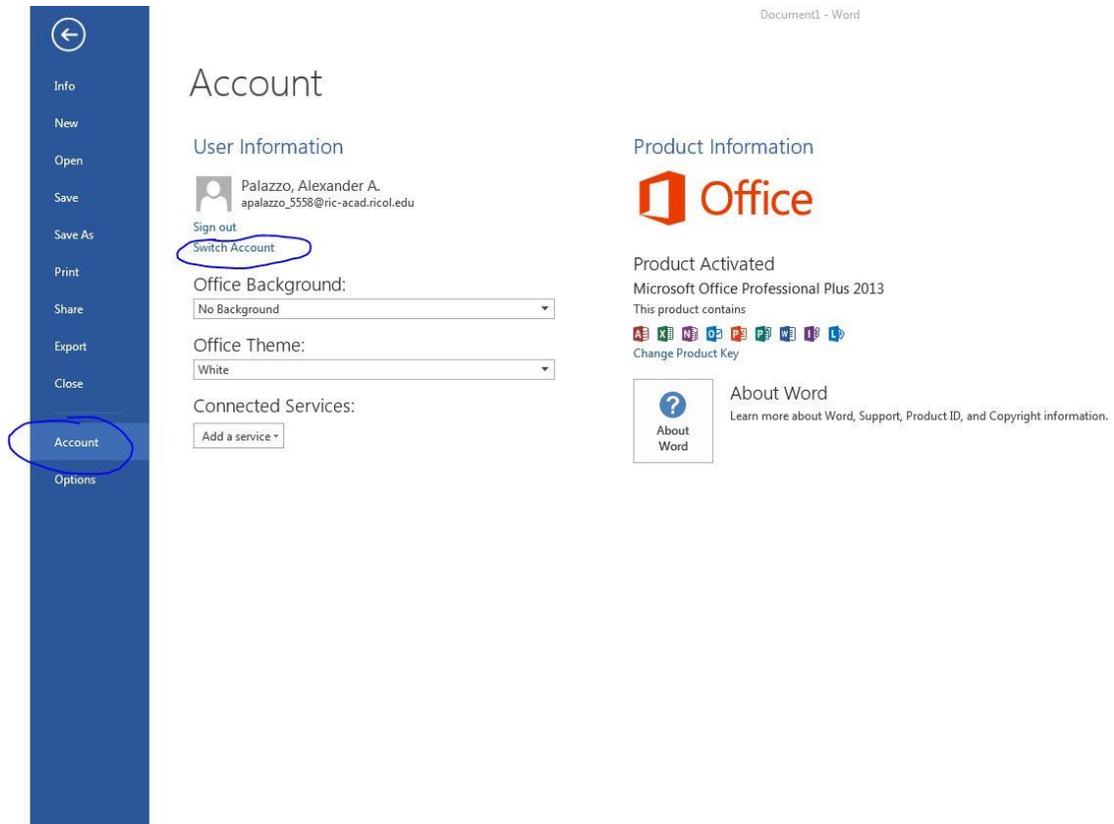
1. First Open Word



- 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



7. Next a pop up window will appear

# Account

## User Information

 Palazzo, Alexander A.  
apalazzo\_5558@ric-acad.ricol.edu

Sign out  
Switch Account

Office Background:

Office Theme:

Connected Services:

## Product Information

# Sign in

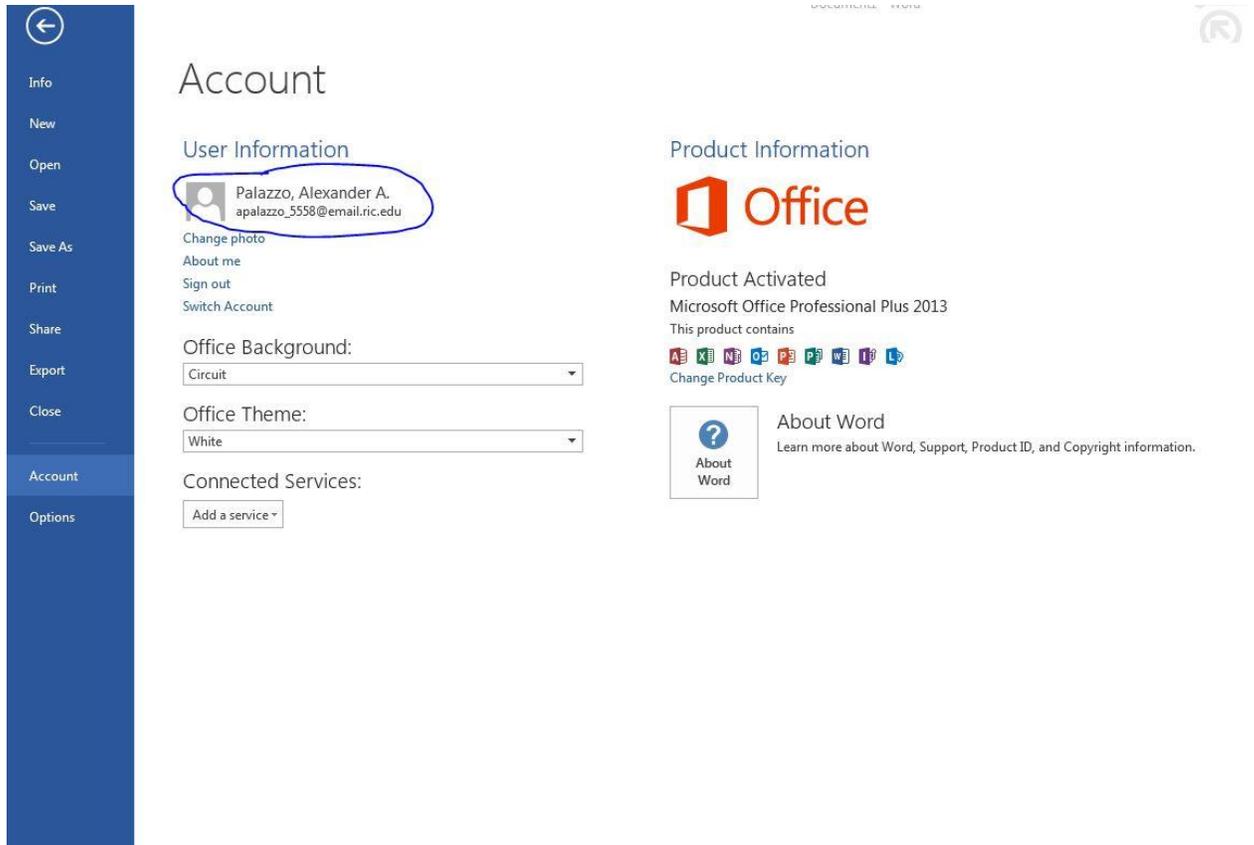
Type the email address of the account you would like to use with Office.

When you sign in, your documents and settings are online.  
[Learn more](#) | [Privacy statement](#)

information.

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



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

Accounts

[SWITCH ACCOUNT](#) | [SIGN OUT](#)

Current Account

 Palazzo, Alexander A.  
apalazzo\_5558@email.ric.edu

Other Accounts

 Palazzo, Alexander A.  
apalazzo\_5558@ric-acad.ricol.edu

 **Add Account**  
Click to sign in a new account into Office

ode Island Colle

and Copyrig